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**SEVEN HILLS PREPARATORY ACADEMY**

**ELEMENTARY SCHOOL HANDBOOK**

**for**

**Families and Students**

**2021-22 School Year**

**BLOOMINGTON CAMPUS**

8600 Bloomington Avenue South

Bloomington, Minnesota 55425

(952) 426-6000

Fax (952) 426-6020

**RICHFIELD CAMPUS**

1401 West 76<sup>th</sup> Street

Richfield, Minnesota 55423

(612) 314-7600

Fax (612) 314-7609

[www.sevenhillspreparatoryacademy.org](http://www.sevenhillspreparatoryacademy.org)

School Hours: 8:40 a.m. - 3:40 p.m.

Office Hours: 7:45 a.m. – 4:00 p.m.

Approved by the Board of Directors on August 5<sup>th</sup>, 2021

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**INTRODUCTION**

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To unify our leadership, our teaching, our learning, our growth, our expectations and our partnerships between faculty, staff, parents/guardians/families, students and the Board of Directors, we have prepared this handbook to provide guidance for students and families to understand the road to success at Seven Hills Preparatory Academy (“SHPA”). On the following pages, you will find policies and procedures on many subjects. We ask that you review this information carefully and hope you find it helpful.

*Any adaptations in the application of this Handbook due to the COVID-19 pandemic will be communicated to families as necessary and helpful through regular school channels.*

### **Seven Hills Preparatory Academy Statement on Classical Education**

#### **Mission Statement**

Seven Hills Preparatory Academy engages students in a rigorous Classical Education, designed to prepare *each one* for strong citizenship and life-long learning.

#### **Vision Statement**

Recognizing that all students have the right to pursue academic and personal excellence, Seven Hills Preparatory Academy challenges students by:

- Providing a caring and structured small-school environment;
- Maintaining high expectations of students, staff, and the community;
- Inspiring critical thinking, creativity, and an appreciation for beauty through active implementation of the Core Knowledge curriculum;
- Promoting a strong value system that embraces cooperation, assertion, responsibility, empathy, and self-control at the elementary school and trustworthiness, open-mindedness, respectfulness, compassion. and honorability at the middle school.

SHPA’s Board of Directors desires to articulate the principles of Classical Education present at SHPA as a guide for members of the academy’s community for the years ahead. Using the renowned Core Knowledge curriculum as a foundation, SHPA follows these guiding principles in implementing a Classical Education:

- We focus on the origins of Western Civilization and culture, while fostering an appreciation of other cultures and the emerging global culture;
- We use the Seven Liberal Arts methodology, as described by Dorothy L. Sayers in her essay “The Lost Tools of Learning,” including the foundational learning stages of grammar, logic, rhetoric (commonly called the Trivium), as well as the subjects of

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mathematics, music, astronomy (natural sciences), and geometry (including architecture and visual arts). These last four subjects are commonly referred to as the Quadrivium;

- We promote a strong value system by embracing CARES (Cooperation. Assertion. Responsibility. Empathy. Self-Control.) in elementary school and TORCH (Trustworthy, Open-minded, Respect, Compassion, and Honorable) at the middle school.
- Intellectual rigor and mental discipline with the goal of wisdom and eloquence are instilled;
- Character development emphasizes core values that foster the Classical virtues of truth, goodness, and beauty with the purpose of cultivating strong citizens and lifelong learners;
- High standards of academic excellence are maintained;
- Hard work is highly valued within the community;
- We maintain a warm community of learners where everyone in the community is in the process of life-long learning;
- A spirit of inquiry and intellectual curiosity is valued.

In the classroom at SHPA, you will see the following implementation of Classical Education:

- The Core Knowledge curriculum, providing a factual foundation for each subject in a content-rich, sequential, systematic, and cumulative curriculum;
- Study of classic literature and original texts leading into Socratic discussion;
- Teacher-directed learning that supports the foundational stages of Classical Education;
- Language-intensive curriculum as compared to image-intensive curriculum;
- An integrated curriculum across subject areas that uses history as a backbone;
- Writing is featured prominently across all subject areas;
- Memorization of quality prose, literature, facts, dates, people, and geographic locations;
- Art, music theory, music appreciation, and performance are studied;
- Physical Education is central to the curriculum;
- Latin language is incorporated into the curriculum to develop skills identifying root words, to increase literacy skills and lay an important foundation for learning foreign languages;
- Students prepare and deliver oral presentations to develop skills in rhetoric.

### **Seven Hills Preparatory Academy's Four Pillars of Classical Education**

The foundation of classroom instruction at Seven Hills Preparatory Academy is based on four main pillars that are a thoughtful collaboration of Classical Education methodologies and

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research based best practices. The following is an overview of each pillar and examples of classroom implementation.

### **Didactic Method**

When exposed to didactic teaching methods, a student receives explicit instruction engaging his or her mind and allowing him or her to become an active learner. When a teacher uses a didactic teaching method, they are “telling” the student what to read, say, or write. Dictation, modeling, reading aloud, flashcards, and sound-offs can be examples of didactic teaching methods. Most students in the elementary grades learn through this method.

For more information on this teaching method, please see Appendix H in the back of this handbook.

### **Coaching Method**

Coaching teaching methods engage the student in constructive learning in which the teacher closely guides, leads, monitors, or facilitates the activity. The student is “coached” through the task, ensuring that understanding and mastery are achieved. Guided writing, experiments, problem solving, and critiquing can be examples of coaching teaching methods.

### **Socratic Method**

Socratic teaching methods encourage the student to use critical thinking and evaluation skills as they share knowledge, thoughts, and ideas in response to teacher-generated questions or topics, through discussion, or writing. Debate, seminars, peer critiques, and self-assessments can be examples of Socratic teaching methods.

### **Character Development**

Equal to the pursuit of a hard earned wisdom is the development of high moral character. At Seven Hills we cultivate strong citizens and lifelong learners through the classical virtues of truth, goodness, and beauty. We believe these virtues increase with the practice of our core values. The core values at the elementary level are Cooperation, Assertion, Responsibility, Empathy, and Self-Control (CARES). We believe these values and virtues create a vibrant Classical school culture that compels strength of character, commitment to growth, and spirited cooperation among all community members. We also believe in the inherent value of an inclusive learning environment where students and staff from all backgrounds work hard to prepare for a diverse world in which they make lasting contributions.

## **ENROLLMENT**

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### **Entrance Requirements**

Enrollment at SHPA is open to all students. At the beginning of each year, an enrollment window is determined during which parents/guardians may apply for admission. Placement in classes occurs in the order in which applications are received. If applications exceed available openings during this window, enrollment is determined by a lottery. In the event that all classes are full, a waiting list is generated and students will be enrolled thereafter as openings occur. Available class space is determined by the number of grade level openings determined by the School Board's class size policy.

In addition to the application, SHPA requires additional items for admission to our school for students entering Grades K – 5.

- To enter Kindergarten, a student must be five (5) years old on or before September 1<sup>st</sup> of the current school year. Students must also have completed an Early Childhood Screening as required by the State of Minnesota before entering Kindergarten and results sent to us.
- Parents/guardians of K-5 students must provide SHPA with an original birth certificate or passport. A copy will be made in the school office while you wait and the original returned to you.

### **Medical Requirements for Enrollment**

Students entering SHPA for the first time must have up-to-date immunizations as required by the State of Minnesota before the first day of school. **Please inform the school of any student health concerns at this time.**

### **Return of School Materials: Return of Textbooks, Class Library Books, Audio/Visual Equipment and Other School Materials**

It is the responsibility of current SHPA students to return all textbooks, classroom library books, and any other school materials at the end of the school year in good condition. Parents/guardians assume responsibility for damage to or loss of any textbooks, classroom library books, audio/visual equipment, or other school materials used by their child/children.

Please contact the Assistant Principal for information. Replacement costs and/or damage fines are assessed for any lost or damaged materials. The teachers, in conjunction with the Assistant Principal, will determine these fees.

### **HEALTH SERVICES INFORMATION**

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### **Health Services**

Learning does not occur in the presence of illness. SHPA provides a school nurse and health assistant to assist in monitoring the health of our students and families are expected to be diligent in informing the school of medical issues affecting their child's academic performance or attendance.

**Each student is required to have an Emergency Health and Accident form on file that is verified each year to ensure records are current and accurate. This form requires the names and phone numbers of three (3) responsible persons 18 years or older that are contacted in case the parent/guardian cannot be reached.**

### **Student Health Concerns**

Whenever symptoms indicate the possibility of a student's illness, and/or pain, the classroom teacher refers students to the office. Minor injuries are treated at school. Major injuries will be handled by calling emergency services and parents/guardians.

Students who become ill during the school day are required to go home as soon as possible. Families must either pick up their child or make arrangements for a person listed on their student's emergency list to pick up their child. This **MUST** be done in a timely manner.

If a student is sick at home or is sent home from school for an illness, they are **NOT** to return to school until they are free of fever and/or symptoms for a **FULL** 24-hour period.

Families are asked to contact the school regarding any problems concerning their child's health, medication, or communicable diseases. Families **must keep their child home** if the child has any of the following illnesses:

- Fever of 100.4 degrees F or higher
- Vomiting
- Diarrhea
- Acute cold
- Sore throat
- Swollen glands
- Severe cough
- Inflamed or red eyes, pus or drainage
- Listlessness, weakness, drowsiness, and/or flushed skin
- Headache
- A rash or skin eruptions of unknown origin

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- Recurring instances of head lice

If a student's activities are to be limited after a serious illness or accident, a statement from a physician is required. The statement must indicate the length of time the limitation must be in place as well as any necessary accommodations, including elevator use if applicable

If a student cannot participate in physical activity, students cannot be left in the classroom during recess without a teacher present. If a student is too sick to go outdoors for fresh air and exercise, the student should be kept at home. Exceptions will be made upon written request from a physician. All students who attend school are expected to participate in recess unless weather conditions do not permit it. Students should bring appropriate outerwear for recess.

### **Medication**

No medication will be given at school except for those which have been prescribed by a physician and which are needed to keep the student at school. Before medication can be administered at school, parents/guardians and the child's physician must complete the required forms. These forms can be obtained from the school office.

Medication **must** be brought to the school office in a container appropriately labeled by the pharmacy. This label must include the child's name, the prescribing physician's name, the name of the medication with directions (dose and frequency), and the pharmacy phone number.

If the student needs to take medication at school, the family should bring the medication to school and not send it with their child. The family is also responsible for collecting their child's medication if it has been discontinued. If the medication is not picked up in a timely manner, the medication will be thrown away.

Students may **not** carry any type of medicines, pills, epinephrine injection pens or inhalers with them during the school day. If they are required to do so, we will need a note from the physician indicating that the student is allowed to carry these item(s) during the school day. The prescription for these medicine(s) must be on file with the office which states that the student needs to keep the medicine with them during the school day. SHPA will not dispense cough drops to the students.

### **ATTENDANCE**



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### **Student Attendance**

Regular student attendance is imperative. Students who miss school are at a disadvantage academically. Our instructional approach is primarily interactive and participatory, therefore, the learning experience cannot be duplicated outside of school. Family cooperation in having children attend school every day, except when ill, will enhance their child's learning as well as that of other students.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school are **required** to attend all assigned classes every day school is in session, unless the student has been excused by the Principal from attendance because the student has withdrawn or has a valid excuse for absence.

#### **A. Illness**

**In the case of absence due to illness, families must call the school office by 8:15 a.m. with the following information: (1) The caller's name (2) The student's name, grade, and teacher (3) Reason for absence.** If the student is absent and the family has not called the school, a staff member will make a reasonable attempt to contact the family by phone. When an absence is longer than one day, school work may be picked up in the office if the family notifies the classroom teacher in advance and have made arrangements for work to be sent home.

Bloomington Campus: (952) 426-6000

Richfield Campus: (612) 314-7600

#### **B. Excused Absences**

Absences that are excused are listed below.. If a family wishes to keep a child out of school for any reason other than those mentioned here, arrangements should be made in advance through the student's teacher and Principal. This will be considered an **unexcused absence**. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

After five (5) consecutive days of absence due to illness, a doctor's note will be required before a student may return to school.

After ten (10) cumulative days of absence due to illness for the year, further absences are considered unexcused unless documentation from a physician is received.

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After fourteen (14) consecutive days of absence, the student is automatically unenrolled from the school per MN Statute 126.05 and a corresponding report is filed with the Minnesota Department of Education.

The following reasons constitute excused absences.

- 1) Illness
- 2) Serious illness in the student's immediate family
- 3) A death in the student's immediate family or of a close friend or relative
- 4) Medical, dental or orthodontic treatment or counseling appointment
- 5) Court appearances occasioned by family or personal action
- 6) Religious holidays or religious instruction not to exceed three hours in any week
- 7) Physical emergency conditions such as fire, flood, storm, etc.
- 8) Official school field trip or other school-sponsored outing
- 9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work
- 10) Family emergencies
- 11) Active duty in any military branch of the United States
- 12) Family Activity (see below)

A student may be absent up to 5 days from school for a preapproved family activity. To receive pre-approval from the school, families must do the following:

- At least 10 school days before leaving, request permission from the school for your child to be absent for a family activity.
- Before leaving, verify expectations with teacher(s) regarding homework or other assignments
- Ensure your child will not be absent for important tests such as the MCAs
- Receive written pre-approval from the Principal for excusing absences due to a family activity

#### C. Unexcused Absences

The following are examples of absences which will not be excused.

- 1) Truancy or an absence by a student which was not approved by the parent/guardian and/or the school
- 2) Any absence in which the parent/guardian failed to comply with any reporting requirements of the school's attendance procedures

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- 3) Working at home
- 4) Working at a business, except under a school-sponsored work release program
- 5) School visits
- 6) Absences resulting from accumulated unexcused tardies as set forth in the attendance procedures
- 7) Any other absence not included under the attendance procedures set out in this policy

#### Absences

- Third (3<sup>rd</sup>) Unexcused Absence
  - Student classified as a continuing truant
  - Possible email or call home by school administrator
  - Written letter sent home
  - Potential conference scheduled with school administration
- Seventh (7<sup>th</sup>) Unexcused Absence
  - Student classified as a continuing truant
  - Written letter sent home
  - Family referred to the Hennepin County Attorney's Office (HCAO) *Be@School Program*.

Additional unexcused absences will result in continued involvement of the HCAO, and may include a child protection report of educational neglect and court intervention per MN Statute 260C.143. After 17 days (or 10%) of accumulated unexcused absences in a year, the Administration may determine that the student be retained in the same grade for the following school year.

#### D. Tardiness

Tardiness is disruptive to the educational process and is inconsiderate to both teachers and other students. Therefore, it is imperative that students are punctual and that these guidelines are followed.

- Please make sure that your child(ren) arrives to the school by 8:30 a.m. and no earlier than 8:15 a.m. unless they have a scheduled school activity.
- Be advised that there is no student supervision before 8:15 unless there is a scheduled school activity.
- Buses will arrive at school between 8:25 a.m. and 8:30 a.m.
- Classes start promptly at 8:40 a.m.

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- After 8:40 a.m., students must check in at the office before going into class and will be marked tardy.
- Families will **not** be allowed to walk their children down to the classroom upon arrival. The exception will be Kindergarten parents/guardians who will be allowed to walk their children to the classroom on the first day of school.

The following reasons shall be sufficient to constitute an excused tardy:

- 1) Illness
- 2) Serious illness in the student's immediate family
- 3) A death in the student's immediate family or of a close friend or relative
- 4) Medical or dental treatment
- 5) Court appearances occasioned by family or personal action
- 6) Physical emergency conditions such as fire, flood, storm, etc.
- 7) Any tardiness for which the student has been excused in writing by an administrator or faculty member.

State laws require schools to monitor attendance and send written notice to parents/guardians when a student has missed more than three (3) unexcused days in a school year. **All tardies and absences must be verified or the absence becomes an unexcused absence or truancy.**

The following items will be applied accordingly.

#### Tardies

Students are tardy if they are not in their classrooms by 8:40 a.m. without a valid reason (see above).

- 5 tardies = An information letter is sent home to be reviewed by parent/guardian and student.
- 7 tardies = 1 Unexcused absence
- 14 tardies = 2 Unexcused absences
- 21 tardies = 3 Unexcused absences, a truancy letter will be sent home by school Administration and conference scheduled with school Administration.

#### E. Early Dismissal

No student is allowed to leave the building or playground during school time unless he/she is accompanied by a parent/guardian/adult family member or an adult from the school. All-day attendance is important for every student, every school day. If it is known in advance that an

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early dismissal is absolutely necessary, families must contact the Main Office to make prior arrangements.

#### F. Same Day Student Pick-Up Changes

We do accommodate infrequent changes to after school pick-up procedures for students. For same day changes to student pick-up plans, families must call SHPA's Main Office by **2:00pm** and **leave a voice mail** in order to ensure proper communication. Families should not send a note, email or voicemail to your child's respective teacher about an end of the day pick up change. These are only authorized through the Main Office and not by contacting classroom teachers.

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Richfield Campus: (612) 314-7600

#### G. Dismissal for Vacations

Should a student be absent for a family vacation, please be advised that teachers are not in a position to provide lesson plans, class work, and assignments that the student would miss while being out of class. What they can provide is material to reinforce/support previous and current learning and can suggest that families and students take reading material, small notebooks for writing or drawing, or educational games/activities for the students to use while out of school. If a family wishes to keep a child out of school for a family vacation, arrangements should be made in advance through the student's teacher and the principal. Vacations are considered an **unexcused absence** unless pre-approved as a family activity up to 5 days per school year.

## ACADEMIC ASSESSMENTS

### Report Cards

Students receive a report card once per trimester. Report cards will be sent home with students for Trimesters I and II and by U.S. Mail for the final yearly report card for Trimester III.

### Testing

Interim: All students will participate in quarterly Interim Testing which will measure student progress according to the MN State Academic Standards.

Minnesota Comprehensive Assessments: Third through Fifth Grade students will participate in MCA testing in the spring of each year.

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### **Homework**

Homework is an integral part of the student's educational process. The Core Knowledge Curriculum requires student preparation outside of school and is enhanced by family support and involvement with homework completion. Homework assignments are a part of each student's grade, therefore, missing assignments must be turned in as soon as possible. Students are responsible for homework assignments missed during an absence from school.

### **TRANSPORTATION**

The Bloomington Campus will be served by Academy of Holy Angels busing while the Richfield Campus will be served by 4.0 transportation services. Additionally, the 4.0 bus company will provide bus service from Burnsville to the Bloomington Campus, special education transportation for both campuses, and any field trips the Academy of Holy Angels cannot serve.

*For the 2021 – 22 school year the annual fee for transportation service is **\$275 per student** and a **\$525 cap per family**, with eligible families charged on a sliding scale. **This fee is non-refundable.** Busing comprises a significant portion of our operating budget and we are pleased to provide quality service at a reasonable cost. The bus transportation fee is applicable to all families who meet any of the following criteria:*

- 1) Do not live in either Bloomington or Richfield (e.g., reside in Burnsville, Minneapolis, Edina, etc.)
- 2) Do not attend campus of the city in which they live (i.e., live in Bloomington, but attend the Richfield campus or vice-versa; families with children at both campuses are eligible to use the transition bus\*
- 3) Live fewer than two miles from the campus they attend (please see MDE FAQ sheet on the school's website)

\*Transports middle school students with elementary siblings at Bloomington to Richfield and back

In order to be placed on a bus route and guaranteed service at the start of the 20120-21 school year, all families (new and returning), **must complete an online bus application form during the enrollment period**

### **Child Care**

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The Bloomington campus partners with Cedar Valley Church, which provides before and after school care for students independently of the school. The Richfield campus partners with Berea Lutheran Church, which provides before and after school care for students independently of the school. Please consult the SHPA website for further information or contact either of these organizations directly for additional details.

## **SCHOOL ACTIVITIES**

### **Co-Curricular Activities**

The school offers before and after school activities as-appropriate throughout the year. Flyers and relevant documentation will be sent home with the students and information posted on the school website. All students are encouraged to participate as these activities are designed to be extension activities related to the curriculum being implemented in the classrooms. Please consult the SHPA website for fee and registration information.

### **Sports**

A variety of sports programs are offered to students in Grade 5, including soccer, basketball and volleyball. Programs are based upon student interest.

### **Field Trips**

Educational field trips are scheduled during each school year and planned to enrich your child's educational experience. Field trips are considered supplementary, so students are strongly encouraged, but not required, to attend. Students who do not participate in a field trip will be expected to participate in an alternative educational activity at the discretion of the administration. Permission slips from parents/guardians must be signed and returned to the classroom teacher before a student may participate in a field trip. Any necessary fees will be collected prior to each field trip and financial scholarships will be made available for eligible families.

Chaperones – We welcome parent/guardian assistance with school outings. The ratio of chaperone to student is 1:5, one (1) parent/guardian for every five (5) students. Any family member wishing to chaperone a SHPA field trip is required to have a criminal background check prior to the trip. Background checks are conducted every four years. SHPA will absorb this cost. When a background check identifies an issue from an enforcement agency, the school's Principal contacts the family member to obtain clarification prior to approving them as a chaperone.

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Dress Attire —Students attending a field trip are required to wear their school uniform-unless otherwise noted in the field trip/permission slip sent home to families prior to the field trip.

Parent/Guardian Pickup--Students attending a field trip are expected to ride the bus back to school and are not to be picked-up from the site of the field trip.

## **HOME AND SCHOOL RELATIONSHIPS**

### **Family-Staff Communication**

Family -Teacher communication is critical to the academic success of your student(s). Please remember the following guidelines about school and home communications.

- **In-Person Meetings:** We enjoy talking to families, but from 8:15 a.m. to 4:00 p.m., we devote 100% of our attention to your children. We are pleased to schedule meetings at an alternative time. Pre-arranged virtual meetings may also be an option
- **Email:** Please feel free to send emails at any time and we will reply in a timely manner.
- **Voicemail/Phone:** Please feel free to contact us through phone or voicemail and we will reply in a timely manner.
- **School Conferences:** School-wide conferences are scheduled in both the Fall and Spring each school year and provide an opportunity to review your child's academic performance. Additional conferences may be scheduled as needed throughout the year.

Please be aware that due to data privacy concerns, teachers cannot give out another family's contact information.

## **GENERAL SCHOOL INFORMATION**

### **Student Uniform Dress Code**

We believe that a uniformed approach in clothing allows for the focus to remain on the school that brings us all together and instills a sense of shared pride and unity in our community. . Students are required to be in proper dress during school hours and on field trips unless otherwise notified. If a student is not in the approved school uniform, we will contact the family. Clothes should generally fit and provide appropriate coverage. Anything that may substantially impact students' focus on their learning may not be permitted. Uniform decisions are entrusted to the staff and are ultimately the discretion of the Campus Principal.

Pants/Shorts:



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- Colors Khaki and Navy Blue
- Style Fitted or Elastic Waist
- Fabric Twill, cotton or cotton blend or polyester blend.

Pants or shorts must be hemmed. Jeans, sweatpants, cargo pants or those with excessive pockets, bicycle shorts, cut-offs, or boxer shorts are not acceptable.

Skirts/Skorts:

- Colors Blue/Red Plaid (preferred). Khaki and Navy Blue are acceptable
- Style Fitted or Elastic Waist
- Fabric Twill, cotton or cotton blend or polyester blend.

Denim is not acceptable. Length must be mid-thigh (bottom of fingers) to mid-calf.

Jumpers: Blue/Red plaid (preferred). Khaki and Navy Blue are acceptable.

Shirts

- Colors Navy Blue or white
- Style Polo (short or long sleeve) and Turtle Neck Shirts

Collared shirts are required. Shirts bearing the school logo are preferred.

Sweaters

- Colors Navy Blue or white
- Style Cardigan, V-neck, Crew neck, Sweater vest, Crew and/or V-neck pullover

Sweaters bearing the school logo are preferred.

Sweatshirts

Colors White or Navy Blue

- Style Crew neck pullover
- Hooded sweatshirts can only be worn to and from school and during PE and recess.

Sweatshirts bearing the school logo are preferred.

Shoes

Black, gray, or brown closed-toe dress shoes are preferred and students will be allowed to switch into athletic shoes for physical education and recess. Students may wear solid-color athletic shoes deemed unobtrusive and in good repair. Plain and solid colored tennis shoes are preferred. Shoes must be kept laced and tied. Shoes that emit light or sounds are not permitted.

Socks

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Dress socks White or Navy and/or Tights or leggings (worn beneath skirts) of the same color.

#### Accessories

Accessories should not substantially impact students' focus on the learning. In general, hats, caps, hoods, bandannas and sunglasses may not be worn during the school day. Headwear may be worn for educational, religious, and ethnic reasons; if culturally specific or significant; if necessary for medical purposes; or, if it serves a necessary function (examples may include but are not limited to hijabs, yarmulkes, head wraps, braids, locs, cornrows). Hats may be worn for cold weather when outside but not in the classroom.

#### School Spirit Wear

School Spirit Wear may be worn every Friday. Bottoms must be uniform compliant.

#### **All school uniform items are available from:**

**Educational Outfitters – 952-927-6778 - 5710 W. 36th St., St. Louis Park, MN 55416** – in store, online 3% donation back to school on all purchases. Order online at [Minnesota.educationaloutfitters.com](http://Minnesota.educationaloutfitters.com) and use school access code MN01350.

#### **Uniform Online Ordering**

##### **French Toast**

[www.FrenchToast.com](http://www.FrenchToast.com) or call 1-800-373-6248.

The school will receive a 5% rebate back twice a year for purchases made from French Toast. Please use source code QS5RSKL when ordering to make sure Seven Hills Preparatory Academy is credited for your purchases.

#### **Food at School**

**SHPA has replaced its nut-free school policy with a nut-free zone policy in its cafeterias.**

Due to severe food allergies, students seated at lunch tables designated as nut-free zones **will not** be allowed to bring **any** snacks or food that contains or may contain nuts or peanuts.

It is of the utmost importance that each family and student understands the severity of this rule and follows it explicitly. Most allergies are so severe that they are life-threatening. SHPA's Board of Directors and Administration appreciates the support of all SHPA families in ensuring the physical health and well-being of every student. We appreciate your support in keeping all of our students safe. Please discuss the seriousness of allergies with your children when explaining why the school does not allow nuts, products made with nuts or in kitchens where nuts have been used at lunch tables designated as nut-free zones.

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**ONLY NUT-FREE FOOD FROM THE APPROVED SNACK LIST WILL BE ALLOWED IN CLASSROOMS.** Any snacks that are brought to school should remain in their original wrapper so the food labels can be checked. Copies of approved snack lists are available from all classroom teachers and in the office.

All snacks need to be checked each time for changes in ingredients or manufacturing processes. Snacks cannot be processed in a facility that also processes any nuts. These snacks are brand specific, other manufacturers of similar/imitation products use different ingredients. Bakery items and home baked goods are NOT to be brought into SHPA classrooms or they will be discarded. This pertains to birthday treats as well. Please see Appendix K for the Recommended Snack List.

### **Lunch**

*\*Recent legislation impacting state policy at the time of this handbook update may permit all families to receive free lunch, in which case, cost and payment language would not apply.*

The purpose of these guidelines is to establish consistent lunch account procedures in the provision of meals to students. Proper nutritional intake is essential for adequate learning to occur. SHPA is pleased to offer lunch at school. Our vendor, CKC Good Food strives to produce quality meals in an efficient and fiscally responsible manner and caters school lunches. According to Federal and State regulations, specific amounts of each food group must be placed on the students' trays. Students will be encouraged to eat all the food served to them.

For those families who do not wish to purchase school lunches, students are welcome to bring their own lunches from home. We remind families to please make sure that portions are adequate and good nutrition is given. Milk may be purchased separately.

### **Procedures for Purchasing Lunches**

All families must create a SPA (Student Pay Account) and use this account to order and pay for school lunches on a monthly basis. Directions are on the school website.

**Ordering** - Menus are available around the 15<sup>th</sup> of the month for the following month's meals and the window for ordering will be available for approximately 7 days. An email is sent home to families when online ordering is available and is on the orgsonline.com website. All families must order lunch online on a monthly basis.

**Lunch Payments** - School lunches are paid for online. The office does not accept payments.

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**Late Requests** - We cannot accept late lunch requests or same day lunch requests.

**Forgotten Lunches** – If a student does not have a lunch on a school day, the office will call home and ask that a lunch is brought to school for the student. If lunch cannot be brought to school, lunch or lunch substitute will be provided to the student for \$4.00.

**Field Trip Lunches** – If a student ordering school lunch has an all-day field trip scheduled, a bag lunch in lieu of a hot lunch will be prepared for the student on that day.

**Milk** – Milk can be ordered online using the SPA account, paid for each day in cash, or milk tickets can be purchased in the school office. The cost is \$0.60 for a carton of milk.

Qualifying families may apply for free meals anytime during the school year. Applications are available in the school Administration office.

### **School Lunch Costs**

Lunch prices are as follows:

- Lunch with milk - \$4.00 per lunch (students and adults)
- Milk - \$0.60
- Forgotten Lunch - \$4.00

Minnesota law requires that school districts “ensure that any reminders for payment of outstanding student meal balances do not demean or stigmatize any child participating in the school lunch program” ([Minnesota Statutes 124D.111](#)). As such, reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program” and a meal will not be taken away from a student with an overdrawn account.

All food must be eaten in the school gym/cafeteria. After eating, students will be dismissed to clean up their immediate area. Students are expected to practice good table manners while in the cafeteria. Throwing food items or other misconduct may result in dismissal from the cafeteria and loss of this privilege.

Any family member wishing to join a student for lunch will be permitted to eat lunch with their child in the lobby so as to limit any distraction or disruption to the lunchroom environment.

SHPA is unable to offer refunds or credits to account.

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### **Cell Phones and Other Electronic Devices**

Cell phones or other electronic devices may not be used during the academic day. Students with cell phones or other electronic devices are to shut them off and put them away before entering the classroom. Cell phone or other electronic device use may be resumed upon leaving the building. If a student is found with a cell phone or other electronic devices on their person during the school day, it will be confiscated and returned at the end of that day. If multiple infractions occur, a family member may need to come to school to recover the device.

### **Recording Devices**

The use of any device for recording is not permitted unless the supervisor or teacher approves the recording.

### **School Emergencies**

If the school experiences an emergency, with or without an evacuation, that requires the reunification of students with their families through an alternate means and/or at an alternate location than established traditional end-of-day transportation patterns, SHPA administrative staff and the School Emergency Response Team (SERT) will follow the reunification procedures established by SHPA. The school will work with local emergency response agencies to coordinate a safe reunification process and location for students and families. An alert will be sent to all families through SHPA's usual communication and notification systems. The alert will provide information to families where to reunite with their students. The reunification site will have both a check-in area and a meeting area in order to coordinate the safe, secure and documented reunification between students and their families.

For additional details on this process, please see Appendix G in this handbook.

### **Inclement Weather and Unscheduled School Closings**

In the event of inclement weather, school closings will be announced on KARE 11, WCCO, Fox 9, and KSTP radio and TV stations. If the listings do not identify SHPA directly as being closed, we are open and school is in session. If the school closes after the start of the school day, this information will be announced on local media and SHPA will send you a text or email to the number you have provided to us.

Families should specifically look for SHPA listings on TV/radio station announcements for school closing information because we are independent of Bloomington and Richfield District Public Schools. We will also have this information posted on the front page of our website.

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Inclement weather often produces delayed pickup and drop off times for bus transportation. This cannot be avoided and we appreciate your flexibility and understanding when inclement weather interrupts our daily schedule.

### **Tobacco-Free Environment**

SHPA is a tobacco-free environment. *Policy 419 – Tobacco-Free Environment* is included in its entirety in Appendix D.

## **STUDENT BEHAVIOR**

### **Seven Hills Preparatory Academy Character Development**

Developing a positive classroom climate involves the use of structured routines, reasonable expectations, ~~rules, natural, logical, and realistic~~ consequences, and the awareness ~~labeling~~ and acceptance of experiences and emotions. ~~feelings~~. The students play an important role in creating their own educational environment. In such an atmosphere, the class is neither teacher-dominated nor student-controlled. Rather, it is a joint effort to learn, relate, and experience. Simple expectations help create a structure that supports and enhances learning. The following ~~rules~~ values are known as C.A.R.E.S., and they are used throughout SHPA.

***Cooperation*** – Working together to get the job done.

***Assertion*** – Asking for what you need in a polite and respectful way.

***Responsibility*** – Being aware of what needs to be done and doing it.

***Empathy*** – Understanding other people’s feelings.

***Self-Control*** – Controlling your own behavior.

Students demonstrating good citizenship are recognized in a VIP Assembly throughout the entire school year.

### **Student Behavior-Background/Overview (see Discipline Code)**

SHPA maintains high expectations for student conduct. Student behavior is handled most effectively when families, faculty, and administrators work as a team. SHPA expects teachers to be leaders in the partnership. SHPA expects families to work with teachers, staff, and Administration in matters of student discipline. SHPA also offers counseling and other services to students in need of additional support.

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As a community, we value safe, respectful, and welcoming behaviors. As these are learned behaviors, adult members of the SHPA community provide explicit guidance for students and model safety, respect, and inclusiveness as the students develop self-discipline.

As students progress through developmental stages, they will test the boundaries of what is acceptable by SHPA standards. Our fundamental goal is to help students learn from their behaviors and make better decisions about their actions in the future. By maintaining clear and consistent guidelines for behavior and by holding students accountable, SHPA creates a physically and emotionally safe environment in which students grow to understand that their actions lead to consequences. SHPA's approach to student behavior is to help students develop internal mechanisms for monitoring and taking responsibility for their behavior.

SHPA will respond promptly to inappropriate behavior that violates school policy and does not reflect the school's values. Examples of inappropriate behaviors include:

- Hitting
- Stealing
- Vandalism
- Swearing
- Disrespect for authority and school property
- Bullying (see SHPA *Policy 514: Bullying Prohibition* which is consistent with the Safe and Supportive Schools Act (MN Statute 121A.031) and is included in Appendix B.
- Fighting
- Physical or verbal harassment (see SHPA *Policy 413: Harassment and Violence*, which is included in its entirety in Appendix C)
- Continuous disruptive actions
- Disrespectful electronic communications
- Use of hate language regarding gender, race, socioeconomic status, religion, or family structure
- Use or possession of alcohol, drugs, tobacco, or weapons.

The consequences for inappropriate behavior will vary according to the student's age, the particular circumstances (e.g., support systems which are already in place), the seriousness of the infraction, and the student's pattern of behavior. Consequences that may be implemented include a teacher/student conference, removal of privileges, note or phone call to families, restitution, administrator/student conference, suspension (half or whole day; in or out of school), and expulsion.

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Learning how to live and work together positively is critical to the successful functioning of the SHPA community. We believe that by combining the energies of the faculty, families, and students, an environment that fosters the development of caring, nurturing, and responsible citizens is created.

### **Bus Behavior**

Good student behavior on school buses is essential to the safety of all passengers on the bus. If the driver is distracted while the bus is in motion, it could lead to an accident with injuries. It is necessary, therefore, that all students on the bus follow the rules of conduct and obey the driver's instructions immediately and respectfully. The rules include, but are not limited to, the following:

- Students sit in their (assigned) seats at all times when the bus is in motion.
- Students treat each other and the driver with respect.
- Fighting, profanity, and verbal abuse are not allowed.
- No food or drink on the bus.
- No electronics use on the bus unless approved by administration.

Riding the bus is a privilege; on-going misconduct will result in the loss of this privilege for a determined time. For additional details on this policy, please see our *Appendix E, SHPA Comprehensive Transportation Policy*.

### **Discipline Code**

SHPA expects all students to conduct themselves in a socially responsible manner. Disciplinary measures are used to maintain a safe and orderly school environment which promotes SHPA's philosophy on providing a rigorous education for all students. SHPA adheres to *Policy 506: Discipline*, and a copy of the policy is available in the Main Office.

The SHPA discipline code applies to the actions of students during school hours, before and after school, while on school property, at all SHPA sponsored events, and when the actions affect the mission of SHPA. Students may also be subject to discipline for serious acts of misconduct which occur either off school grounds or during non-school hours when the misconduct disrupts the orderly educational process at SHPA.

Each discipline case will carry its own merit and will be adjudicated according to the facts accompanying the case. SHPA's staff shall consider all mitigating circumstances prior to disciplinary action. Mitigating circumstances shall include, but are not limited to, the following:



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- Age, health, maturity, and academic placement of a student
- Prior conduct
- Attitude of a student
- Cooperation of parents/guardians/family members
- Willingness to make restitution
- Seriousness of offense
- Willingness to enroll in a student assistance program

In some cases, the school's Administrator may deem public service a necessary component of the disciplinary action. Public service may include, but is not limited to repairing or cleaning property damaged as a result of the behavior(s); participating in landscaping, gardening and /or projects aimed at beautifying school property or the community; and/or providing services that improve the quality of life for community members.

#### Categories of Behaviors

Each category of offense listed below has a disciplinary response range of responses associated with it. After considering the behavior and factors such as those listed above, SHPA staff shall determine the response within the range for which the student/family should be responsible..

#### Level I Actions

These acts of misconduct include, but are not limited to, the following:

- Running and/or making excessive noise in the hall or school building
- Violating the dress code
- Loitering in the hallway
- Lying to school personnel

Students who repeat any of these actions may have a conference with the Principal/teacher, and/or family member as a result of a first occurrence and may, as a result of repeated occurrences and depending on the circumstances, be subject to the maximum one (1) day suspension. As a supplement and/or alternative to suspension, school staff may require students to complete between 1 and 8 hours of public service as commensurate with the seriousness of the action(s).

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### Level II Actions

These acts of misconduct include, but are not limited to, the following student behaviors that disrupt the educational process at SHPA:

- Use of profane, vulgar, or obscene words, gestures, or other actions which disrupt the school environment
- Insubordination (refusal to follow orders, directions, or stated school rules)
- Participation in acts designed to disrupt the classroom or school activities
- Repeated failure to follow state school rules and procedures
- Acts that obstruct or interrupt the instructional process in the classroom
- Repeated refusal to participate in classroom activities or complete academic assignments
- Fighting or threatening any student or staff member
- Leaving the classroom or school grounds without permission
- Cheating
- Plagiarism
- Bullying
- Forgery
- Inappropriate touching of another student or staff member
- Roughhousing
- Vandalism of books, folders, or notebooks

Students actions are subject to a Principal/teacher, and/or family conference as a result of a first occurrence and may, as a result of repeated occurrences and depending on the circumstances, be subject to the maximum five (5) day out-of-school suspension and Principal/teacher-family conference. **The degree of the suspension whether in-school or external, as well as length of suspension, shall be determined by the Principal.** As a supplement and/or alternative to suspension, school staff may require students to complete between 3 and 12 hours of public service as commensurate with the seriousness of the action(s)).

### Level III Actions

These acts of misconduct include those student behaviors that seriously disrupt the orderly educational process in the classroom, in the school, and/or on the school grounds. These acts of misconduct include, but are not limited to, the following:

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- Fighting or threatening any student or staff member
- Assault on a student or any school employee (assault is interpreted as an attempt to do bodily harm to a student or to any staff member)
- Persistent refusal to follow stated school rules and procedures
- Arson
- Destruction of property/graffiti
- Creating a false fire alarm
- Repeated Category I and Category II offenses
- Possession of weapons
- Any act that endangers the safety of the other students, teachers, or any school employee
- Theft
- Trespassing
- Involvement in gang activity
- Sex violations/sexual harassment
- Use, possession, sale, or delivery of alcohol, illegal drugs, narcotics, controlled substances, weapons, contraband, or look alike weapon contraband/drugs
- Use of intimidation, credible threats of violence, coercion, or persistent bullying
- Bomb threat
- Harassment and/or inappropriate behavior

These students who actions may carry a maximum 10-day, out-of-school suspension and Principal/teacher-family conference and may, depending on the circumstances, be subject to the maximum penalty of expulsion. As a supplement and/or alternative to suspension or expulsion, school staff may require students to complete between 6 and 30 hours of public or school service as commensurate with the seriousness of the action(s).

#### Suspension and Expulsion

When a student's misconduct results in the need to suspend or expel a student, the following procedure shall be followed.

#### Suspension Not Exceeding 10 School Days

Students suspended for 10 days or less shall be afforded due process in the following manner. The student shall be given oral or written notice of the charges against him/her, an explanation of the basis for the accusation, and a chance to present his/her version of the incident. An in-person meeting or conference call will be held at which time all parties will be heard. Participants at the

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meeting will include, but not be limited to, the student, parents/guardians/family member, the Principal and any person familiar with the offense whose input is deemed helpful. The meeting will result in the Principal's resolution of the matter and appropriate consequences will be imposed under the circumstances.

## **FAMILY VOLUNTEERISM**

SHPA maintains that family parent/guardian involvement empowers the community parents/guardians by providing each parent/guardian and family with a greater stake in the school's success. Any adult who will be in direct contact with SHPA students whether on our campus or on a sanctioned school trip must have completed a criminal background check. Completed forms are to be submitted to the Office Manager or Office Coordinator by September 15<sup>th</sup> or at two weeks prior to the volunteer event to allow sufficient time to process. Please contact [info@shpamn.org](mailto:info@shpamn.org) to request a background check form. Please plan accordingly.

Charter public schools generally have a far higher degree of family involvement, participation and responsibility for school governance than traditional schools. This is because family participation and assistance is a necessary part of both the running of a charter public school and providing a full circle of education experience for students. Charter public schools differ from traditional district public schools in the following ways.

- A charter public school is a separate local education agency (LEA) with its own Board of Directors and an absence of traditional school district bureaucracy. We depend on family volunteers for our success.
- Families are encouraged to be involved in day-to-day activities at SHPA and are welcome in the school and in classrooms volunteering.
- Parents/Guardians sit on SHPA's Board of Directors, support the school by becoming members of school and Board committees, join the PTA as a general or board member, assist the office and staff with special projects, school events, chaperone field trips, attend events, help in the classroom, and participate in fundraising .
- Families are asked to support their students' academic achievements by ensuring that they do their homework and read at home daily; by making sure they attend school daily except when there is an illness, ensuring the timely arrival to school in the mornings,-by attending family-teacher conferences, and by ensuring that assignments missed due to excused absences are completed in a timely manner.

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Families are expected to review the Family Attachments (located in the Appendices), a document designed to help ensure that parents/guardians/family members and students understand the school's mission and the unique roles each play in ensuring that the school's vision becomes reality.

We encourage families to volunteer and some are able to volunteer time only if their younger child(ren) accompany them. Please understand that while SHPA is grateful for volunteers willing to serve, volunteering at school during school hours is best accomplished without younger children. Therefore, young children are not allowed in school during your volunteer time.

Volunteer opportunities are found in our school's distributed communications. Please read *The Spark* (Bloomington Campus) or *The Torch* (Richfield Campus) monthly newsletters, teacher newsletters, weekly updates, or contact the SHPA Family Engagement Coordinator for opportunities.

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**FAMILY ATTACHMENT A.**

**SEVEN HILLS PREPARATORY ACADEMY  
FAMILY SUPPORT PLEDGE**

I (We) have read the Parent/Guardian-Student Handbook, reviewed its contents with my (our) child(ren), and understand that SHPA maintains that parental involvement empowers the parents by providing each parent/guardian and family with a greater stake in the school's success. As such, I (we) agree that I (we) will abide by all rules, regulations and policies of SHPA.

As parent(s)/guardian(s), I (we):

1. support my (our) child(ren)'s academic and personal achievements by ensuring that they do their homework and read at home daily;
2. support my (our) child(ren)'s academic and personal achievements by making sure they attend school except when there is an illness and ensuring the timely arrival to school in the mornings;
3. support my (our) child(ren)'s academic and personal achievements by ensuring that assignments missed due to excused absences are completed in a timely manner;
4. support my (our) child(ren)'s academic and personal achievements by attending parent/teacher conferences; and,
5. support my (our) child(ren)'s academic and personal achievements by agreeing to contribute volunteer hours to the school.

I (We) fully understand that non-adherence to the Parent/Guardian-Student Handbook's rules, regulations and policies by child(ren) enrolled in the schools or by their parent(s)/guardians may result in a child's expulsion from the school.

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**FAMILY ATTACHMENT B.**

**ACKNOWLEDGEMENT OF TRANSPORTATION POLICIES**

*I agree to abide by the Seven Hills Preparatory Academy Transportation Policy (available on the Seven Hills Preparatory Academy website) and confirm that I have read and understand all bus rules and regulations. I also understand that riding the bus is a privilege, not a right, and that my child's bus riding privileges may be removed for behavior that violates this policy.*

Parent Signature

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Student Signature

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Date

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**FAMILY ATTACHMENT C.**

**STUDENT TECHNOLOGY AGREEMENT**

Seven Hills Preparatory Academy provides computers, the Internet, and other technology resources for educational use. As a student, I must act appropriately on line and follow these rules:

1. I will only use technology resources with the teacher's permission and for the purpose of the class assignment.
2. I will respect copyright laws and will make sure to show where I found information. I will not copy information without permission.
3. I will be polite and show respect and never cyber-bully others. I will never post or send messages or pictures that hurt, threaten, or embarrass other people. If someone cyber-bullies me or sends me inappropriate pictures or messages, I will tell my parents or teachers immediately.
4. I will stay safe on the Internet. When I am on sites that ask for information about me, I will not share personal information about myself or others like: such as a home address, phone numbers, passwords, or personal photos. If anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.
5. I will tell my teacher immediately if I, or someone else, accidentally opens an inappropriate website or page, or if I see someone breaking any of the rules about using technology resources.
6. I will respect the technology resources and take good care of the equipment I use.
7. I will only use my own passwords that have been given to me by the teacher.
8. I understand if I break any of my agreements, I may not be able to use SHPA electronic devices or tools.
9. I promise to use the technology tools and the Internet for Schoolwork only. I will only use the programs, databases, applications, and websites that my teacher has approved.

Student: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**FAMILY ATTACHMENT D.**

**CELL PHONE COMMUNICATION PERMISSION**

Federal law (the Telephone Consumer Protection Act) prohibits SHPA from initiating any telephone call or text message to your cellular or wireless telephone number using an automated dialing system (robo-calling) or a prerecorded voice unless the call is made for an emergency purpose or is made with your prior written consent. SHPA uses such a system to notify you of important, time-sensitive information. An emergency purpose is defined as any situation in which the health or safety of your child is affected. Therefore, school closures, late starts, early releases, extreme temperatures, school lock-downs or other potentially dangerous situations will be communicated to SHPA families and community members by text message and/or email message to your cell phone.

SHPA asks for your prior written permission authorizing us to use this automated telephone dialing system or prerecorded voice to deliver these messages to you on any cell phone or wireless number(s) you have provided to us. All terms and conditions covering your wireless service from your service provider also apply to these texts. Any charges or contract limits for texts also apply to those sent by SHPA and are your responsibility. You may revoke your consent at any time in writing. Please note that you are not required to sign this agreement as a condition to receiving or having your child receive educational services from SHPA.

**I GIVE PERMISSION FOR SHPA TO SEND ME SCHOOL EMERGENCY TEXTS ON MY CELL PHONE(S) WHENEVER IT IS NECESSARY TO KEEP ME INFORMED OF IMMEDIATE ISSUES AT SCHOOL.**

Student: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Cell Phone Number 1: \_\_\_\_\_

Parent Cell Phone Number 2: \_\_\_\_\_

Parent Email Address 1: \_\_\_\_\_

Parent Email Address 2: \_\_\_\_\_

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**FAMILY ATTACHMENT E.**

**Parent/Guardian Guide to Statewide Testing**

Please visit the link to our website: <http://www.sevenhillspreparatoryacademy.org/wp-content/uploads/delightful-downloads/2017/07/Parent-Guardian-Guide-to-Statewide-Testing.pdf>