COMMUNITY OF PEACE ACADEMY

32nd Anniversary Year

FAMILY HANDBOOK 2026-2027

471 Magnolia Ave East

Saint Paul, MN 55130

PLEASE ACCEPT THIS FAMILY HANDBOOK
AS OUR GUIDE FOR OUR 32ND SCHOOL YEAR.

THE HANDBOOK IS REVISED AND UPDATED AS NECESSARY.
YOUR SUGGESTIONS ARE ALWAYS WELCOME.

THE MOST CURRENT VERSION OF THE HANDBOOK WILL BE POSTED ON THE CPA WEBSITE:

https://www.cpapk12.org/families/family-handbook

By agreeing to the Home/School Compact, Parent/Mentors become members of the Community of Peace Academy Corporation and agree to read and support the policies presented in this Handbook.

TABLE OF CONTENTS

CONTACT INFORMATION **7**
VISION (Policy 1.1) **8**
MISSION (Policy 1.1) **8**
CORE VALUES (Policy 1.1) **8**
FOCUS **8**
EQUITY STATEMENT **8**

PreK-12 Information

AUDIENCE AND SPECTATOR BEHAVIOR **9**
BACKPACK USE **9**
BOARD OF DIRECTORS (Policies 2.1, 2.2) **9**
CALENDAR **10**
COMMUNICATION **11**
COMPUTER USAGE (Policies 5.8.1, 5.8.2, 5.8.3) **12**
DISCIPLINE (Policy 5.4.4) **14**
Statement of Rights 15
Community of Peace Academy Philosophy of Behavior 15
PeaceBuilders Pledge 15
Code of Caring Behaviors 15
Conflict Resolution/Mediation 16
Accountabilities & Tiered Behavioral Responses 16
Tier 1 | Inappropriate Behavior 16
Tier 2 | Disruptive Behavior 17
Tier 3 | Disruptive Behavior 18
Tier 4 | Disruptive Behavior 19
Bullying (Policies 5.4.2, 5.8.1) 20
Dangerous Drugs/Controlled Substances and Alcohol (Policy 5.5.2) 21
Disorderly Conduct 22
Displays of Affection 22
Fighting/Physical Assault/Physical Contact 23
Gang Activity 23
Harassment and Violence (Policy 2.5.2) 24
Hazing (Policy 5.4.3) 26
Misuse of Technology (Policies 5.8.1, 5.8.2, 5.8.3) 26
Plagiarism and Academic Integrity (Policy 5.4.4) 27
Terroristic Threats 27
Tobacco (Policy 5.5.3) 27
Vaping 28
Weapons (Policy 5.5.9) 28
DISTRICT WIDE ASSESSMENT INFORMATION **28**

ENGLISH LANGUAGE DEVELOPMENT **29**
EQUAL OPPORTUNITY/NON-DISCRIMINATION (Policies 5.4.1, 5.4.6) **30**
EXTRACURRICULAR INFORMATION **31**
EVACUATION AND EMERGENCY PROCEDURES **31**
FAMILY COMMITMENT PLEDGE **32**
FAMILY ENGAGEMENT EVENTS **33**
FAMILY ENGAGEMENT SPECIALISTS **33**
FIELD TRIPS AND PARENT CHAPERONES **33**
FOOD/BEVERAGE **34**
FOOD SERVICE **34**
FREEDOM OF EXPRESSION (Policy 5.7.3) **35**
GUM **36**
HALLOWEEN **36**
HEALTH **36**
Allergies (Policy 5.5.6) 36
Communicable Diseases and Infections (Policy 5.5.5) 36
Medications Administration (Policy 5.5.8) 37
School Health Screenings 39
Other Health Concerns 39
Frequently Asked Questions of the Nurse 39
Wellness Policy General Statement (Policy 5.5.10) 40
Crisis Resources 40
HOME/SCHOOL COMPACT **40**
HOMELESS STUDENTS' RIGHTS **41**
LIBRARY **42**
LOCKERS (Policy 5.7.2) **42**
LOST AND FOUND **43**
MENTORS **43**
MESSAGES AT SCHOOL **43**
MEDIA PERMISSION **44**
PARENT INVOLVEMENT POLICY **44**
Minnesota Parent Information and Resource Center (MN PIRC) 44
PARENTS' RIGHT TO KNOW **45**
PARENTVUE **45**
PEACE AND ETHICS EDUCATION **45**
PEACEBUILDING IN THE COMMUNITY **45**
PLEDGE OF ALLEGIANCE **46**
RESPONSIVE CLASSROOM AND DEVELOPMENTAL DESIGNS **46**
SCHOOL CLOSING **47**
SCHOOL CONFERENCE AND ACTIVITIES LEAVE **49**
SCHOOL HOURS **49**
School Access for Students 49

SOCIAL WORK SERVICES **49**
SPECIAL EDUCATION SERVICES (Policy 5.6.1) **50**
STUDENT APPLICATION, ENROLLMENT (Policy 5.1.1) **50**
Kindergarten 51
Early Admission to Kindergarten Policy 51
Accommodation of Special Needs (Policy 5.6.1) 53
Promotions/Retentions in Elementary and Middle School 53
STUDENT EDUCATIONAL DATA (Policy 5.3.1, 5.3.3, 5.3.4) **54**
STUDENT EMAIL **55**
TRANSPORTATION (Policy 5.5.7) **55**
Bus Questions or Concerns 55
Bus Behavior Expectations 56
CLASS A OFFENSES 57
CLASS B OFFENSES 57
CLASS C OFFENSES 58
Dropping Off/Picking Up Students 59
VISITOR PROCEDURES **59**

Preschool 4 Peace Information

FORWARD **60**
AGE OF CHILDREN **60**
ARRIVAL AND DISMISSAL TIMES **60**
ATTENDANCE **60**
BEHAVIOR **61**
CHANGE OF CLOTHING **61**
NAP AND REST **61**
TOYS AND GAMES FROM HOME **61**

K-4 Information

ATTENDANCE (Policies 5.2.1, 5.2.2) **62**
CELL PHONES, HEADPHONES, EARBUDS AND PERSONAL DEVICES **65**
CONFERENCES **66**
RECESS **66**
REPORT CARDS **66**
UNIFORMS - ELEMENTARY SCHOOL **66**

Middle School Information

AFTER SCHOOL ACTIVITIES **68**
ATTENDANCE (Policies 5.2.1, 5.2.2) **68**
CELL PHONE, HEADPHONES, EARBUDS AND PERSONAL DEVICES **72**
CLOSED CAMPUS **72**
CONFERENCES **72**
DIGITAL LEARNING DAYS **72**
FORMING NEW STUDENT GROUPS AND ORGANIZATIONS **72**

GRADING (Policy 6.2)..... 73
GUEST/VISITORS.....73
HALL PASSES.....73
ID CARDS.....74
SCHOOL WORK MAKE UP..... 74
TEXTBOOK REPLACEMENT FEES.....74
TRESPASSING..... 74
UNIFORMS - MIDDLE SCHOOL..... 74

High School Information

AFTER SCHOOL ACTIVITIES..... 76
ATTENDANCE (Policies 5.2.1, 5.2.2).....76
AUTOMOBILES..... 80
CELL PHONES, HEADPHONES, EARBUDS AND PERSONAL DEVICES..... 80
CLOSED CAMPUS.....81
CONFERENCES.....81
DIGITAL LEARNING DAYS.....81
EIGHTEEN-YEAR-OLD STUDENTS.....81
FORMING NEW STUDENT GROUPS AND ORGANIZATIONS..... 81
GRADING..... 82
GRADUATION CEREMONY..... 82
GRADUATION REQUIREMENTS..... 83
GUESTS/VISITORS.....84
HALL PASSES.....84
ID CARDS.....84
SCHOOL WORK MAKE UP..... 84
TEXTBOOK REPLACEMENT FEES.....84
TRESPASSING..... 84
UNIFORMS - HIGH SCHOOL.....85

CONTACT INFORMATION

CPA ELEMENTARY, PREK-4

ELEMENTARY OFFICE: 651-280-4604

ELEMENTARY ATTENDANCE LINE: 651-280-4534

ELEMENTARY DEAN OF STUDENTS: BIBISHE LUSAMBO 651-289-3741

ELEMENTARY PRINCIPAL: MOLLY HUML 651-280-4579

CPA MIDDLE SCHOOL, GRADES 5-8

MIDDLE SCHOOL OFFICE: 651-280-4604

MIDDLE SCHOOL ATTENDANCE LINE: 651-289-3740

MIDDLE SCHOOL DEAN OF STUDENTS: ROBIN BRADSHAW 651-280-4594

MIDDLE SCHOOL PRINCIPAL: JOE DOLL 651-280-4601

CPA HIGH SCHOOL

HIGH SCHOOL OFFICE: 651-280-4589

HIGH SCHOOL ATTENDANCE LINE: 651-280-4535

HIGH SCHOOL DEAN OF STUDENTS: BRYAN HOOPER 651-280-4603

HIGH SCHOOL DIRECTOR: KENAN MOORE 651-280-4527

DISTRICT CONTACTS

EXECUTIVE DIRECTOR: TIM MCGOWAN 651-280-4583

DISTRICT BUSINESS MANAGER: BONNIE JOHNSON 651-280-4587

FOOD SERVICE DIRECTOR: BONNIE JOHNSON 651-280-4587

ELD COORDINATOR: JAMES BELLITTO 651-280-4561

SCHOOL NURSE: 651-280-4532

SPECIAL EDUCATION DIRECTOR: BRYAN FARKAS 651-280-4602

TRANSPORTATION: CHOUA KONG 651-280-4588

HMONG FAMILY ENGAGEMENT SPECIALIST: MAIKAO LEE 651-280-4545

LATINO FAMILY ENGAGEMENT SPECIALIST: MARIANA MAJIL 651-289-3742

SOCIAL MEDIA

CPA Website**:** **http://www.cpapk12.org**

Facebook: **https://www.facebook.com/Community-of-Peace-Academy-110360707053/**

VISION *(Policy 1.1)*

Creating an educated, ethical and empowered community.

MISSION *(Policy 1.1)*

Fostering academic excellence and character development through the education of the whole person - mind, body and will.

CORE VALUES *(Policy 1.1)*

Academic Excellence

CPA students are prepared to thrive and to lead in a multicultural 21st century world with confidence, compassion, intelligence and positive regard for all.

Relationships

At CPA learning happens through relationships and thrives within a caring and value-rich community.

Peace

CPA is a diverse community of students, parents and staff dedicated to creating a peaceful school environment in which all members are treated with unconditional positive regard.

FOCUS

Parents who choose Community of Peace Academy for their children are committing themselves to full participation in the education of their child's mind, body and will within an educational community fully committed to teaching and practicing peace and non-violence.

EQUITY STATEMENT

Community of Peace Academy is committed to looking at all district work and initiatives through a lens of equity so that all learners have the skills, opportunities and access to experiences that support them in reaching their full potential and achieving success.

Community of Peace Academy partners with families and the community to gain a better understanding of and eliminate barriers rooted in racial constructs and cultural misunderstandings.

We support each of our students on their path to academic excellence and will to persist socially, emotionally, and physically. By applying this lens of equity and cultural understanding to all teaching and learning experiences, Community of Peace Academy will achieve its mission of fostering academic excellence and character development through the education of the whole person – mind, body and will.

PreK-12 Information

This section of the handbook is organized to provide information that applies to all students at Community of Peace Academy.

AUDIENCE AND SPECTATOR BEHAVIOR

At Community of Peace Academy, we expect our students, families and guests to be enthusiastic, supportive, and positive audience members and fans at all times. School spirit and cheering must remain positive and reflective of good sportsmanship. Booing, jeering, negative comments, etc. are not conducive to the encouraging environment we wish to foster. Assembly speakers, performers, opposing teams and fans are to be treated respectfully as our guests.

School policies and rules apply to all extra-curricular events. All students, parents, family members and guests are expected to follow the CPA code of conduct whether at school or visiting another school or location. Harassment of game officials, coaches or players of either team will not be tolerated.

Important Reminder to Parents

Students and children attending a performance of any kind at Community of Peace should either be a participant, and therefore with a supervised group, **or sitting with an adult.** Please keep your students and their siblings with you during performances, or, if you feel that they are not developmentally ready to remain still and quiet during performances, please leave them at home with a responsible adult.

BACKPACK USE

Students may use backpacks to carry materials between school and home. Students may not use backpacks at school during the school day because of safety and space concerns. **In grades 3-12, backpacks must be kept in lockers during the school day.**

BOARD OF DIRECTORS *(Policies 2.1, 2.2)*

The Board of Directors is the policy-making and long-range planning body of the school. The Board also oversees the budget and supervises the work of the Executive Director. According to charter school law and the Bylaws of Community of Peace Academy, three teachers, three parent members and three community members who are neither parents nor staff members sit on the Board of Directors. All Directors serve three-year terms. The Board meets monthly and committee work is also required of Directors.

The Executive Director is hired and supervised by the Board and is a permanent non-voting member.

Election Process

Elections are run according to the Bylaws of Community of Peace Academy and in compliance with laws governing non-profit charter school boards in the State of Minnesota. All teachers and parents are eligible to serve on the Board of Directors and receive notice of openings each year. Teachers and parents who are interested in serving on the Board are asked to submit their names and a brief statement of intent to the nominating committee by April 1st.

At least three Board Members serve as the nominating committee. The nominating committee recruits and reviews the candidates and presents a slate of nominees to the Board for approval. Before the Board approves the slate of nominees a background check is conducted, and a written report, including each candidate's letter of intent will be given to the Board, along with the committee's rationale for recommending this slate of nominees. The Board-approved slate of nominees is then presented for acceptance by vote of the membership at the Annual Meeting in May.

It is the responsibility of the nominating committee to assure, to the extent possible, that the Board represents all constituents by maintaining a balance of gender, race and culture among its membership. The nominating committee also attempts to assure that teachers on the Board represent diverse grade levels and departments. Teachers, parents and community members who present themselves as candidates but who are not nominated in any given year are encouraged to apply again the next year.

Board Meetings

Board meetings are open meetings. Parents, Staff and members of the public are always welcome to observe Board Meetings. Meeting dates are published on the school calendar and on the school website. As a rule, Board meetings are held from 6:00pm-8:00pm in the Community of Peace Academy Conference Room on the second Monday of each month, August through June. A parent or member of the public wishing to address the board should inform the Board Chair or Executive Director one week prior to the meeting. Board meeting minutes are published on the school website once the Board has approved them.

Agenda

A meeting agenda and supporting information regarding the business of each board meeting is sent to all Board members five business days prior to the meeting. The board meeting agenda is also available in the business office.

The Community of Peace Academy website is the official notice board for Community of Peace Academy, District #4015. All notices regarding official Board business will be posted there.
http://www.cpapk12.org/

CALENDAR

The school calendar is mailed to all Community of Peace Academy families in August. Major events are scheduled for the year and highlighted on the calendar. Any changes are published on the CPA website http://cpapk12.org. Notices for grade level performances are sent home with students in advance of the performance date.

COMMUNICATION

Parents are welcome and encouraged to contact Community of Peace Academy teachers, administrators or office staff with questions or to discuss concerns regarding their children. Teachers may be unavailable to answer their classroom phones during the student day. You may leave a voicemail on a teacher's phone or contact the teacher by email, and the teacher will reply in a timely manner.

Parents may call the office and ask that a message be relayed to their child. In the event of an emergency requiring that parents have immediate access to their child, parents should either call or go to the office to explain the circumstances of the emergency, and request that their student be called to the office to meet with them.

Community of Peace Academy is committed to providing a positive environment for its students, their parents, and school employees. To this end, we ask all members of our community to engage in communication that is caring and respectful.

The following types of conduct, whether occurring in person or by e-mail, telephone, voice message or over social media, are unacceptable and will not be tolerated:

1. Inappropriately raised voices, shouting or yelling.
2. Obscene or foul language.
3. Insulting a staff member's intelligence, judgment, or professionalism.
4. Threats, intimidations or suggestions of violence or other behavior which reasonably can be expected to intimidate.
5. Unpermitted and unwelcome touching of any nature, regardless of the degree of force used.
6. Harassment based on sex/gender, sexual orientation, race, color, creed, national origin, and religion.
7. Repeatedly failing to cooperate with the school regarding expectations outlined in the Home/School Compact and Staff and Family Commitment Pledge.

In the event that any such conduct occurs, the following steps may be taken:

1. The concern will be brought to the attention of the School Principal/Director.
2. The School Principal/Director will contact the parent stating the issue or concern and requesting that the parent meet with the School Principal/Director and the Executive Director.
3. At the meeting, a plan will be developed to correct the situation. The plan will include what the parent will do to correct the problem, what the school will do to support the parent and a timeline and will include a follow up meeting.
4. In appropriate cases, the Executive Director will advise the offending person(s) by notice that he/she/they are prohibited from entering upon the school property and that violation of the directive will result in a report to the police pursuant to Minnesota Statute 609.605, subd. 4 and will expose the offender to prosecution for a misdemeanor.

In the event that the offender is prohibited from coming onto school property, arrangements will be made to conduct required meetings at a public meeting place.

COMPUTER USAGE *(Policies 5.8.1, 5.8.2, 5.8.3)*

CPA assigns grade level appropriate devices and a Google account (email, drive file storage and access to networked curriculum) to each individual student for onsite learning, offsite use, and in the event that distance learning is needed. By accepting technology equipment from CPA, students agree to be responsible for the safety, security, damage costs or replacement costs of the item(s).

CPA agrees to:

1. Supply a grade level appropriate technology device for student use outside of school if one is needed.
2. Supply family on-boarding support in the form of instructions on the use of those devices.
3. Supply tech support troubleshooting to the family and, if it is determined by the tech department, a device exchange if it is not meeting the student's needs and cannot be remedied remotely.
4. Should we not be able to support the use of our tech equipment for distance learning, we commit to finding another way to serve the student's academic needs.

If a piece of equipment is checked out to a student or family, they are agreeing to the following:

1. Keep the device free of stickers, marking, and irreversible personalization attempts.
2. Use the device in a careful and responsible manner.
3. The family assumes responsibility for supervising the use of the device at home, following the district acceptable use policy.
4. Return the device to your classroom teacher at the end of the school year, or whenever a student's last day at CPA is if the student withdraws before the end of the year.
5. Contact your teacher or the school's technology department in a timely manner should a problem arise with the device.
6. Be aware that the device is, at all times, the property of Community of Peace Academy, and the family shall have no right, title or interests beyond those set out in this policy.
7. Produce the device when requested by CPA for the purposes of maintenance, upgrades, exchanges, repairs, troubleshooting or as the school deems necessary.

Accessing the School's Network

1. Students may access the school's network by using only their assigned network account. Use of another person's account/password is prohibited, and students may not allow others to use their passwords.
2. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and any inappropriate content, including any harassing or threatening material and/or any vulgar or obscene content.
3. All network activity may be monitored for inappropriate use.
4. Students are not to enter the network's operating systems.

Using the Internet

1. CPA reserves the right to restrict access to any Internet site and to monitor Internet use in the school.

2. Students may not make any attempt to bypass filters designed to restrict access to areas of the Internet.
3. Students may not use any e-mail, instant messaging or peer-to-peer file sharing programs or participate in online chat rooms or gaming on the school's network.
4. Students may not use the internet to view inappropriate websites, such as graphically violent, sexually explicit or drug-related sites.
5. Students may not use the Internet to engage in "hacking" or other unlawful activities.
6. All copyright laws are to be enforced.

Using Applications and Apps

1. Students are permitted to use only networked software and school-supplied software.
2. Students should only use applications and apps installed by CPA on their devices.
3. Students may not download applications and apps from the Internet or from any portable device.
4. Students may not install or delete programs on the school's computers.

Using Computer Equipment

1. Students are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of student-created work to CDs or USB flash drives.
2. Students are not to unplug, modify or remove any computer, computer device or network connections.
3. Students are not to change any display screen settings or any programs' toolbars or settings.
4. Students are not to add or delete any program icons on the desktop or Start Menu.
5. Students are not to modify or remove any printer settings.
6. Students are not to modify or remove any identifying labels on computer equipment.
7. Students are to advise their teacher when a computer malfunctions in any way. The teacher will notify the technical support staff.
8. Students may not use the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system.
9. Students may not use the school's computers/network in such a way that would disrupt their use by others.
10. Students must keep their devices away from food or drink.

Students are to advise school staff when they observe any violation of this Computer Usage Policy.

Requesting Tech Support

If you are having technical issues, please first check the troubleshooting guides. If you need further assistance, check with your teacher. If the issue is still not resolved, you or your teacher may then request help from a CPA tech by sending an email to helpdesk@cpapk12.org. The tech may ask you to do some troubleshooting to fix the issue and/or remotely access your computer. Our techs are monitoring tech tickets Monday – Friday from 7am to 3pm. If it is determined that the device is not able to be fixed remotely, the tech will ask you to bring the device to CPA to exchange it.

Lost or Damaged Equipment

CPA technology devices are equipped with tracking devices that alert CPA technology staff members to the location of devices in the event they are stolen. Theft of technology devices by students may result in a police report and student loss of technology privileges. Students must report damage or theft to the supervising staff member immediately.

Families take full responsibility for any repair or damage to district owned mobile devices while in their care. This includes any damage due to misuse, theft, accidental damage including screen repairs, liquid damage, or any deliberate damage or damage that happened because of negligent use as determined by Community of Peace Academy. Should a family be unable to pay the full cost of replacing a damaged or lost device, CPA administration will work with a family to make a plan that meets both the family's needs and means and the school's needs. In the meantime, if the student needs a new device a family may get a replacement device by putting down a deposit on the new device. When the new device is returned at the end of the year or when the student withdraws from Community of Peace Academy, that deposit will be returned, or can be used at that time towards the assessed cost of replacing or repairing the original device. Deposits for replacement devices are as follows: Chargers: $10 Ipad/chromebook/laptop: $50

DISCIPLINE *(Policy 5.4.4)*

At Community of Peace Academy, we believe in fostering a safe, respectful, and joyful learning environment. Being a CPA Tiger means taking pride in our community. We emphasize positive, community-building behaviors while utilizing a tiered approach to support students, address disruptive behaviors, and repair harm when expectations are not met. To this end, CPA implements a Peace Education curriculum that includes conflict prevention skills, conflict resolution/mediation strategies, and ethics.

At Community of Peace Academy, violence is not acceptable. Fighting, threats and intimidation are all acts of violence. If another child treats your child in a violent manner, they are to tell the other child to stop. If the other child does not stop, your child is to seek help from the nearest adult (Wise Person). If your child is concerned about the safety of a brother, sister, relative or friend, they are to follow the same procedure. **We do not support returning violence for violence.** This also applies to bus behavior. If your child is having a problem with another child at school, please call the school immediately. Generally, such problems should be reported to the classroom teacher. Bus issues should be reported directly to the appropriate Dean of Students.

Parents who enroll their children into Community of Peace Academy are knowingly choosing an educational environment that prioritizes PeaceBuilding and actively teaches and practices non-violent conflict resolution. Community of Peace Academy Staff cannot maintain a peaceful, safe and caring school environment without the support of parents. Therefore, it is our expectation that parents fully support the behavior policies and procedures outlined below.

We also practice **Restorative Discipline,** a relationship-based approach to building school climate and addressing student behavior that fosters belonging, meaningful accountability, logical consequences and restorative action on the part of the offender and forgiveness by the victim.

A student may be disciplined for misconduct occurring off school property and without the use of school resources if: (1) the misconduct is a continuation of, or has a nexus with, improper conduct that occurred on school grounds; or (2) the student's actions have a direct and immediate effect on either school discipline or the general safety and welfare of students.

Statement of Rights

Students at Community of Peace Academy have the following rights:

a. To be accepted and cared for by all members of this community.
b. To learn within a peaceful environment.

Adults at Community of Peace Academy have the following rights:

a. To be accepted and cared for by all members of this community.
b. To teach or to carry out his or her assigned job within a peaceful environment.

Community of Peace Academy Philosophy of Behavior

At CPA, we are PeaceBuilders. Our purpose is to guide students toward self-discipline and behavior that reflects care of self and care of others. We believe that as students learn to practice caring behaviors, to solve conflicts peacefully and to accept the consequences of their choices, they will grow in the areas of Cooperation, Communication, and Self-control.

PeaceBuilders Pledge

Students at Community of Peace Academy will recite the PeaceBuilders pledge regularly and are expected to work to understand it and to practice it.

I am a PeaceBuilder, I pledge...
To praise people, To give up put-downs, To seek wise people,
To notice and speak up about hurts I have caused,
To right wrongs and to help others.
I will build peace at home, at school
and in my community each day.

Code of Caring Behaviors

In order that each member of this community may feel accepted and cared for within a peaceful environment each of us will practice these behaviors: ***I Will Care For Myself***, ***I Will Care For Others***, ***I Will Care For Learning***, ***I Will Care For Things***, ***I Will Care For The Environment.***

Conflict Resolution/Mediation

If a student is being bothered by someone else's behavior, they should first ask the person to stop. If the student who is asked to stop does not stop, then the behavior must be reported to an adult (Wise Person). The adult may then assist the two students by providing mediation. A student may request mediation assistance from an adult at any time in order to resolve a conflict with another student.

Mediation is a method where two or more people who are having a dispute come to a solution that works for them with the help of a mediator. Mediators are trained neutral people who help control the method of talking about the problem, allowing the disputants to take charge of the solution.

In the mediation process, each student is given an opportunity to speak without interruption. Each student is then asked to repeat what the other student said and the messages are checked for accuracy. The students are then asked to suggest possible solutions and one is agreed upon.

Peer Mediation: High School

High school students who wish to be Peer Mediators must apply and are chosen by a team of students, teachers and administrators. Students in High School can request the assistance of a trained Peer Mediator at any time to assist in resolution of conflicts. The Peer Mediation process includes the following steps:

Phase I:	Review of the Ground Rules (Confidentiality, Listening, Honesty etc.).
Phase 2:	Each person shares their concerns and explains their situation to the mediator.
Phase 3:	Each person tells the other how they experienced the conflict.
	Each person repeats what the other said for clarification.
Phase 4:	Together they define the primary problems and agree to work for a solution.
Phase 5:	Brainstorming possible solutions and choosing one.
Phase 6:	Write an agreement and sign it.

Accountabilities & Tiered Behavioral Responses

When behavior disrupts learning or impacts community safety, CPA uses a tiered response system. For all violations, school staff will follow a standard three-step protocol.

Tier 1 | Inappropriate Behavior

Behaviors that cause minor interruptions to the learning environment or daily school routines.

- **Minor interference with classroom learning** (e.g., talking out of turn, excessive noise, being out of seat, banging on lockers/doors)
- **Not meeting school uniform expectations**
- **Ignoring or disregarding staff directions or questions**
- **Indirect use of profanity or foul language**
- **Tardy to class**
- **Tardy to school**
- **Throwing objects** (where there is no safety concern)

- **Sleeping during instructional time**
- **Minor damage to the building** (e.g., writing on surfaces, littering, defacement)
- **Not cleaning up after yourself**
- **Public displays of affection** (refer to Displays of Affection section)

Tier 1 Potential Responses & Support
Teachers and Staff will 1) Address the behavior, 2) Correct the behavior, and 3) Record the incident in the campus system.

- In-the-moment redirection by a staff member.
- Reteaching or reviewing classroom expectations.
- A phone call home to families.
- A conference with the teacher, student, parent/guardian, and an administrator.
- Restorative conversations or community circles.
- Placement in a targeted support group or other appropriate school-based resources.

Tier 2 | Disruptive Behavior

Behaviors that more significantly interrupt teaching and learning, or represent repeated Tier 1 violations.

- **Repeated Tier 1 Violations** (*Note: Only the Care Team may escalate these to Tier 2 responses)*
- **Student cell phones or headphones are visible and/or in use without explicit permission** (refer to Cell Phone, Headphones, Earbuds and Personal Devices section)
- **Refusal to correct a uniform infraction**
- **Academic dishonesty, forgery, or plagiarism** (refer to Plagiarism and Academic Integrity section)
- **Improper use of technology** (refer to Misuse of Technology)
- **Excessive tardiness**
- **Leaving the classroom without permission**
- **Possession and/or use of tobacco/nicotine products, matches, lighters, or electronic vaping devices** (refer to Tobacco; Vaping sections)
- **Unapproved solicitation or sale of goods/services**
- **Gross Disrespect & Disruption:** Verbal altercations; continuous learning disruptions; profane/abusive language or obscene gestures toward students, staff, or visitors; theft of items valued *under* $50, threats or intimidation
- **Horseplay** (physical contact that disrupts environments or requires a major staff intervention - refer to Fighting/Physical Assault/Physical Contact section)
- **Physical Aggression**
- **Roaming, being out of an assigned area, or misuse of hall pass**
- **Anything that in the judgement of administration constitutes a serious disruption of learning, violates the rights or endangers the safety of students or teachers or undermines the mission and philosophy of the school**

Tier 2 Required Action: A Care Team Conference will be held for a Tier 2 Violation.

Care Team Conference: A Care Team Conference is a collaborative meeting with the student and any combination of the following school team members: the principal and/or dean, along with a teacher and/or behavior specialist. The purpose of this conference is to identify practical strategies for successful behavior choices.

Tier 2 Potential Responses & Support (assigned by an administrator):

- Parent/guardian phone call and formal conference.
- Placement in the Student Support Center (SSC), which is a supervised space separate from the student's regular classroom schedule.
    - Duration: In most cases, this assignment is for a single class period. When necessary, a student may be assigned to the SSC for part or all of a school day in lieu of dismissal or suspension.
    - Academic Expectation: Students assigned to the SSC are expected to work on and complete their current classroom assignments during this time.
- Assignment to Weekly Restoration, which is a one-hour session held before or after school hours, providing a dedicated space for a student to further reflect on practical strategies for successful behavior choices.
- Confiscation of personal electronic devices through the end of the school day.
- Permanent confiscation of tobacco/vape products, accompanied by educational intervention regarding vaping risks.
- Implementation of a daily Check-In/Check-Out support plan.
- **For Academic Dishonesty:** Opportunity to retake the assessment/assignment with a potential loss of maximum assignment credit.

Tier 3 | Disruptive Behavior

Behaviors that compromise safety, cause severe disruptions to learning, or represent repeated Tier 2 violations.

- **Repeated Tier 2 violations** (*Note: Only the Care Team may escalate these to Tier 3 responses)*
- **Leaving the school building or grounds without permission**
- **Overt displays of gang activity** (e.g., gang-affiliated clothing, signs, symbols, signals, or language - refer to Gang Activity section)
- **Severe Gross Disrespect:** Verbal altercations requiring physical intervention to ensure safety; excessive use of profanity/derogatory language toward others; theft of items valued at **$50 or greater**, threats or intimidation
- **Instigating or inciting conflict/violence** (e.g., watching, recording, or encouraging a fight)
- **Possession of alcohol, cannabis, THC, illegal drugs, mood-altering substances and/or drug paraphernalia** (refer to Dangerous Drugs/Controlled Substances and Alcohol section)
- **Entering classrooms, offices, or others' personal belongings without permission**
- **Inappropriate physical contact with school personnel *without intent to harm*** (e.g., pushing past staff to get to a fight)
- **Destruction or defacing of property resulting in damages under $500**

- **Age- or developmentally inappropriate physical contact** (e.g., shoving, hitting, play-fighting, roughhousing - refer to Fighting/Physical Assault/Physical Contact)
- **Disorderly Conduct** (refer to Disorderly Conduct section)
- **Anything that in the judgement of administration constitutes a serious disruption of learning, violates the rights or endangers the safety of students or teachers or undermines the mission and philosophy of the school**

Tier 3 Required Action: Every Tier 3 violation results in a mandatory **Family Conference with the Care Team**.

Tier 3 Potential Responses & Support (assigned by an administrator):

- Immediate removal from the classroom.
- Assignment to Weekly Restoration, which is a one-hour session held before or after school. hours, providing a dedicated space for a student to further reflect on practical strategies for successful behavior choices.
- Placement in the Student Support Center for the remainder of the day and/or the following day.
- Formal restorative circles and/or referrals to community-based organizations.
- Financial restitution for damaged or stolen property.
- Permanent confiscation of prohibited items *(mandatory possession of alcohol, cannabis, THC, illegal drugs, mood-altering substances and/or drug paraphernalia)*.
- **Out-of-School Suspension (OSS):** Suspensions of **3 days or less** may *only* be considered if the student's presence poses an immediate threat to safety or substantially disrupts others' learning, in alignment with the *Minnesota Pupil Fair Dismissal Act*.

Tier 4 | Disruptive Behavior

Extreme infractions that severely threaten school safety, violate the law, or involve dangerous items/actions.

- **Repeated Tier 3 breaches** *(Note: Processed exclusively by the Care Team)*
- **Threats, harassment, bullying, or hazing of staff/students** (refer to Bullying; Harassment and Violence; and Hazing sections)
- **Terroristic Threats** (refer to Terroristic Threats section)
- **Distribution or sale of alcohol, cannabis, THC, illegal drugs, or drug paraphernalia** (refer to Dangerous Drugs/Controlled Substances and Alcohol section)
- **Organized, gang-related disruptive activity** (refer to Gang Activity section)
- **Physical Fight** (refer to Fighting/Physical Assault/Physical Contact section)
- **Physical Assault** (refer to Fighting/Physical Assault/Physical Contact section)
- **Inappropriate physical contact with school personnel with intent to cause harm** (refer to Fighting/Physical Assault/Physical Contact section)
- **Arson**
- **Willful or malicious destruction of property resulting in damages over $500**
- **Possession of weapons, dangerous objects, or look-alike items** (e.g., mace, knives, guns - refer to Weapons section)

- **Use or attempted use of weapons, dangerous objects, or look-alike items** (refer to Weapons section)
- **Being under the influence of alcohol, cannabis, THC, illegal drugs, or a controlled substance** (refer to Dangerous Drugs/Controlled Substances and Alcohol section)
- **Disorderly Conduct** (refer to Disorderly Conduct section)
- **Anything that in the judgement of administration constitutes a serious disruption of learning, violates the rights or endangers the safety of students or teachers or undermines the mission and philosophy of the school**

Tier 4 Required Administration Menu (CPA will respond using options from this menu)**:**

- Placement in the Student Support Center or immediate school dismissal.
- **Short-Term Suspension:** Out-of-school suspension of **3 days or less** if the student's presence poses an ongoing safety threat or severe operational disruption.(policy 5.4.5)
- **Long-Term Suspension:** Out-of-school suspension of **4 days or more**, utilized *only* if other available behavioral interventions have been exhausted and safety or severe disruption remains a critical concern.(policy 5.4.5)
- **Expulsion Hearing:** Administration reserves the discretion to request a formal expulsion hearing based on the severity of the infraction.(policy 5.4.5)

Tier 4 Supplemental Responses to Violations (assigned by an administrator)**:**

- Mandatory teacher, student, parent/guardian, and administrator intervention conference.
- Assignment to Weekly Restoration upon return.
- Permanent confiscation of items and complete financial restitution for property damage/costs.

Bullying *(Policies 5.4.2, 5.8.1)*

In order to maintain the philosophy of Community of Peace Academy and sustain unconditional positive regard for all, it is imperative that students are free from bullying.

Bullying is defined as intimidating, threatening, abusive or harming conduct that is objectionably offensive, and:

1. There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior, AND
2. The conduct is repeated or forms a pattern, OR
3. Substantially interferes with another student's or students' educational benefits, opportunities, or performance.

Bullying includes, but is not limited to, conduct by a student against another that has the effect of harming a student, damaging a student's property, placing a student in reasonable fear or harm to his/her person or property, or creating a hostile educational environment for a student. The misuse of technology, including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, administrator, volunteer, contractor, or other employee of Community of Peace Academy, by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings,

including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.

Any person who believes that they have been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an administrator.

There will be no retaliation against any person who reports bullying or participates in an investigation. The willful filing of a false report will be considered a violation of the discipline policy.

Consequences of confirmed bullying may include suspension up to 10 days, parent conference, a recommendation for expulsion, referral to a counseling agency and/or referral to a law enforcement agency for criminal action.

Dangerous Drugs/Controlled Substances and Alcohol (*Policy 5.5.2)*

Community of Peace places great emphasis on the healthy development of the mind, body and will of all its students. Contact with dangerous drugs/controlled substances and/or alcohol is a detriment to a student's growth and development. Being in possession or under the influence of dangerous drugs/controlled substances and/or alcohol on school property or at any school related functions is treated very seriously. This includes the possession of related paraphernalia and the abuse of prescription and over the counter drugs.

The following action will be taken in response to a student in possession or under the influence of any substance described above:

1. The student will be suspended from school and will be expected to pursue a chemical evaluation for drug and alcohol violations.
2. Parents will be contacted and a parent conference will be scheduled to reinstate the student to school following the suspension period.
3. Law enforcement agencies will be contacted when required.
4. The student will be suspended from school-related social and athletic activities for up to 60 days.
5. Minnesota State High School League penalties will be imposed as they apply.
6. A recommendation may be made for expulsion.

The following consequences may apply to a student who is selling or distributing drugs/chemicals or is in possession of drugs/chemicals with the intent to sell or distribute them. This includes over the counter and/or prescription drugs.

1. The student will be immediately suspended from school.
2. The police will be called.
3. Parents will be contacted.
4. The student will be recommended for expulsion.

Disorderly Conduct

A person who **recklessly, knowingly,** or **intentionally**:

1. engages in fighting or in tumultuous conduct;
2. makes unreasonable noise and continues to do so after being asked to stop; or
3. disrupts a lawful assembly of persons;

The Definition of "Disorderly Conduct" in Minnesota

Several actions are considered disorderly conduct in Minnesota, such as:

- Brawling or fighting
- Disturbing an assembly or meeting in some unlawful manner
- Engaging in offensive, obscene, abusive, boisterous or noisy conduct
- Engaging in offensive, obscene or abusive language

Exceptions:

- Disorderly conduct caused by epileptic seizures or other health conditions are NOT considered disorderly conduct

Other Disorderly Conduct Requirements:

- The action must reasonably arouse alarm, anger or resentment in others
- The person doing the action must know, or at least have reasonable grounds to know, that the action would alarm, anger, disturb others or provoke an assault or breach of peace
- The action must be done in a public or private place, which includes school buses

Displays of Affection

Public display of affection is a distraction to the learning environment and therefore is inappropriate for a school setting. Students shall refrain from all Public Displays of Affection (PDA) at school, at school-related activities and on the school bus. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves or others. Examples of PDA include, but are not limited to, kissing, holding hands, cuddling, inappropriate touching, excessive hugging.

In addition, the misuse of technology (Policies 5.8.1, 5.8.2, 5.8.3) including but not limited to, sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, which contain romantic and/or sexual material may constitute an inappropriate public display of affection, regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.

A student may be disciplined for misconduct occurring off school property and without the use of school resources if: (1) the is conduct is a continuation of, or has a nexus with, improper conduct that occurred on school grounds; or (2) the student's actions have a direct and immediate effect on either school discipline or the general safety and welfare of students.

Fighting/Physical Assault/Physical Contact

Fighting is defined as a physical altercation occurring between two or more students, **regardless of who initiated the incident.**

Physical Assault is defined as touching or striking of another individual intended to inflict bodily harm to an individual. Does not include minor physical contact.

Physical Contact is intentional or unintentional physical contact between a student and another individual or individuals that is not age appropriate and may or may not involve harm (for example, non-age appropriate pushing/shoving, hitting, knocking other individuals over, play fighting). This is distinct from actual fighting.

A student may be disciplined for fighting or physical aggression occurring off school property if: (1) the misconduct is a continuation of, or has a nexus with, improper conduct that occurred on school grounds; or (2) the student's actions have a direct and immediate effect on either school discipline or the general safety and welfare of students.

Following an act of fighting or physical assault, a student may be immediately suspended for up to 10 school days in accordance with the Minnesota Pupil Fair Dismissal Act. A police report may be filed.

Following a second act of fighting or physical assault in the same school year a recommendation to expel the student will be made to the Community of Peace Academy Board of Directors in accordance with the Minnesota Pupil Fair Dismissal Act.

Gang Activity

The actions and activities of gangs are inconsistent with the mission and philosophy of Community of Peace Academy. For this reason, all gang-related communications including clothing, colors and signs are prohibited. Students are encouraged to avoid relationships with gang members. Students who are known to have gang involvement will be counseled and referred to the proper community agencies. Community of Peace Academy works with local law enforcement agencies on matters related to gang involvement and will report all gang violations. **Community of Peace Academy does not tolerate gangs and gang-related activities.**

A recommendation for expulsion will be made to the Community of Peace Academy Board of Directors for a third gang-related violation. Community of Peace Academy reserves the right to recommend expulsion for a first gang-related violation.

Gang-related activities include but are not limited to the following:

- Graffiti such as gang names, gang threats, and gang statements.
- Gang related threats of any kind made verbally or in writing, including electronically and over social media.

- Wearing gang-related clothing/accessories such as colors, belts, hats, rags, etc. To avoid all suspicion of gang affiliation, be in uniform.
- Using hand signs of any kind.
- Displaying a tattoo or drawing a tattoo related to gang affiliation on one's hands or body. Any such tattoos must be completely covered by clothing.
- Fights related to gang affiliation.
- Truancy related to gang affiliation.

Harassment and Violence *(Policy 2.5.2)*

It is the policy of the Community of Peace Academy to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. To this end, Community of Peace Academy prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Definitions

Harassment prohibited by this policy consists of physical or verbal conduct, including but not limited to electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: a submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or of obtaining an education; or submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment. Sexual harassment may include but is not limited to unwelcome verbal harassment or abuse and/or unwelcome pressure for sexual activity.

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts.

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; the

intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.

Reporting Procedures

Any person who believes they have been the victim of harassment or violence should report the incident immediately to the appropriate Dean of Students or School Principal.

Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant (s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

Investigation

Community of Peace Academy will act to investigate all complaints of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, Administration will consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, Administration may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

Action

Upon completion of the investigation, Administration will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of Minnesota and federal law, and school district policies.

Hazing *(Policy 5.4.3)*

Community of Peace, by its mission statement and philosophy, fosters and maintains a positive and safe learning and working environment for students and staff that is free from hazing. Hazing means committing an act against a student that may cause harm, humiliation, extreme mental or physical stress, intimidation, etc. in order for that student to be initiated into or affiliated with a student organization, team or activity.

A student who has been a victim of hazing, or who knows of a hazing incident, should report the incident to an administrator. An administrator should also be notified if a reprisal is made against the person reporting hazing.

This policy applies to student behavior that occurs on or off school property and during and after school hours.

Misuse of Technology *(Policies 5.8.1, 5.8.2, 5.8.3)*

The use of technology to send or receive materials of an illegal and/or inappropriate nature is disruptive to the educational environment, dangerous to students' physical and emotional well-being and, potentially, a serious criminal offense. The misuse of technology, including but not limited to, sending or post e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, which contain illegal and/or inappropriate, including sexually inappropriate, content is prohibited on or off school property. Use of school resources to engage in such conduct is prohibited.

A student may be disciplined for such misconduct occurring off school property and without the use of school resources if: (1) the misconduct is a continuation of, or has a nexus with, improper conduct that occurred on school grounds; or (2) the student's actions have a direct and immediate effect on either school discipline or the general safety and welfare of students.

Any inappropriate use of technology that constitutes illegal conduct, including but not limited to transmitting an image in violation of Minnesota Statutes, Section 617.24 (as amended), or engaging in any act in violation of Minnesota Statutes, Section 617.26 (as amended), will be reported to a law enforcement agency for criminal action.

Any inappropriate use of technology that is not illegal but causes significant emotional harm to another student and/or damage to another student's reputation will be considered a major violation. A meeting with the parent(s) of any student engaging in such an inappropriate use of technology will be held. Any student who engages in such an inappropriate use of technology may be suspended for up to 10 school days and will be expected to develop a restorative behavior plan. Any student engaging in a second major violation involving an inappropriate use of technology that causes significant emotional harm to another student and/or damage to another student's reputation may be recommended for expulsion.

In addition, coercing, intimidating, cajoling, encouraging, failing to report, or otherwise causing or supporting an individual student's decision to engage in an inappropriate use of technology will be considered a serious violation and parents will be notified. Subsequent similar violations may be considered

major violations. Community of Peace Academy reserves the right to impose any disciplinary action, up to and including recommendation for expulsion, in response to such behavior.

Plagiarism and Academic Integrity *(Policy 5.4.4)*

Academic integrity is the pursuit of learning and scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at CPA, and all members of the CPA community including students are expected to act in accordance with this principle.

Plagiarism is the act of stating or implying **that another person's work is your own.** Plagiarism is committed if a student:

1. Submits a paper to be graded or reviewed that they did not write on their own.
2. Copies answers or text from another classmate and submit it as their own.
3. Quotes or paraphrases from another paper without crediting the original author.
4. Cites data without crediting the original source.
5. Proposes another author's idea as if it were their own.
6. Fabricates references or uses incorrect references.
7. Submits someone else's presentation, program, spreadsheet, or other file with only minor alterations.
8. Any other action which misleadingly implies that someone else's work is their own.

Plagiarism will result in an administrative-parent-teacher-student conference. Appropriate disciplinary action will be taken.

Terroristic Threats

A threat, whether verbal, written, or implied, to commit violence or cause harm to individuals, groups, or property that causes fear, disrupts normal school operations, or is intended to intimidate.

Tobacco *(Policy 5.5.3)*

Community of Peace Academy is a "Tobacco Free" environment. **It is unlawful for a student under the age of 18 to use or be in possession of any type of tobacco product**. Students observed using or found in possession of any type of tobacco product on school property or at any school related functions will be referred to administration.

This prohibition applies to all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco. It also includes use of tobacco-free nicotine products, including but not limited to electronic cigarettes (e-cigs or e-cigarettes), personal vaporizer (PV) or electronic nicotine delivery systems. This extends to students while at any school sponsored function, regardless of whether the function takes place on school grounds.

Vaping

- E-cigarettes or vaping of nicotine is prohibited and highly addictive. Possessing, using or sharing vapor devices is never allowed and will result in disciplinary consequences.
- Vaping unauthorized substances like THC or any form of cannabis or other substances is prohibited (Policy 5.5.2)

Weapons *(Policy 5.5.9)*

It is a felony to possess, store or keep a weapon on school property.

The definition of a weapon is any object capable of threatening or producing bodily harm including, but not limited to: any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; knives; blades; explosives; fireworks; mace and other propellants; stun guns; poisons; chains; arrows; and objects that have been modified to serve as a weapon. “Weapon” also includes look-alike guns, toy guns, and other objects which have the appearance of a weapon. “Weapon” also includes objects designed for other purposes (e.g. pencils, scissors, etc.) which are used to inflict or threaten to inflict bodily harm.

Consequences for violation of the weapons policy may include:

1. Suspension from school and initiation of the expulsion process.
2. Immediate referral to a law enforcement agency for criminal action.

DISTRICT WIDE ASSESSMENT INFORMATION

Community of Peace Academy is committed to the ongoing assessment of student performance on district, state and national measures in order to provide parents the information they need to make informed decisions about the education of their children, and to provide staff the data they require to make informed instructional decisions.

The Minnesota Department of Education (MDE) has published a Parent/Guardian Guide to Statewide Testing which provides information to help parents/guardians make informed decisions about Minnesota State Assessments. Minnesota Statutes, section 120B.31, subdivision 4a. requires MDE to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments.

Please refer to our website at https://www.cpapk12.org/students/assessments for:

- A description of the assessments and tests students at CPA take
- A description of the tests students must pass in order to graduate
- The MDE Parent/Guardian Guide to Statewide Testing
- The MDE Testing Opt Out Form
- The 2026-2027 assessment and test calendar
- Results from prior year assessments and tests
- Other resources related to assessments and tests

If you have any questions about testing and assessment at CPA, please contact Aaron Tepp, District Testing Coordinator, 651-280-4575; Mariana Majil, Latino Family Engagement Specialist, 651-289-3742; Maikao Lee, Hmong Family Engagement Specialist, 651-280-4545.

ENGLISH LANGUAGE DEVELOPMENT

How is your child identified as needing ELD service?

When any child registers at Community of Peace Academy, the parents complete a Minnesota Language Survey, which is required by Minnesota law. The Minnesota Language Survey determines if a student has significant exposure to or use of a language other than English. If any question on the survey can be answered with a language other than English, the student's English language skills will be measured by a test administered by an EL licensed teacher.

Depending on the age of the student, the English test may include listening, speaking, reading and/or writing. The test result(s) determine if the student is eligible for ELD service. If the student is eligible to receive ELD service, parents are notified by letter within 30 days. Although we strongly support ELD service for all eligible students, under Minnesota law parents have the right to refuse ELD service for their child.

What kind of ELD service might my child receive?

ELD service is designed to ensure that:

- Students learn in a setting supportive of their native language and culture.
- Students are supported to reach high academic standards in English and the content areas.
- Students have access to the entire school curriculum.
- Families can participate fully in the education of their children.
- Students learn to speak, read and write English well.

Your child's ELD service will vary according to his or her placement level. Students requiring more service may work with a licensed ELD teacher outside the classroom in a small group or individually on specific language and academic lessons. The ELD teacher may also work with your child in the classroom so that they have the English language skills needed to access the content. Students requiring less support may receive indirect service. The ELD teacher and the classroom teacher will talk regularly about how to ensure that your child can participate fully in classroom instruction and activities.

What are the English tests my child might be taking?

WIDA Screener

WIDA Screener is an English language proficiency "screener" test given to new students whose MN Language Survey states a language other than English. It is used to determine if new students are eligible for English language services, and it assists educators with programmatic placement decisions.

WIDA MODEL

WIDA MODEL is a progress monitoring tool that may be given throughout the school year to students who receive ELD service at CPA. This tool is used to ascertain a student's current level of English language

development and to measure their progress within the course of a year. The ELD teachers will also use this tool to inform the type of support a student needs in English language development.

The ACCESS for ELs

The ACCESS for ELs is an English language proficiency assessment given to students in Kindergarten through 12th grade who have been identified as English Learners (ELs). It is given annually, and results are used to monitor individual student progress in English language proficiency over time. The ACCESS meets the accountability requirements of the Every Student Succeeds Act.

How do parents find out about the English progress of their child?

Parents will be informed by letter within 30 days following their school start date if their child is eligible for English language services.

At the fall and spring parent-teacher conferences, parents may schedule a time to speak with the ELD teacher to discuss their child's English progress.

The standardized test results will show the level of English language proficiency in speaking/listening, reading and writing. At conference time the ELD teacher can help you understand how these reflect your child's progress. Lastly, anytime throughout the school year parents may speak with their child's ELD teacher in regards to the English language development of their child.

When will my child no longer require English language services?

CPA follows the MDE guidelines for exiting EL students. To exit service, a student must score a composite score greater than or equal to 4.5 on ACCESS, AND have three or more ACCESS domains greater than or equal to 3.5. If a student meets the requirements to exit services, but has one score below 3.5, additional EL Exit Criteria will be used to determine if the student should continue to receive ELD instruction in an LIEP, per Minnesota Standardized English Learner Procedures - Exit.

If you have any questions about ELD services, please contact ELD Coordinator James Bellitto at 651-280-4561.

EQUAL OPPORTUNITY/NON-DISCRIMINATION *(Policies 5.4.1, 5.4.6)*

Community of Peace Academy does not discriminate on the basis of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affectional orientation, familial status or disability. Inquiries regarding our non-discrimination policies should be directed to Tim McGowan, Executive Director.

For concerns regarding:

- Discrimination by a student – contact the School Principal/Director, including Title IX (sex discrimination) violations or violations of student human rights. (Molly Huml, Elementary School; Joe Doll, Middle School; or Kenan Moore, High School).

- Discrimination by school district personnel or by a member of the school district community, contact Tim McGowan, Executive Director.

EXTRACURRICULAR INFORMATION

Community of Peace Academy is a member of the Minnesota State High School League (MSHSL) and is required to follow the MSHSL bylaws. Along with these bylaws, Community of Peace Academy has its own eligibility requirements for extracurricular participation, which can be found in the CPA Extracurricular Handbook available on the school website. Student participants will receive a copy of this handbook at the beginning of their season. You may access Minnesota State High School League bylaws by going to www.mshsl.org and click on resources.

Community of Peace Academy offers cooperative sponsorship for non-cut activities. The deadlines for requests are:

- Fall Activities is the last day of school the previous year.
- Winter Activities is the last day in October.
- Spring Activities is the last day in February.

For more information on cooperative sponsorship, contact Kenan Moore, Athletic Director, 651-280-4527.

EVACUATION AND EMERGENCY PROCEDURES

CPA has a detailed, all-hazards emergency plan formulated to provide direction to staff and students during a crisis situation. In the event of an emergency, we ask for the cooperation of Parents in the following procedures:

1. Do not telephone the school. Telephone lines must be kept available for emergency communication.
2. Do not come to the school unless requested to pick up your child. This ensures safety allows school personnel to remain focused on addressing the emergency.
3. In the event of an emergency that requires us to evacuate and relocate, students may be picked up at a designated reunification location by an adult listed on the student's emergency contact list. Please ensure your emergency contact list and phone numbers are kept updated.

When authorizing another person to pick up your child, please consider the following requirements:

- They are at least 18 years of age.
- They are generally available during the school day.
- They could walk a short distance to school if necessary.
- They are known to your child.
- They are aware of and able to assume this responsibility.

In the event of an emergency, you can expect the school district to respond in the following manner:

School personnel's first priority will be to manage the crisis and ensure the safety of students, staff and visitors. As soon as safely possible, information regarding day-to-day school operations will be communicated and updated via the following:

- The SchoolNow email, text and voice message system. Please ensure that your primary phone number and email addresses are kept current.
- The CPA website: http://www.cpapk12.org

Please impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Fire, lockdown and tornado drills will be held periodically according to state law. Students will be instructed in the proper procedures, which are posted in each room. During fire, lockdown and tornado drills, safe and orderly compliance is necessary. Students are expected to follow directions, listen carefully to public address announcements, and return to class promptly when the "All Clear" is declared.

FAMILY COMMITMENT PLEDGE

As an expression of support and commitment to the Vision, Mission and Core Values of Community of Peace Academy, each Parent and Staff Member is asked to support the Family Commitment Pledge.

In support of CPA's Vision, Mission and Core Values, we commit to:

ACADEMIC EXCELLENCE

1) Promoting and modeling a mindset of high academic expectations for all CPA students.
2) Demonstrating an unyielding commitment to the academic achievement of CPA students.
3) Preparing CPA students to thrive and to lead in a multicultural 21st century world with confidence, compassion, intelligence and positive regard for all.

RELATIONSHIPS

4) Treating all members of our community with respect and unconditional positive regard.
5) Celebrating the worth and potential of each individual among us, and the richness of our collective diversity.
6) Recognizing and honoring that learning happens through relationships and thrives within a caring and value-rich community.

PEACE

7) Supporting the PeaceBuilders principles: Praise People, Give Up Put Downs, Seek Wise People, Notice and Speak Up About Hurts You Have Caused, Right Wrongs, and Help Others.
8) Applying these six principles in our family relationships, and in relationships with all members of the school community.

9) Practicing peace-building each day, so as to ensure our own wellbeing, and the wellbeing of our family, our school and our community.
10) Educating our children with a sense of purpose and a joyful spirit, in order to be effective and positive leaders in our families, our school and our community.

FAMILY ENGAGEMENT EVENTS

Family Engagement events are planned throughout the school year. Dates and times are posted on the school calendar and the school website. Parents are encouraged to attend Family Engagement events. Suggestions or requests for topics to be covered on Family Engagement events may be brought to Tim McGowan, Executive Director.

FAMILY ENGAGEMENT SPECIALISTS

Community of Peace Academy provides Family Engagement Specialists in support of a strong home/school relationship:

- Maikao Lee, Hmong Family Engagement Specialist, 651-280-4545, maikaol@cpapk12.org
- Mariana Majil, Latino Family Engagement Specialist, 651-289-3742; marianam@cpapk12.org

CPA's Family Engagement Specialists engage parents, mentors and family members as strategic partners in support of students' academic, social and emotional growth and development. Family Engagement Specialists provide quality service, information and assistance to CPA families and students and support the CPA staff in the growth and development of their cultural competency in order to promote a strong home/school partnership. Family Engagement Specialists assist in home/school communication through interpretation and translation and support parent and family engagement in school committees, events and advisory councils.

FIELD TRIPS AND PARENT CHAPERONES

Throughout the school year, students will attend field trips that support the regular curriculum, enhance learning, and/or build community. Teachers will send information and a permission slip home prior to each field trip. The permission of a parent or guardian is required for students to attend field trips.

On occasion, parents may be invited to serve as field trip chaperones. A background check is required for all parent chaperones.

For safety and liability reasons, parents who serve as field trip chaperones may not bring other children or guests along on the field trip.

FOOD/BEVERAGE

Food and Beverages

Students may carry water with them to class in clear plastic bottles. Unless approved by administration, students may not eat food or drink beverages other than water in classrooms or hallways, in order to provide for student safety, sanitation, insect control and floor protection.

Approved food and beverages stored in lockers must be kept in seal-tight containers in order to provide for insect control.

Personal food deliveries from outside vendors are not permitted.

Classroom Snacks and Treats

Due to the increase in food allergies, diabetes, and other health conditions affecting school-aged children, as well as the risk of food-borne illness, we have guidelines to ensure the health and safety of students anytime food is brought into the classroom.

For elementary students only (through grade 4), birthday or celebratory treats brought and intended to be shared with classmates can be dropped in the Main Office and will be distributed by the teacher at a time that is not disruptive to learning. Please communicate with your child's teacher in advance of any plans to bring treats.

All food brought to school for consumption by students, whether for classroom snacks or to celebrate birthdays and other special occasions, must be store bought, in the original packaging, containing the ingredient list and nutritional labels. This list of ingredients will be reviewed by appropriate school staff to ensure safe consumption of food.

Please be aware that due to health and safety regulations, CPA cannot accept home baked goods for classroom snack, or to celebrate a special occasion. Home baked goods will be returned to the student to take home.

On occasion, CPA may organize a class potluck or activity that involves students and/or parents bringing food cooked at home to share with others. Such potlucks and activities will be communicated to parents in advance, and parents will be asked to sign a permission slip giving their child permission to participate.

FOOD SERVICE

Community of Peace Academy will once again contract with CKC Good Food https://www.ckcgoodfood.com for the 2026-2027 school year to provide Breakfast and Lunch. All students will receive one FREE Breakfast and one FREE Lunch meal every day, regardless of income.

Our school is eligible to receive additional state and federal funds based on the number and/or percentage of students enrolled who reside in households that meet established federal income guidelines. These data are reported to the Minnesota Department of Education based on applications provided by each household.

All Community of Peace Academy families are encouraged to complete a 2026-2027 Application for Educational Benefits to qualify for Free or Reduced Price Meals. Not only does completing this application help CPA identify families in need of assistance, it also allows Community of Peace Academy to receive STATE and FEDERAL dollars for classroom programming, regardless of income status.

FREEDOM OF EXPRESSION (Policy 5.7.3)

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. The guidelines below shall be observed to assure both free expression of opinion and the orderly conduct of school. Students not following these guidelines shall be subject to disciplinary action that may include suspension from school.

Verbal, symbolic, or written opinion shall be expressed or disseminated in such a way as not to interfere with or interrupt the normal conduct of classes, school activity, or the movement to and from classes.

Students wishing to disseminate their opinion by distributing pamphlets, leaflets, or other written material on school property shall be subject to disciplinary action if the materials are found to:

- Be libelous, vulgar, profane, or obscene
- Be soliciting funds or advertising a commercial enterprise
- Be derogatory, harassing or intimidating to others
- Have created substantial disruption of the ordinary order of the school

Official student publications, such as newspapers or yearbooks, shall comply with the criteria established in the section above; except that paid commercial ads may be included. Standards of responsible journalism, such as accuracy, completeness, and objectivity in reporting, shall be observed. The advisor to the student publications shall be responsible to assure that the publication meets those standards and criteria.

CPA respects students' First Amendment right to peacefully assemble. Students will not be disciplined for the act of protesting as long as the protest remains peaceful. However, according to CPA procedure, a student who walks out of school unexcused will not be allowed to return to the school for the remainder of the day or participate in after-school activities.

In the event of a pre-planned student walkout:

- School leaders will help make sure students leave the building in an orderly fashion.
- Students who leave class may receive an unexcused absence.
- Students who leave school will not be allowed back in, including for evening activities, practices and athletic events.
- School officials will work to ensure student and staff safety while maintaining a stable learning environment for students who remain in the building

- While students will not be disciplined for protesting or demonstrating, any other infractions that take place during the protest or demonstration will be addressed in accordance with CPA's discipline procedures.

GUM

Gum chewing will be permitted with teacher consent so long as it is not disruptive to classroom activities. It will be the teacher's decision as to whether or not the students can chew gum during class. **Gum chewing is not permitted in the cafeteria, library, computer labs, science lab, music room or gymnasium.** Gum must be disposed of properly. Students should recognize that the desks, floor, walls, etc. are not the place to deposit used gum.

HALLOWEEN

It is the philosophy and mission of our school to promote peace and non-violence, and to acknowledge and respect family differences in the celebration of holidays. Secular, non-violent Halloween traditions may be acknowledged in classrooms at the discretion of the classroom teacher. Students may not wear costumes to school for Halloween. All students are afforded the opportunity to opt out of classroom activities that are inconsistent with the family's religious beliefs or practices. Please speak with your child's teacher if you have any questions regarding Halloween.

HEALTH

Our health office is staffed full-time by a School Nurse. The Health Office phone number is 651-280-4532.

Allergies (Policy 5.5.6)

Community of Peace Academy may serve students or employ adult staff or volunteers with allergies that can interfere with their education, employment or volunteer experience and some of these allergies may be life threatening. These may include tree nut or peanut allergies, bee sting allergies, other food allergies, chemical sensitivities or environmental allergies and asthma. Community of Peace Academy takes reasonable and necessary precautions when advised of an allergy or other medical issue that may impact a student's education and health or the health of an employee or volunteer.

Communicable Diseases and Infections (Policy 5.5.5)

Students of Community of Peace Academy will not be excluded from school so long as they do not create a significant risk of transmission of illness to students, employees or members of the public. Community of Peace Academy's decisions involving students who have communicable diseases and infections shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease.

Medications Administration (Policy 5.5.8)

Long Term Medications (over 2 weeks) - Require a written order from a person licensed to prescribe medication, written permission by a parent, and the original prescription bottle with the pharmacy label.

Short Term Medications (less than 2 weeks) - Require written permission by a parent and the original prescription bottle with the pharmacy label.

Over The Counter Medications - Require written permission from a parent and the original container.

Medications coming to school in any other package other than the original container will be destroyed. Parent permission forms for administrations of medications are available from the nurse's office.

Some students may require medication for chronic or short-term illness or health conditions during school hours and on school sponsored field trips. This medication enables students to remain in school and participate in their education. Although Community of Peace Academy believes that under normal circumstances medication should be given by a parent or guardian before or after school hours whenever possible, the school may provide administration of medication for a student in accordance with state law and Community of Peace Academy procedures.

A. Medication may be administered only by the school nurse or other designated school personnel.
B. The administration of prescription and nonprescription medication at school requires a completed signed request from the student's parent or guardian. It is the parent's responsibility to notify the school of any change in the student's prescription and nonprescription medication. The school may rely on a documented oral request while waiting for the written request to be received.
C. A written order signed by the licensed medication prescriber and the parent/guardian is required for all prescription medication. Short-term medications (those that will be administered for less than 2 weeks) require only a parent authorization and the medication in the original pharmacy labeled bottle.
D. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with the law and must be administered in a manner consistent with the instructions on the label. Nonprescription medication must come to school in the original container, marked with the student's name, and must be administered in a manner consistent with the instructions on the label.
E. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
F. All medication administered at school will be documented in accord with Community of Peace Academy procedures.
G. Prescription and nonprescription medications are not to be carried by the student but will be kept in the school health office. Exceptions to this requirement are: (1) prescription asthma medications self-administered with an inhaler in accord with state law and school procedures, (2) a secondary student's possession of nonprescription pain relievers in accord with state law and school

procedures, (3) prescription epinephrine self-administered with a non-syringe injector in accord with state law and school procedures, and (4) medications administered as noted in a written agreement between the school and parent or as specified in an IEP, Section 504 plan or IHP (individual health plan).

H. Medication should be disposed of according to school procedures at the end of each school year. Medication authorization is valid only for each current school year.

I. Prescription Inhalers. Students in Elementary and Middle School with asthma or a restrictive airway disease are permitted to carry prescription inhalers to self-administer for the treatment of asthma or a restrictive airway disease when they have: (1) written parent consent to do so, (2) a licensed prescriber's order, (3) the inhaler is properly labeled for the student, and (4) the school nurse has documented an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in the school setting. Students in High School with asthma or a restrictive airway disease may elect to have their prescription inhalers administered through the school nurse office, or they may be responsible for self-care and management per their own health care provider's direction.

J. Epi-Pens. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, designated school staff and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed non-syringe injectors of epinephrine that enables the student to:

   1. Possess non-syringe injectors of epinephrine; or
   2. If the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to non-syringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

   For purposes of this policy, instructional day means the regular school hours on student attendance days. The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law. The parent must provide properly labeled non-syringe injectors of epinephrine to the school for the student as needed.

K. Community of Peace Academy will not administer medications, including herbal medicines, that are not approved by the Food and Drug Administration agency.

L. The following exceptions apply to this policy:

   1. Parents/guardians must make arrangements with the school for special health treatments such as catheterization, tracheostomy suctioning, and gastrostomy feedings. Such special health treatments do not constitute administration of medicine for purposes of this policy.
   2. Emergency health procedures, including the emergency administration of medicine, are not subject to this policy.
   3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
   4. A High School student may possess and use a nonprescription pain reliever in a manner consistent with the labeling. The school may revoke the student's privilege to possess and use nonprescription pain relievers if the school determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product

containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

5. Medications that are used in connection with activities that occur before or after the regular school day, other than the procedure that is in place related to field trips outside of the regular school day, are not covered by this policy.

School Health Screenings

Health Screenings are conducted at school according to guidelines set by the Minnesota Department of Health. Screenings are held for vision, hearing, color vision, and scoliosis. You will be notified if your child needs to have further evaluation following one of these screenings.

Other Health Concerns

If your child has a health condition that may impact his/her school day or learning, please discuss this with the School Nurse so appropriate support plans can be made.

Students who have restrictions from physical education must obtain a doctor's note indicating specifically what the limitations include and the lengths of time restrictions are needed. This note is to be presented to the physical education teacher, who, in consultation with the school nurse, will develop a program to fit the student's restrictions.

Frequently Asked Questions of the Nurse

When is my child too sick to go to school?

- If a child has had a fever greater than 100 degrees or higher, they should stay home for 24 hours after the temperature has returned to normal (and stayed normal without fever-reducing medication).
- If a child has a rash that is disease-related or if the cause of the rash is unknown, check with your clinic before sending the child to school. Many rashes are very contagious.
- If your child has vomited, they should stay home until 24 hours after the vomiting has stopped.
- If your child is too ill to go out to recess (with certain exceptions) they are too ill to come to school. Check with the School Nurse regarding exceptions.

What happens when a student becomes ill or injured at school?

Students who become injured or ill during school are to obtain a pass from their teacher and go to the Nurse's Office. In order for a student to leave the building during the school day, they must be signed out by their parent. Students who leave the building for a medical appointment must present a note, signed by a parent, to the office.

Emergency information is completed online for each child at the beginning of the school year. You should enter at least two names and phone numbers. The information given is used when a child becomes ill or suffers injury during the school day. A call will be made to the parent if a child must be sent home because of illness. If parents cannot be reached, the school will contact the person(s) listed as emergency contacts. Please notify the school immediately if emergency phone numbers change.

Wellness Policy General Statement (Policy 5.5.10)

Community of Peace Academy is committed to providing a school environment that encourages and supports children's health, well-being and ability to learn. Community of Peace Academy recognizes that balanced nutrition and regular physical activity fosters good physical, mental and emotional health. Students with good physical, mental and emotional health are more likely to have improved attendance and can more easily attend to their learning. Therefore CPA will:

1. Encourage and support all students, PreK-12, to be physically active on a regular basis
2. Encourage and support all students, PreK-12, to develop and practice healthy eating habits.

Crisis Resources

If you or a loved one is experiencing a crisis:

- Call or text 988, Suicide and Crisis Lifeline
- Crisis Text Line - text "HOME" to 741741
- Call Ramsey County Mobile Crisis Services 651-266-7878 (children), 651-266-7900 (adults)

HOME/SCHOOL COMPACT

The following Compact outlines the responsibilities of both home and school as partners in educating the students of Community of Peace Academy. You will be asked to sign it each year.

Community of Peace Academy Staff will:

- Treat parents and families with genuine respect and positive regard.
- Deliver high quality curriculum and instruction in accordance with state standards and the school's Mission and Vision.
- Visit with the family (in-person or virtual) of each student in the fall of each school year to foster a strong family-school relationship.
- Involve parents in decisions related to their child's education.
- Welcome parents to the school as visitors, volunteers and participants in school programs and events.
- Return phone calls in a timely manner and meet with parents upon request.
- Share important information with parents via phone calls, letters, school publications and digital platforms.
- Conduct Fall and Spring Parent-Teacher Conferences
- Provide online access to attendance, grades, and assignments to parents of Middle School and High School students.
- Hold at least two Parent Nights annually.
- Employ Hmong and Latino Family Engagement Specialists to support the home/school relationship.
- Ensure native language translation or interpretation of all important communications.
- Offer interpreters for Parent-Teacher Conferences and meetings as useful.
- Provide transportation to important meetings and conferences as needed.

- Survey parents annually to seek feedback on school satisfaction and opportunities for school improvement.

Community of Peace Academy Parents Will:

- Treat school staff with genuine respect and positive regard.
- Support the Mission and Vision of Community of Peace Academy.
- Read the Family Handbook and support the policies and procedures therein.
- Ensure that the child is in school and on time daily unless ill and to report any absence.
- Provide a dedicated time and space for homework, free from distractions, and enforce your child's homework completion.
- Support your child's learning and wellness by establishing and enforcing a regular bedtime.
- Reach out to your child's teacher to discuss any questions or concerns.
- Participate in decisions involving the education of your child.
- Attend Open House, Family Connections, Parent-Teacher conferences, and meetings concerning your children.
- Follow up on behavioral, academic, health or emotional referrals and recommendations in an expedient manner.
- Read and respond in a timely manner to important school communications and phone calls.
- Assure that phone numbers, addresses, emails and emergency contact information are kept current.
- Support the school community and your child(ren) as able by attending school events, volunteering, and serving on advisory committees and the Board of Directors.

HOMELESS STUDENTS' RIGHTS

The term "homeless children and youth":

(A) means individuals who lack a fixed, regular, and adequate nighttime residence and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

The McKinney-Vento Homeless Assistance Act, reauthorized in December 2015 by Title IX, Part A

Students who are homeless or are at risk of becoming homeless will have equal access to the same free, appropriate public education, including public preschool education, as other students. Additionally, students who are homeless or at risk of becoming homeless will have an opportunity to meet the same challenging Minnesota State student academic achievement standards that are required of other students. If your student is homeless or at risk of becoming homeless, please contact Elementary Social Worker and Community of Peace Academy Homeless Liaison Chelle York at 651-280-4509 to discuss support and services available.

LIBRARY

Community of Peace Academy has an abundant library collection. Each class in grades K-12 will have an opportunity to visit the library weekly. **Students may check out a maximum of 2 library materials at a time.** Library books are due 1 week after the checkout date. If the materials are late there is no overdue fine, but students cannot check out new books until they have returned their books. After six weeks, a book will be considered lost and a replacement fee will be assessed.

Students are expected to take good care of library books and return them on time to the library. **If a book is lost**, the student will be charged the replacement cost of the book, which can range from $2.50 for a magazine to $35.00 for a hardcover book. Fines may be paid at any time, but a student with $50.00 or more in library fines will not be allowed to check out any library materials.

LOCKERS *(Policy 5.7.2)*

Students in Grades 3-6 will be assigned a locker that closes but does not lock. Students in grades 7-12 will be assigned an individual locker and combination. Lockers and locks are provided to students for their convenience and the security of their belongings. Lockers and locks are the property of Community of Peace. Students are not to share or trade lockers or combinations with others and are reminded to keep lockers locked. Personal locks are not to be used and will be removed.

Students are responsible for articles kept in lockers. Students are encouraged not to leave valuables in lockers. Community of Peace does not assume any responsibility for property missing from lockers.

Lockers are expected to be kept neat and clean, inside and out. Decorations on the outside of a locker are not allowed. All decorations and materials inside lockers must be appropriate and must be removed at the end of the year. The cost of cleaning and repairing damaged lockers will be charged to the student.

Since lockers are the property of Community of Peace, in accordance with Minnesota law, school authorities may inspect the interior of lockers at any time, without notice and without student consent.

LOST AND FOUND

Please label all outerwear, including uniform sweatshirts. If an article of clothing with a name label is found, it will be returned to the student. Unlabeled items will be placed into Lost and Found. Students who are missing an item may request teacher permission to check the Lost and Found for that item. Unclaimed items in Lost and Found will be donated or discarded on a weekly basis. Students who leave items on a school bus should ask the bus driver and inform the school Transportation Liaison, who will contact the bus company. Items found on a bus will be returned to CPA.

MENTORS

Parents are the primary educators of their children. Their relationship to the school must empower them to fulfill this primary role. If, for any reason, a parent is unable to fully participate in his or her child(ren)'s education, they will be required to name an adult who will act as the child(ren)'s Mentor during the school year. We will assist in finding a mentor at the parent or guardian's request. Mentors must be at least 18 years of age. The parent or legal guardian will be asked to sign a consent form allowing CPA to release student educational data to the Mentor, in compliance with the Family Educational Rights and Privacy Act.

The role of the mentor is to support the student's academic and character growth and development in accordance with the Mission and Vision of Community of Peace Academy and the Family Handbook. Mentors are expected to attend all official conferences and meetings and should be present at the Family Connections or any time when school business regarding the child will be discussed. Mentors will be called whenever there is a serious or major disciplinary violation. Mentors are expected to support the school by responding to phone calls and requests for meetings in an expedient manner. It is also the expectation of the school that recommendations made to mentors at meetings concerning student's behavior, academic or emotional needs will be followed in an expedient manner.

MESSAGES AT SCHOOL

In order to limit interruptions to instruction, parents and students are asked to limit messages to only those matters that require immediate attention. The school will cooperate with parents in delivering important messages according to the following guidelines:

1. Messages to students must originate from a parent or guardian.
2. Students will not be called out of class unless it is an emergency.
3. Student messages will be announced at the conclusion of class periods throughout the day.
4. Student messages requiring phone usage will be made only with permission from school personnel.

Early Pick-Up: If you are planning on picking up your student(s) early from school, notify the office by 2:00 p.m.

Changes to Dismissal Transportation: To change your student's arrangements (either from bus to pick-up OR from pick-up to bus) call the transportation line by 2:00 p.m. 651-280-4588. Change requests received after 2:00 p.m. cannot be carried out.

MEDIA PERMISSION

CPA shares the good work of students and staff on our school website, school publications, social media accounts and annual yearbook. Parents who do not wish to allow their child's picture or video images to be used in CPA online sites or print materials must notify the school office by October 1st.

Parent permission will be requested anytime an outside organization wishes to use pictures or video images of CPA students for their own online or print materials.

PARENT INVOLVEMENT POLICY

Parents are the primary educators of their children. Their relationship to the school must empower them to fulfill this primary role. Parents who choose Community of Peace Academy pledge to support the education of their child(ren)'s mind, body and will, in full partnership with teachers and staff, within a community where peace and nonviolence are practiced by all.

If, for any reason, a parent is unable to fully participate in his or her child(ren)'s education, they will be required to name an adult who will act as the child(ren)'s Mentor during the school year.

Consistent with section 1118 of the Elementary and Secondary Education Act (ESEA), Community of Peace Academy adheres to all statutory requirements regarding Parent Involvement. Community of Peace Academy is governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

> *Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring:*
>
> 1. *That, to the best of their ability, parents play an integral role in assisting their child(ren)'s learning.*
> 2. *That parents are encouraged to be actively involved in their child(ren)'s education at school.*
> 3. *That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children.*
> 4. *The carrying out of other activities, such as those described in section 1118 of the ESEA.*

The Community of Peace Academy Parent Involvement Policy is reviewed by the Board of Directors annually and posted on the school website. A copy of this document will be given to any parent upon request.

Minnesota Parent Information and Resource Center (MN PIRC)

The Minnesota Parent Information and Resource Center is a unique statewide project that helps families and schools build stronger ties to benefit students. It provides free training, individual assistance, and information to families and schools.

The center's multicultural staff can answer questions about learning and school-related issues, as well as provide resources and workshops on topics such as the No Child Left Behind Act, parent involvement, and more. The MN PIRC is committed to educational success for all students.

Minnesota Parent Information and Resource Center, 8161 Normandale Blvd, Minneapolis, MN 55437
Phone: 952-838-9000 Website: PACER.org/MPC

PARENTS' RIGHT TO KNOW

Parents of students who attend Community of Peace Academy have the right to request information regarding the professional qualifications of any teacher or paraprofessional employed by the school. You may call Bonnie Johnson, District Business Manager, at 651-280-4587 to request this information.

PARENTVUE

Community of Peace Academy offers parents access to ParentVUE, an on-line service that is easy to access and will enhance teacher/parent communication. ParentVUE will provide parents with the opportunity to go online and find information about their child's schedule, attendance, demographic information and academic performance. For more information and to access ParentVUE, visit the school website at https://www.cpapk12.org/families/studentvueparentvue.

PEACE AND ETHICS EDUCATION

Peace Education is part of our curriculum and is taught every day. The PeaceBuilders program is at the center of this curriculum. PeaceBuilders is based upon the following six principles: Give Up Put Downs, Praise People, Notice and Speak Up about Hurts I Have Caused, Right Wrongs, Seek Wise People, Help Others. Parents are expected to support and encourage the use of the PeaceBuilders principles at home and at school.

Additionally, Community of Peace Academy will highlight one of the following ethical principles each month: Peace, Caring & Respect, Gratitude, Honesty, Courage, Justice, Hope, Loyalty, and Love.

High School Ethics courses are a requirement for graduation. Ethics credits for students transferring into Community of Peace Academy High School will be waived according to grade level. The following ethics courses are taught: 9th Grade - Personal Ethics, 10th Grade - World Religions, 11th Grade: World Peacemakers, 12th Grade – Citizenship.

PEACEBUILDING IN THE COMMUNITY

Students who are involved in programs and activities in the community are invited to share this information with their teachers or school staff so that recognition of achievements in these programs can be announced and celebrated.

PLEDGE OF ALLEGIANCE

In accordance with state law, students at Community of Peace Academy recite the Pledge of Allegiance at least one time per week, and students are instructed in the proper etiquette toward, correct display of, and respect for the flag in patriotic exercises. The right of any student to elect not to participate in reciting the Pledge of Allegiance for any personal reasons will be respected.

RESPONSIVE CLASSROOM AND DEVELOPMENTAL DESIGNS

Responsive Classroom is practiced school-wide at the Elementary School, and Developmental Designs is practiced across the Middle School and High School. All certified instructional staff at Community of Peace Academy are trained in and use Responsive Classroom/Developmental Designs methods.

Responsive Classroom emphasizes social, emotional, and academic growth in a strong and safe school community. Six principles guide the Responsive Classroom approach:

1. Teaching social and emotional skills is as important as teaching academic content.
2. How we teach is as important as what we teach.
3. Great cognitive growth occurs through social interaction.
4. What we know and believe about our students—individually, culturally, developmentally—informs our expectations, reactions, and attitudes about those students.
5. How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.
6. Partnering with families—knowing them and valuing their contributions—is as important as knowing the children we teach.

Core Responsive Classroom Practices include:

- **Morning Meeting**—Everyone in the classroom gathers in a circle for twenty to thirty minutes at the beginning of each school day and proceeds through four sequential components: greeting, sharing, group activity, and morning message.

- **Establishing Rules**—Teachers and students work together to name individual goals for the year and establish rules that will help everyone reach those goals.

- **Interactive Modeling**—An explicit practice for teaching procedures and routines (such as those for entering and exiting the room) as well as academic and social skills (such as engaging with the text or giving and accepting feedback).
- **Teacher Language**—The intentional use of language to enable students to engage in their learning and develop the academic, social, and emotional skills they need to be successful in and out of school.
- **Logical Consequences**—A non-punitive response to misbehavior that allows teachers to set clear limits and students to fix and learn from their mistakes while maintaining their dignity.
- **Closing Circle—**A five- to ten-minute gathering at the end of the day that promotes reflection and celebration through participation in a brief activity or two.

Developmental Designs is designed to meet adolescents' needs for autonomy, competence, relationship, safety and fun. The academic day includes active and interactive learning relevant to young people's interests and needs. The approach to behavior management is based on our belief that all children want to be good and can succeed. The goal of correction is to help children build self-control.

Developmental Designs practices build **skills and engagement** in three key areas of school life:

1) social-emotional
2) relationship and community
3) academic

Core Developmental Designs practices include:

- **Circle of Power and Respect:** Circle of Power and Respect advisory meetings bring students together in a fun, lively, safe, respectful meeting format that includes a greeting, sharing, activity, and daily news message.

- **Social Contract:** The Social Contract process brings staff and students together to create a set of behavioral guidelines that they use to tend to the health of the community throughout the year.

- **Modeling and Practicing:** Modeling and practicing allows teachers and students to work together to create and become adept at specific protocols for classroom and school-wide routines.

- **Pathways to Self-control**: Pathways to Self-control give teachers and students clear responsibilities for responding to and changing misbehavior, and help students get back on track as quickly as possible.

- **Student Choice:** Student motivation increases when students determine some aspects of their learning: assessing their own growth, choosing a topic to research, how to study for a test, how to present their work to the class, what game the group will play in advisory. A structure to support effective self-determination pays off in student empowerment and school connectedness.

SCHOOL CLOSING

The safety and well-being of students and staff is Community of Peace Academy's top priority. The decision to close school, delay the start of school or dismiss school early due to winter weather is based on several factors: the ability to safely operate school buses, total predicted snowfall, predicted temperature and predicted wind chill factor.

School Closure due to Snow and/or Ice

School will be canceled if heavy snow and/or icy conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely. The decision to close school due to snow and/or ice will be made by 6:00 a.m. the morning of a cancellation, and earlier when possible.

School Closure due to Cold

School will be canceled if the wind chill is forecast to reach -40°F or colder at 6:30 a.m.; and in other instances where predicted temperatures or wind chill presents a danger to students waiting outdoors for school buses. The decision to close school due to cold temperatures will be made by 6:30 p.m. the evening prior.

School will remain in session whenever safely possible. School buildings are warm and comfortable, and a nourishing breakfast and lunch is available for students on winter days.

Family and Staff Notification

If school is canceled, delayed or dismissed early due to severe weather, CPA families and staff will be informed via the following:

- SchoolNow text, voice, and email notification
- Television and Radio announcements on the following local media stations:
    - WCCO Radio 830
    - WCCO TV
    - KSTP 5 TV
    - Kare 11 TV
    - Fox 9 KMSP TV
- Website listing on the following media outlets:
    - http://minnesota.cbslocal.com/school-closings/
    - http://kstp.com/schoolalert/
    - http://www.kare11.com/closings
    - http://www.fox9.com/closings
- The CPA website

School closures will be announced under Community of Peace Academy.

CPA is independent of the St. Paul Public Schools and is not impacted by SPPS closure decisions.

E-Learning

“E-learning day” means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. A school district or charter school that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as a day of instruction and included in the hours of instruction under section 120A.41.

SCHOOL CONFERENCE AND ACTIVITIES LEAVE

From time to time, parents may be asked to attend a meeting at Community of Peace Academy during or outside of the school day to discuss a school-related matter involving their child. CPA Parents who need to miss work in order to attend a meeting at school are protected by state law.

MN Statutes 181.9412 allows any worker, regardless of the size of the company, to take up to 16 hours per year of leave to attend school meetings or participate in other educational activities of their children. This leave is unpaid, but the law states that employees may use any accrued paid vacation time they have.

CPA is happy to provide written or verbal confirmation to the employer of a CPA parent in order to support the parent's right to attend a conference or meeting at school for his or her child. Please contact the school office with any questions or to request support in verifying your need to attend a school meeting for your child.

SCHOOL HOURS

Elementary, Middle School and High School

Class hours from 8:00 a.m. - 2:40 p.m.

CPA Office Hours

PreK-8th Grade Office: 7:30 a.m. – 3:00 p.m.
High School Office: 7:30 a.m. – 3:00 p.m.

School Access for Students

School Entrances are locked until 7:40 a.m. At 7:40 a.m., Door A (PreK-8th Grade Entrance), Door E (Walker/Car Pooler Entrance) and Door D (High School Entrance) are unlocked and students are welcomed into the school building.

Unless participating in a school-sanctioned after school activity, **all students must be picked up by 3:00 p.m. School staff are not able to provide supervision to students waiting for pick up after 3:00**. Door D (High School Entrance) is locked at 3:00 p.m. Door A (PreK-8th Grade Entrance) is locked at 3:30 p.m.

SOCIAL WORK SERVICES

Chelle York (Elementary), Jennifer Littlewolf (Middle School) and Briana Garcia-Saldana (High School), are available to provide school social work and counseling for all Community of Peace Academy students. Students may meet with the social worker individually or in groups. If you have questions about CPA's school social work services, please inform Elementary Principal Molly Huml at 651-280-4579, Middle School Principal Joe Doll at 651-280-4601 or High School Director Kenan Moore 651-280-4630.

SPECIAL EDUCATION SERVICES *(Policy 5.6.1)*

Working in collaboration with resident school districts and other agencies or districts, Community of Peace Academy provides or arranges for comprehensive special education services for all eligible students. It is the responsibility and the goal of Community of Peace Academy to ensure appropriate placement and services in order that each child's special needs are met.

Community of Peace Academy has adopted a Five-Phase, School-Wide Support Model that consists of (1) early identification, (2) intervention planning and implementation, (3) referral for special education consideration, (4) special education evaluation, and (5) eligibility determination.

A team of special education professionals provides special education and related services to eligible students at Community of Peace Academy. In order to meet the needs of students who require more involved and intensive services, Community of Peace Academy partners with resident school districts, other agencies or districts, and the family to identify appropriate programs and place students into them.

Please see "Accommodation of Special Needs" in the Student Enrollment Policies and Procedures section for more information on enrolling a child who receives special education services or who has a 504 Plan.

STUDENT APPLICATION, ENROLLMENT *(Policy 5.1.1)*

Student Intake at Community of Peace Academy is a three step-process involving application, acceptance and placement.

Parents/Guardians must complete a Community of Peace Academy PreK-12 Application Form, which will be kept on file until there is an opening for the child.

Community of Peace Academy will conduct a general lottery on Friday, February 5, 2027 for each grade level where the number of enrollment applications received exceeds the number of openings for the fall of 2027. Preference for enrollment is given to a sibling of an enrolled student and to a foster child of that pupil's parents. Secondary preference for enrollment is given to enrolling children of the school's staff.

A completed enrollment application must be received by February 1, 2027 to be included in the February lottery for the 2027-2028 school year.

<u>If your child is accepted for the grade level applied for:</u>

- Community of Peace Academy will notify you of the acceptance of your application by mail.
- Following the notification of acceptance, you will be asked to complete registration materials. The registration materials will ask about your child's home language, health information, parent/guardian information, counseling services and whether your child receives special education or has a 504 Plan.
- Community of Peace Academy will request copies of current and past records from your child's school.

- Community of Peace Academy staff will use the completed registration information to determine the appropriate placement for the student and to identify resources or support services the student will need to succeed.
- No placement will be finalized until all necessary information has been received and the appropriate services and programming have been arranged.
- Students with IEPs or 504 Plans**:** If your child receives special education and has an IEP, or if your student has a 504 plan, a staff member will contact you to arrange a meeting to determine the appropriate services and placement for your child.
- High School Transfer Students: Transfer requests by students outside of CPA must be submitted before the first 10 school days of a semester to be accepted. After the first 10 school days of a semester, a student will not be enrolled until the start of the subsequent semester.

If your child is not accepted in the grade level applied for:

- You will be notified by mail of your student's placement on the waitlist for selection by lottery, consistent with Minnesota law, for the requested grade level.
- Your student will be placed on a list for selection by lottery, consistent with Minnesota law, sequentially by lottery number.
- As openings become available during the school year, applicants will be accepted in order of their placement from the lottery.
- Consistent with Minnesota charter school law, wait lists for selection by lottery will remain in place for one school year.
- All student enrollment applications will be re-entered in the lottery each year, along with all new applications.
- Sibling applications will be lotteried first and sibling preference will remain as dictated.
- This process will repeat each school year for the following school year.

Kindergarten

According to Minnesota law, a student must be five years old by September 1st to enroll in Kindergarten.

Early Admission to Kindergarten Policy

At the request of a parent or guardian, a child who turns 5 years old between Sept. 2 and Oct. 1 may be screened and evaluated to determine readiness for placement in Kindergarten. This is a free service.

The purpose of the procedure is to determine whether the child's educational and personal/ social development would be best served by early admission. Only children with superior cognitive abilities who have strong academic readiness and motor skills and are mature in language and social/emotional development will be recommended for early admission. In addition, a child must be toilet trained and able to use the restroom independently.

Rationale for Early Admission to Kindergarten

In general, most children will have the best chance for successful school experiences if they begin their schooling with their own age group at the usual time of entrance into preschool. A child will be considered a

good candidate for early admission to Kindergarten if the child can successfully compete, without substantial stress, with the most mature children entering that grade. Those children appropriate for early admission are clearly superior in their level of development.

What Parents Should Do

Parents who would like their child to be considered for early admission to Kindergarten should submit the following documents to CPA by March 12th:

1. CPA Application for Early Admission to Kindergarten.
2. A copy of the child's birth certificate.
3. A copy of the Early Childhood Screening.

What CPA Will Do

Upon receipt and review of the above documents, your child will be included in the lottery for admission to Kindergarten. If your child is awarded a seat in that lottery, he or she will be evaluated for early admission to Kindergarten. A school-based assessment team will:

1. Contact you to schedule a time for an initial assessment of your child, which will include:
   - Academic Readiness Skills
   - Fine and Gross Motor Skills
   - Language Skills
   - Social and Emotional Maturity
2. The school assessment team will inform parents/guardians whether or not the child has passed this initial screening. If the child has passed, the school makes a referral for evaluation by the school psychologist.
3. The psychologist will assess intellectual development to help determine the child's academic readiness to successfully compete with Kindergarten children as well as evaluating other areas identified by the screening team. The psychologist will also be looking for evidence that the child can handle an all-day Kindergarten program without harm to the child's self-concept.

This evaluation will take about an hour. The parents may then meet with the psychologist to discuss the evaluation and have the results shared with them.

Please note the following:

Only children who have been awarded a seat in Kindergarten via the lottery system will be evaluated for early admission.

The child is expected to have superior academic functioning compared to children her/his age, and have similarly advanced social, emotional, language and motor development. If the child demonstrates this above average development, the child will be recommended for early admission.

The school psychologist's evaluation and recommendation is the final step in determining early admission. Children must pass both the individual screening AND the evaluation by the psychologist to be considered

for early admission status. The decisions of the school screening team and the school psychologist are final and cannot be appealed.

Early Admission is Probationary

In the event that a student is accepted for early admission to Kindergarten, the first 6 weeks of school will be considered a probationary period. During that period, either the Parent(s) or the School may determine that it is in the best interest of the child, or of the program, for the child to be withdrawn.

Accommodation of Special Needs (Policy 5.6.1)

It is the responsibility and the goal of Community of Peace Academy to ensure appropriate placement and services to students eligible for special education and students with 504 Plans.

After your application has been accepted and Community of Peace Academy has notified you of an opening, you will be asked to complete additional registration forms to assist with the appropriate placement of your child.

If your child has special needs, receives special education, or has a 504 Plan, please indicate so on the appropriate form.

Upon reviewing your registration material, Community of Peace Academy staff will request copies of academic and special education records from your child's school and will contact you to arrange an IEP meeting or a 504 Plan meeting to determine the appropriate services and placement for your child.

If the newly enrolled student received special education services at their prior school, Community of Peace Academy will continue to provide services comparable to those described in the student's previous individual education program (IEP), until the student's IEP team has received and reviewed the relevant records from the previous school and developed the new IEP. Until the student's new IEP has been developed, the student's IEP team will not make a final determination as to the appropriate educational placement for the student.

Community of Peace Academy does not limit or restrict enrollment based on a student's physical or mental ability or aptitude, disability or receipt of services pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the rehabilitation act of 1973 (Section 504).

Promotions/Retentions in Elementary and Middle School

Grade promotion and retention decisions are based on what broad educational experience is believed to be best for the child. In general, students will be placed at the grade level in which they will be best adjusted academically, spending one year at each level.

If a child is being considered for retention, your child's teacher and other school staff as appropriate will discuss this with you no later than Spring Conferences. A conference will be held with the Teacher(s),

Parent(s), School Principal/Director and any other support staff who work directly with your child to review your child's needs and to determine the best grade level placement for the following school year.

STUDENT EDUCATIONAL DATA *(Policy 5.3.1, 5.3.3, 5.3.4)*

The following information serves as Community of Peace Academy's annual FERPA Notice to Parents.

Community of Peace Academy fully complies with state and federal laws regarding student education data. Education data is governed by state law, Minn. Stat. §13.32, and by federal law, the Family Educational Rights and Privacy Act (FERPA). Parents have rights under these laws. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Release of Records

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.

Parental Review of Records

Parents or eligible students have the right to inspect and review the student's education records maintained by Community of Peace Academy. A Parent or eligible student who wishes to inspect or review the student's record should place this request with the appropriate School Principal/Director. A time will be arranged for the Parent or eligible student to review the records in the presence of a staff person.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Directory Information

Under the federal *Family Educational Rights and Privacy Act* (FERPA), certain student information designated as "directory information" may be disclosed without a parent's written consent.

Community of Peace Academy has designated the following student information as directory information: Student's Name; Photograph; Degrees, Honors, and Awards Received; School; Grade Level; Participation in officially recognized activities and sports; Pictures or video images for school district-approved publications,

newspapers, or website. Parents who do not wish to disclose directory information from their child's education records must notify the school office by October 1st.

Whom to Contact with Questions

Questions regarding FERPA or Student Records should be directed to Tim McGowan, Executive Director, at 651-280-4583 or timm@cpapk12.org.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Community of Peace Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

STUDENT EMAIL

Community of Peace Academy provides students in grades K-12 email accounts to facilitate communication and collaboration with classmates and teachers. This email account also allows access to web-based learning tools. CPA-issued email addresses have a direct relationship to school and are subject to all school policies, including but not limited to 5.8.1 Cyberbullying – Prohibited Use of Technology, 5.8.2 Internet and Educational Network Safety and Acceptable Use, and 5.8.3 Use of Social Media in School. CPA has the ability and the responsibility to monitor student email accounts. Violation of school policy may result in disciplinary action. Upon graduation or withdrawal from CPA, student email accounts will be disabled.

TRANSPORTATION *(Policy 5.5.7)*

CPA partners with 4Mativ Transportation to provide our students safe and efficient transportation.

Bus Questions or Concerns

If you have a question regarding eligibility, routes or pick up times:

CALL OR TEXT 4MATIV TRANSPORTATION HOTLINE 651-478-2482

Frequently Asked Questions:

FAQ	Answer	Next Steps
What is the closest stop to my house?	The Transportation Hotline can let you know what stop is closest to your house.	Text into the Hotline and a Customer Service Representative will help update your students transportation schedule.
I would like to use a different AM and PM stop.	The Transportation Hotline can let you know what stops meet your needs.	Text into the Hotline and a Customer Service Representative will help update your students transportation schedule.

FAQ	Answer	Next Steps
Bus hasn't passed/didn't stop	Be sure to be *outside* at the bus stop (not waiting inside your car) 10 min prior to the scheduled pick-up time; and allow for as much as a 10 minute delay after the scheduled time.	After 10 min beyond the scheduled pick-up time, text or call the **Transportation Hotline (651-478-2482)**
I feel my stop is unsafe and I wish to request a new stop location.	The Transportation Hotline may be able to find an alternative stop location, but not in all cases. Stop changes may take up to 2 weeks to implement.	Report all your concerns and details to the Transportation Hotline so they can work with the school on possible options.

To discuss student behavior on the school bus or discuss a matter involving a school bus driver, please contact the Elementary Dean of Students Bibishe Lusambo at 651-289-3741; Middle School Dean of Students Robin Bradshaw at 651-280-4594; or High School Dean of Students Bryan Hooper at 651-280-4603.

Parents are asked not to bring requests or concerns directly to bus drivers, but rather to route their request or concern to the appropriate CPA staff person. Do not board the bus at any time. Drivers are directed by their employer to not address parent concerns.

Community of Peace staff cannot make 'on the spot' changes to allow students to ride or change buses.

All bus change requests must be made in advance to the Transportation Hotline.

Students will not be allowed to ride a bus without appropriate advance permission.

Please pick your child up after school at dismissal – 2:40 p.m. Refer to the Dropping Off/Picking Up Students Section for information on where to pick up your child at dismissal. All students must be picked up by 3:00 p.m. School staff are not available to supervise students after 3:00 p.m.

Bus Behavior Expectations

Students are expected to follow the same behavioral standards while riding school buses as they do on school property or at school activities, functions, or events. All applicable school rules, board policies and expectations specified in the individual student's plan (e.g., IEP and 504 Plans) are in effect while a student is riding the school bus or at the bus stop.

In the State of Minnesota, riding a school bus is a privilege, not a right. When a student does not follow the rules on the bus, they lose this privilege. The School Principal/Director or the School Principal/Director's designee will impose consequences for school bus/bus stop misconduct. Serious

misconduct will be reported to the Minnesota Department of Public Safety and may be reported to local law enforcement.

All school rules apply when riding the school bus and at designated school bus stops. If a violation is of such serious nature that the student's continued presence on the school bus poses immediate and substantial risk to the health, safety and welfare of themselves and/or other passengers, riding privileges may be removed immediately.

CLASS A OFFENSES

Misconduct that interferes with the safe and efficient transportation of students.

Examples:

- Standing while the school bus is in motion.
- Blocking the school bus aisle.
- Riding on a school bus other than the assigned route without permission.
- Bullying
- Failure to cross ten feet in front of the school bus.
- Use of obscene or profane gestures or language.
- Boarding other than the assigned bus route.
- Eating or drinking on the school bus.
- Shouting, yelling, screaming or excessive noise.
- General horseplay
- Repeated Class A violations, not responding to correction, can be upgraded to a Class B offense.

Class A Offenses (Minimum Consequences)

- **First Offense:** Conference with school administrator and notification of parent/guardian, and possible in-building disciplinary consequence.
- **Second Offense:** Written warning or one-day suspension of transportation privileges, and notification of parent/guardian.
- **Third Offense:** Up to 5 day suspension of transportation privileges and parent notification.
- **Fourth Offense:** Refer to the Class B consequences.

CLASS B OFFENSES

Serious misconduct or actions that may endanger the safety of self or others.

Examples:

- Repeated Class A violations, not responding to correction.
- Possession and/or use of tobacco, alcohol, controlled substances, or drug paraphernalia.
- Exiting from the school bus at other than the assigned school bus stop, without prior approval.
- Lighting of any type of flammable substances including matches and lighters.
- Interference: Action, which prevents a staff member from doing his/her assigned duties.
- Physical aggression, or the threat of physical aggression, against another person.
- Fighting
- Intentionally distracting the school bus driver.

- Vandalism of bus company property.*
- Throwing or shooting objects inside the bus.
- Pushing, or shoving another student in the school bus Danger Zone (10 foot perimeter).
- Riding while under suspension of transportation privileges.

Class B Offenses (Minimum Consequences)

- **First Offense:** Written warning or up to a 3-day suspension of transportation privileges, notification of parent/guardian, and possible in-building disciplinary consequence.**
- **Second Offense:** Up to a 5-day suspension of transportation privileges and parent notification.**
- **Third Offense:** Up to a 10-day suspension of transportation privileges and parent notification.**
- **Fourth Offense:** Up to a 30-day suspension of transportation privileges and parent notification.**
- **Fifth Offense:** Loss of transportation privileges for the remainder of school year or 120 days, whichever is longer.**

CLASS C OFFENSES

Extremely dangerous and/or illegal actions; conduct that presents a clear and immediate danger to the safety of self or others.

Examples:

- Possession of a weapon.
- Assault, Aggravated Assault, Disorderly Conduct, and Terroristic Threats.
- Possession with intent to distribute or sell alcohol or controlled substances.
- Extending head out of the window while bus is in motion.
- Running out in front of a moving school bus.
- Pushing or shoving another student near a moving school bus.
- Attempting to ride on the outside of the school bus.
- Tampering with emergency equipment, light system, crossing gate, radio, and/or emergency exit.
- Opening any emergency exit, or exiting, or attempting to exit, from a moving school bus.
- Detonation of a pyrotechnic device on the school bus.
- Throwing or shooting objects out of the bus.

Class C Offenses (Minimum Consequences)

- **First Offense:** Loss of bus service for up to the remainder of the school year and parent notification.**
- **Second Offense:** Loss of bus service for the remainder of the school year, or 120 school days, whichever is longer and parent notification.**

*4Mativ or Community of Peace Academy on behalf of 4Mativ shall invoice the parent/guardian of any student who is deemed to be responsible for vandalism to a school bus. The student, parent or guardian shall have two weeks from the date of the invoice to make restitution for damages. Failure to pay for damages shall result in loss of bus privilege until damages are paid. Such loss of bus privilege is in addition to any consequences assigned for the vandalism. ** The IEP team must be consulted if the transportation privilege of a student with an IEP is to be suspended for 5 or more days.

Dropping Off/Picking Up Students

Drop Off Time: 7:40am – 8:00am

Designated Drop Off Location: Jessamine Ave, Door E

Parents should drop off students on Jessamine Street between 7:40am-8:00am. Students being dropped off should enter school via Door E on Jessamine. There is no parking or stopping to drop off students on Magnolia Avenue, since this interferes with bus arrivals and presents safety concerns.

Dismissal/Pick Up Time: 2:40pm

Designated Pick Up Parking: Burr St., Door J

Parents picking up at dismissal may park on Burr St. Students will exit out of Door J. Parent pick-up parking is not allowed in the parking lot on the corner of Magnolia Avenue and Burr Street, as the lot is not accessible at dismissal and moving vehicles present safety concerns. Parents will no longer be able to wait at Door A.

VISITOR PROCEDURES

Parents, citizens, alumni and other adult visitors are welcome and encouraged to visit CPA. It is our goal to provide a warm and welcoming environment for all visitors.

CPA has Visitor Procedures in place to ensure the safety and security of the school community. All visitors must sign in and be accompanied to their destination, including CPA parents and regular visitors to CPA. We appreciate the cooperation of all members of our community with CPA's Visitor Procedures.

The Elementary and Middle School Office, located on Magnolia Avenue, is the office for all business related to elementary and middle school students. The High School Office, located on Desoto Street, is the office for all business related to high school students. Parents and other visitors must report to the appropriate office. Visitors needing to conduct business in each office must exit the school building and enter through the corresponding entrance.

Upon entering the building, all visitors must sign in at the appropriate office. All visitors must wear a badge or other identification so that students and staff are aware that they have checked in with the office. A staff member or a student will accompany all visitors to their destination. For the safety of everyone in the building, staff will courteously direct all visitors not wearing a visitor's badge and all unaccompanied visitors to the administrative office.

Parents wishing a conference with an administrator, dean or teacher, and/or to visit a classroom should telephone the school in order to arrange an appointment in advance. In order to limit interruptions to schedules and to instruction, as a general rule drop-in meetings or classroom visits will not be granted.

The School Board, Executive Director and School Principal reserve the power to decline to give permission, or to withdraw permission for parents, citizens, alumni and other members of the public to visit CPA if such action is deemed necessary to ensure the physical or emotional safety of CPA students or to prevent the disruption of the CPA's educational programs.

Preschool 4 Peace Information

This section of the handbook is organized to provide additional information specific to Preschool. Parents are reminded to read the PreK-12 section of this handbook for other important information that also applies to Preschool students.

FORWARD

Preschool 4 Peace is an all-day, every day kindergarten readiness program designed for students ages four and five the year before they enter kindergarten. Age appropriate instruction, discovery, and play-based learning characterize the child-centered educational philosophy of our early learning program. P4P focuses on the growth and development of the whole student, with a strong emphasis on building the academic and social/emotional skills children require to be successful in kindergarten.

AGE OF CHILDREN

Preschool 4 Peace serves children ages four and five years old. Children must be 4 years old by September 1st school year to attend Preschool 4 Peace. There is not an Early Admittance process for Preschool 4 Peace.

ARRIVAL AND DISMISSAL TIMES

Preschool 4 Peace is open Monday through Friday when school is in session, from 7:40 a.m. to 2:40 p.m.

Drop Off

Parent drop-off time is between 7:40 and 8:00 a.m. at Door E. Parents may not drop off prior to 7:40 a.m. Drop offs after 8:00 a.m. are considered tardy. Parents dropping a child off after 8:00 a.m. must check in at the Main Office and obtain a pass.

Pick Up

Parent pick up begins at 2:40 p.m. Parents who pick up are asked to arrive at 2:40 p.m., and to wait at Door J until the P4P students are dismissed. In the event you must pick up your child early, notify the office by 2:00 p.m. To change your student's dismissal arrangements (either from bus to pick-up OR from pick-up to bus), call the transportation line by 2:00 p.m. 651-280-4588 Anyone other than the parent picking up a child must be listed on the child's emergency contact list. Prior written notice must be provided for anyone other than parents or emergency contacts to pick up a child from Preschool 4 Peace.

ATTENDANCE

Preschool 4 Peace is a school readiness program designed to prepare 4-year old students with the academic and social skills they need for a successful start to Kindergarten. Regular attendance is essential if students are to achieve these goals. Attendance will be recorded daily. Parents must provide a note, personal phone call to the attendance line at 651-280-4534 or email cpaattendance@cpapk12.org if a child will be absent.

Frequent absences and/or tardies have an adverse impact on a child's progress in Preschool 4 Peace. If attendance becomes a problem, the school will contact you to discuss a plan to ensure your child's regular attendance**.**

BEHAVIOR

Preschool 4 Peace staff members teach and model peaceful behaviors and conflict resolution strategies. Our approach to behavior support is tailored to the developmental level of four- and five-year-old children. Children are taught how to use acceptable alternatives to problem behavior in order to reduce conflict, such as "using their words" instead of hitting.

Preschool 4 Peace staff members will provide immediate and directly-related consequences for a child's unacceptable behavior. Redirection is used as the primary model of behavior guidance. If the problem behavior continues, warnings, take a break, and loss of privilege may be utilized. A child will be expected to "right his or her wrong," for example by apologizing or by restoring order to classroom items if they were mishandled.

A parent phone call will be made in response to an incident of severe behavior, with the goal of correcting the problem behavior. In the event of persistent unacceptable behavior, Preschool 4 Peace teachers will consult with the child's parents and other staff as appropriate to develop a plan to address the behavior.

CHANGE OF CLOTHING

Parents are encouraged to send the following items of clothing to school in the event the child requires to change clothing at school: 1 pair of pants, 1 shirt, 1 pair of socks, 1 pair of underwear. Each child's clothing will be kept in a plastic zip lock back, labeled with his or her name.

NAP AND REST

The Preschool 4 Peace Daily schedule includes a 30-minute time set aside for rest. During rest time, students are required to rest quietly on their mats. Students' bodies must remain on their mats, voices are to remain off so that others can rest, and students are encouraged to close their eyes or take deep breaths to help them relax. Students who fall asleep may sleep for a maximum of 60 minutes. Separate bedding is provided for each child. Bedding is washed weekly, and when soiled or wet.

TOYS AND GAMES FROM HOME

Toys and games brought from home can get broken, lost, or cause arguments between students. Students must leave all of their own toys at home, unless it is an item they are bringing for their sharing day. Students may bring a stuffed animal for rest time but may not play with it during the rest of the school day.

Elementary Information

This section of the handbook is organized to provide additional information specific to Elementary School students (grades K-4). Parents are reminded to read the PreK-12 section of this handbook for other important information that also applies to Elementary students.

ATTENDANCE *(Policies 5.2.1, 5.2.2)*

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. We also recognize that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

ATTENDANCE LINE: 651- 280-4534
ATTENDANCE EMAIL: CPAAttendance@cpapk12.org
ATTENDANCE ONLINE FORM: cpapk12.org

For every absence you must contact the school by 9:00 a.m. even if you have talked to or emailed the teacher.

Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, the student's responsibility or the parent/guardian may request any missed assignments due to an absence.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

Excused Absences

An absence will be excused if the parent calls or emails the school or provides a written note which is signed by a parent/guardian and states that the absence is a result of one of the following conditions:

1. Illness, injury, or hospitalization of the student. Students are allowed up to 8 total absences a year, or 3 days in a row, due to illness. **A doctor's note must be provided** if your child is gone from school more than 8 total days over the school year, or 3 days in a row. Because your child's health is important to us, school staff can help your child if you do not have health insurance or cannot afford to see a doctor. Please contact the school nurse if you need help.
2. Disability of the student. If a student suffers from a permanent or temporary disability which prevents the student from regular attendance, verification from the student's physician specifying the nature of the disability and the anticipated duration of the disabling condition will be required once per school year. For each absence, the student's parent must provide the office with a signed note verifying the reason for the absence.
3. Medical, dental, and other professional appointments which cannot be scheduled outside of school hours. The appointment will be excused only upon receiving a **written note** from the doctor, dentist or counselor.
4. Family emergency. Students may be gone up to 3 days a year because of a family emergency. If your child will be gone more than 3 days, you must get **written approval for additional excused time** from the Principal, Dean or School Social Worker.
5. Funeral. Students may be gone up to 4 days a year because of a funeral. If your child will be gone more than 4 days, you must get **written approval for additional excused time** from the Principal, Dean or School Social Worker.
6. Religious or cultural holidays or observances as approved by administration.
7. Mandatory court appearances.
8. School Bus or Van Problems. If your child misses school because the bus/van was late or did not show up at the stop, you **must report this to the school that morning.**
9. Pre-excused participation in a school-sponsored activity. Examples include but are not limited to, absence from class in order to participate in a school-sponsored field trip, athletic contest, or school-sponsored music performance. The student must have been in attendance for the three class periods preceding the school-sponsored event in order for participation to be considered to be excused.
10. Suspensions. Absence from class as a result of an in-school suspension or out-of-school suspension is counted as excused. In this instance, no note is required.

11. Compliance with any provision of a disabled student's Individual Education Plan, Section 504 Accommodation Plan, or Individual Health Plan.

Unexcused Absences

Any absence not excused under this policy will be counted as unexcused. Examples are: running late, oversleeping, a malfunctioning alarm clock, problems with a car, at home or outing with parents, or missing the bus are not a basis for an excused absence.

Family Activity

We understand that students may need to be absent from school occasionally to participate in family activities/vacations. However**, family activities/vacations which cause students to be absent are discouraged and will result in unexcused absences**. Your child's academic progress depends upon his/her consistent attendance and subsequent access to all educational programming. Although missed assignments can be completed, it is extremely difficult to replicate instructional activities, discussions, small group work, etc. that have taken place while your child was absent from school.

Tardies

The student's day begins at 8:00 a.m. Students are tardy after this time and must be signed in at the office and receive a tardy slip to take to their teacher. Excused tardies are limited to medical and dental appointments or religious observances. If the student is tardy or released early for more than a 2-hour period, the student will be considered absent for ½ day.

Unexcused Tardies

Any tardy which is not excused under the conditions above will be considered unexcused.

Truancy/Poor Attendance

The following procedure will be used to communicate with parents and students:

1. If you have not contacted the main office by 9:00 a.m. and if your child has not arrived, a message will be sent via email and text to you, **but it is your responsibility to notify the school about the reason for your child's absence.**
2. After the fifth absence, the office will notify the home by an Attendance Alert letter.
3. If your child has seven unexcused absences, you will be reported to the Ramsey County School Attendance Matters Program (SAM). If your child's attendance does not improve, a report will be submitted to Ramsey County SAM Program requesting the student and parents attend a School Attendance Review Team (SART) hearing.

MN COMPULSORY ATTENDANCE LAW

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

1. Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn.
2. No credit is earned during the time a student is not enrolled.
3. Students under 18 years of age who have any combination of 7 unexcused absences will result in a referral to Ramsey County School Attendance Matters Program (SAM) for educational neglect.
4. If the student has suffered an extended illness and required work has not been completed, the class record will show an "Incomplete." A grade will be assigned after the work is completed according to the make-up policy guidelines.
5. If a student experiences an extended, long-term illness of 15 consecutive school days, they may be eligible for homebound instruction. Parents should contact the school social worker or the principal to make these arrangements.

Early Pick-Up

If you are planning on picking up your student(s) early from school, notify the office by 2:00 p.m.

To change your student's arrangements (either from bus to pick-up OR from pick-up to bus), call the transportation line by 2:00 PM 651-280-4588.

After 2:00 PM, staff are attending to students for end-of-day procedures and are unavailable to deliver messages to students. Any permanent or recurring changes to transportation should be sent to chouak@cpapk12.org or extension 4588.

Dismissal for a student will be from the school office only.

CELL PHONES, HEADPHONES, EARBUDS AND PERSONAL DEVICES

Cell phones and all functions within the cell phone (i.e. cameras and all other applications), headphones, earbuds, and other personal devices are a distraction to the learning environment and must be off and out of sight from 7:55am-2:40pm., unless permission to use the device for learning purposes has been granted by a staff person.

Any staff member may confiscate a cell phone, headphones, earbuds or other personal device.

The school is not responsible for cell phones, headphones, earbuds or other personal devices that are lost, stolen or damaged at school or on the school bus. To avoid the possible loss, theft or damage of a cell phone, headphones, earbuds or other personal device, we recommend that students not bring them to school.

The following procedures will be used for noncompliance:

1. Notification to parent/ mentor.
2. Confiscation for the remainder of the day.
3. Repeated offenses: the item will be confiscated and only returned to the parent.

CONFERENCES

Parent /Teacher conference days are scheduled at the midterm of each semester. This is an opportunity to communicate school progress as well as to cooperatively set goals for students. Other conferences may be requested by the teacher or parent as needed and a specific day and time will be scheduled.

Conferences are held by appointment. Please make every effort to attend conferences when they are scheduled.

RECESS

Students are required to participate in outdoor recess unless it is raining; snowing heavily or the temperature is below zero. It is important that students dress appropriately for the weather. Boots and snow pants are required for the winter.

The playground area belonging to the school includes the playground and the field. These areas are used daily by Elementary students at Recess and may be used by Middle and High School students during the school day at teacher discretion. General rules of conduct are posted at the entrance to the playground.

Community of Peace Academy implements the Playworks model of structured recess. The Playworks model leverages the power of safe, fun, and healthy play at school every day. be active, and build valuable social and emotional skills.

REPORT CARDS

Report cards are mailed home. If you have any questions or concerns about your child's report card or grades at any time during the school year, please contact your child's teacher.

UNIFORMS - ELEMENTARY SCHOOL

ALL STUDENTS MUST BE IN UNIFORM EVERY DAY.

ALL STUDENTS SHOULD BE IN UNIFORM ON THE FIRST DAY OF SCHOOL.

STUDENTS MUST ARRIVE TO SCHOOL IN UNIFORM.

Uniform Apparel

****A CPA top must be worn as the outermost layer****

- CPA Grey or Navy Short Sleeve T-Shirts *(available for purchase at school)* $10
- CPA Navy Long Sleeve T-Shirts *(available for purchase at school)* $15
- CPA Navy Sweatshirt *(available for purchase at school)* $15
- Any shirt or sweatshirt with the CPA logo
- Girls' Navy Uniform Jumper, Skirt or Skort
- Blue, Black, Khaki or Gray Solid Color Pants or Shorts

Where to Buy Uniforms

All items must fit appropriately. CPA Uniform Shirts and Sweatshirts must be purchased at Community of Peace Academy. Pants, jumpers, skirts, skorts and shorts can be purchased at any retail store.

No substitutions or alterations of any fashion are to be made to the school uniform.

The following items will be considered OUT OF UNIFORM:

- Coats, jackets, caps, hats, wristbands, and other outerwear not recognized as a Community of Peace Academy uniform. These must be kept in lockers.
- Colored eye contacts. Only clear prescription contact lenses are allowed.
- Platform or high heel shoes, slippers, shoes with hidden wheels.
- Any other article of clothing or alteration of physical appearance that creates a disturbance to the learning environment.

If a student is out of uniform or violates any of the above stated provisions, they will be removed from class until they comply with the previously stated uniform guidelines. The student will be charged as tardy to class and, if they must wait for a parent to deliver the appropriate item of clothing to school, they will be marked absent unexcused.

CPA Spirit Wear

- Students may wear spirit wear purchased from our CPA Spirit Store: https://sideline.bsnsports.com/schools/minnesota/saintpaul/community-of-peace-academy
- Names on all apparel purchased from our CPA Spirit Store must be the student's **LAST NAME ONLY**. If the name on the apparel is not the student's LAST NAME, the item is considered out of uniform and the student will not be allowed to wear the item during the school day.

Free Dress Days

Throughout the course of the school year, certain occasions or events will arise when students will not need to wear their uniform for a school day(s). On such occasions students will be informed in the day(s) preceding through a school announcement or a letter home.

On such occasions, students must still wear clothing that is representative of the philosophy of Community of Peace Academy. Clothing, such as shirts or pants that feature pictures, phrases, or statements, must represent or promote peace and a non-violent, healthy lifestyle.

All items of clothing must fit comfortably and be school appropriate.

1. Spaghetti straps, off-the-shoulder tops, halter or strapless tops are not allowed.
2. Coats, jackets, caps, hats, and outerwear must be kept in lockers.
3. Skirts and/or shorts must be mid-thigh or longer.
4. Pants/shorts with holes are not allowed.
5. Clothing items that are transparent or sheer must have clothing worn under that meets the above criteria.

If it is ever a question as to whether or not you may be out of uniform or whether or not your choice of dress is appropriate, please contact the Elementary Principal or Elementary Dean of Students.

Middle School Information

This section of the handbook is organized to provide additional information specific to Middle School (grades 5-8). Parents are reminded to read the PreK-12 section of this handbook for other important information that also applies to Middle School students.

AFTER SCHOOL ACTIVITIES

Students who are working with a specific teacher or participating in an after school activity must follow these guidelines:

1. In order to stay after school students must arrange for supervision by a staff member 1-day in advance.
2. Younger siblings are not permitted to remain after school with an older sibling participating in an after school activity, unless prior approval has been granted by the Middle School Principal.
3. Transportation home must be pre-arranged well in advance to ensure that rides are available when the activities are over.
4. At dismissal, students must go to their locker and retrieve all items that will be taken home and report to the supervised area no later than 2:50 p.m.
5. At the conclusion of the activity, students are to wait in the foyer of Door D.
6. Only open a door when your ride has arrived and do not allow anyone else into the building.

ATTENDANCE *(Policies 5.2.1, 5.2.2)*

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. We also recognize that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

ATTENDANCE LINE: 651-289-3740
ATTENDANCE EMAIL: CPAAttendance@cpapk12.org
ATTENDANCE ONLINE FORM: cpapk12.org

For every absence you must contact the school by 9:00 a.m. even if you have talked to or emailed the teacher.

Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

Excused Absences

An absence will be excused if the parent calls or emails the school or provides a written note which is signed by a parent/guardian and states that the absence is a result of one of the following conditions:

1. Illness, injury, or hospitalization of the student. Students are allowed up to 8 total absences a year, or 3 days in a row, due to illness. **A doctor's note must be provided** if your child is gone from school more than 8 total days over the school year, or 3 days in a row. Because your child's health is important to us, school staff can help your child if you do not have health insurance or cannot afford to see a doctor. Please contact the school nurse if you need help.
2. Disability of the student. If a student suffers from a permanent or temporary disability which prevents the student from regular attendance, verification from the student's physician specifying the nature of the disability and the anticipated duration of the disabling condition will be required once per school year. For each absence, the student's parent must provide the office with a signed note verifying the reason for the absence.
3. Medical, dental, and other professional appointments which cannot be scheduled outside of school hours. The appointment will be excused only upon receiving a **written note** from the doctor, dentist or counselor.
4. Family emergency. Students may be gone up to 3 days a year because of a family emergency. If your child will be gone more than 3 days, you must get **written approval for additional excused time** from the Principal, Dean or School Social Worker.

5. Funeral. Students may be gone up to 4 days a year because of a funeral. If your child will be gone more than 4 days, you must get **written approval for additional excused time** from the Principal, Dean or School Social Worker.
6. Religious or cultural holidays or observances as approved by administration.
7. Mandatory court appearances.
8. School Bus or Van Problems. If your child misses school because the bus/van was late or did not show up at the stop, you **must report this to the school that morning.**
9. Pre-excused participation in a school-sponsored activity. Examples include but are not limited to, absence from class in order to participate in a school-sponsored field trip, athletic contest, or school-sponsored music performance. The student must have been in attendance for the three class periods preceding the school-sponsored event in order for participation to be considered to be excused.
10. Suspensions. Absence from class as a result of an in-school suspension or out-of-school suspension is counted as excused. In this instance, no note is required.
11. Compliance with any provision of a disabled student's Individual Education Plan, Section 504 Accommodation Plan, or Individual Health Plan.
12. Appointments with school personnel.

Unexcused Absences

Any absence not excused under this policy will be counted as unexcused. Examples are: running late, oversleeping, a malfunctioning alarm clock, problems with a car, at home or outing with parents, or missing the bus are not a basis for an excused absence.

Family Activity

We understand that students may need to be absent from school occasionally to participate in family activities/vacations. However**, family activities/vacations which cause students to be absent are discouraged and will result in unexcused absences**. Your child's academic progress depends upon his/her consistent attendance and subsequent access to all educational programming. Although missed assignments can be completed, it is extremely difficult to replicate instructional activities, discussions, small group work, etc. that have taken place while your child was absent from school.

Tardies (MS and HS)

If a student is tardy to class but has a written note from a teacher, school social worker, guidance counselor, nurse, or principal, the tardy will be excused. If a student arrives to school late and has a valid excuse from a parent, the office will provide the student with a pass excusing the tardy. Excused tardies are limited to medical and dental appointments or religious observances.

Unexcused Tardies

Any tardy which is not excused under the conditions above will be considered unexcused.

Truancy/Poor Attendance

The following procedure will be used to communicate with parents and students:

1. If you have not contacted the main office by 9:00 a.m. and if your child has not arrived, a message will be sent via email and text to you, **but it is your responsibility to notify the school about the reason for your child's absence.**
2. After the fifth absence, the office will notify the home by an Attendance Alert letter.
3. If your child has seven unexcused absences, you will be reported to the Ramsey County School Attendance Matters Program (SAM). If your child's attendance does not improve, a report will be submitted to Ramsey County SAM Program requesting the student and parents attend a School Attendance Review Team (SART) hearing.

MN COMPULSORY ATTENDANCE LAW

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

1. Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn.
2. No credit is earned during the time a student is not enrolled.
3. Students under 18 years of age who have any combination of 7 unexcused absences will result in a referral to Ramsey County School Attendance Matters Program (SAM) for educational neglect.
4. If the student has suffered an extended illness and required work has not been completed, the class record will show an "Incomplete." A grade will be assigned after the work is completed according to the make-up policy guidelines.
5. If a student experiences an extended, long-term illness of 15 consecutive school days, they may be eligible for homebound instruction. Parents should contact the school social worker or the principal to make these arrangements.

Early Pick-Up

If you are planning on picking up your student(s) early from school, notify the office by 2:00 p.m.

To change your student's arrangements (either from bus to pick-up OR from pick-up to bus), call the transportation line by 2:00 PM 651-280-4588.

After 2:00 PM, staff are attending to students for end-of-day procedures and are unavailable to deliver messages to students. Any permanent or recurring changes to transportation should be sent to chouak@cpapk12.org or extension 4588. Dismissal for a student will be from the school office only.

Extra-Curricular Activities

Students participating in any form of after school activity (practice, game, dance, performance, etc.) must attend all classes on the day of the event. Exceptions to this rule will be rare and will be granted on an individual basis by administration. An example might include a funeral or medical emergency.

In order to attend activities on the weekend (prom, etc.) a student must be in attendance at school the day prior to the event.

CELL PHONE, HEADPHONES, EARBUDS AND PERSONAL DEVICES

Phones and headphones must be off and stored out of sight from 7:55 a.m. until 2:40 p.m. dismissal. Students in grades 5 and 6 may store their device in a locked box with their homeroom teacher; students in grades 7 and 8 may store their device in lockers. If student devices are out during the school day, the student must turn their device in to a staff member until the end of the day.

The school is not responsible for cell phones, headphones, earbuds or other personal devices that are lost, stolen or damaged at school or on the school bus.

CLOSED CAMPUS

Students are expected to remain on school grounds from the time of their arrival at school until dismissal time. Students may not leave the school grounds during the school day without written parental approval. Students who voluntarily leave the school building without permission will not be allowed to return to school that day.

CONFERENCES

Parent/Teacher Conferences will be held during Quarter 2 and Quarter 4. All parents are expected to attend conferences. Parents are encouraged to contact classroom teachers if they have any questions regarding their student.

DIGITAL LEARNING DAYS

Community of Peace Academy students in grades 5-12 participate in digital learning days at various points throughout the school year to accommodate staff development mandates by the state of Minnesota. On these school days, students will be given assignments to complete at home and have the option to connect with teachers virtually for support.

FORMING NEW STUDENT GROUPS AND ORGANIZATIONS

The following guidelines pertain to members of Community of Peace Academy who wish to form a new group, club or activity for students: A written request should be submitted to the Middle School Principal. The request should include a description of the group, club or activity as well as an explanation of its value to the school. The following factors will be considered in determining whether a request will be approved:

1. Compatibility with the mission and goals of CPA.
2. Availability of a faculty/staff advisor.
3. Student interest in the new group.
4. Availability of funding as necessary.
5. Availability of appropriate space and time to meet.
6. Compatibility and/or redundancy with existing programs.

GRADING *(Policy 6.2)*

Academic progress is reported with an A to F marking system. Letter grades are used to report scholastic achievement in most classes. In those few courses in which a different reporting pattern is employed, students and parents will be informed in advance of the procedure to be used by the teacher.

A student's grade is determined by their participation in the learning activities of the class, their preparation of assignments, and their performance on examinations. Letter grades are defined as follows:

A – Excellent
B – Very Good
C – Satisfactory
D – Lowest Passing Grade
F – Not Passing

I – Incomplete
NC – No Credit
N/I – Needs Improvement
P - Passing

Middle School Report Cards

* Middle School progress reports will be given to parents on their assigned conference night.
** **Final quarter reports are the official grade(s) for the quarter and will be the only grade(s) on the student's permanent record.**
***ParentVue provides parents the opportunity to go on-line at any time of the day and find information about their students' academic performance.

GUEST/VISITORS

CPA Middle School has a limited guest/visitor policy in order to limit disruptions to the learning environment. Prospective students may visit the school by getting permission at least 24 hours prior to the visit from the appropriate principal. Visitors who have not obtained pre-approval to be present at school will be directed to leave the building.

HALL PASSES

Once classes have begun, only those students in possession of a valid pass provided by a staff member may be in the halls. Any staff member may ask students who are in the halls during a class period for their hall pass. If a valid pass is not produced, students will be referred to the Dean of Students and appropriate disciplinary action will be taken.

ID CARDS

Students must take their picture on student picture day to receive an identification card. A fee of $3.00 will be charged for replacement cards.

SCHOOL WORK MAKE UP

It is the student's responsibility to make arrangements for make-up work after an absence. Verified absences (those with a written note from parents) receive full credit for work missed when work is made up by the allotted time.

TEXTBOOK REPLACEMENT FEES

Any wear of the textbook loaned to a student beyond normal usage must be paid for by the student to whom the book was issued. Any student not returning the book assigned to them is subject to replacement cost of the lost or stolen book.

TRESPASSING

Unauthorized individuals found in the building or on school property are subject to the City of Saint Paul trespass ordinance enforcement. **This ordinance also applies to dismissed or suspended students.**

UNIFORMS - MIDDLE SCHOOL

The Community of Peace Academy School Board has adopted a school uniform policy for all CPA students. The purpose of this policy is to ensure that students dress appropriately for the school environment and in such a way as to express pride in themselves and their school.

ALL STUDENTS MUST BE IN UNIFORM EVERY DAY.
ALL STUDENTS SHOULD BE IN UNIFORM ON THE FIRST DAY OF SCHOOL.
STUDENTS MUST ARRIVE TO SCHOOL IN UNIFORM.

Middle School (5th- 8th Grade)

****A CPA top must be worn as the outermost layer****

- CPA Grey or Navy Short Sleeve T-Shirts *(available for purchase at school)* $10
- CPA Navy Long Sleeve T-Shirts *(available for purchase at school)* $15
- CPA Navy Sweatshirt *(available for purchase at school)* $15
- Any shirt or sweatshirt with the CPA logo
- Blue, Black, Khaki or Gray Solid Color Pants or Shorts (mid-thigh or longer)

Where to Buy Uniforms:

All items must fit appropriately. CPA Uniform Shirts and Sweatshirts must be purchased at Community of Peace Academy. Pants and shorts can be purchased at any retail store.

No substitutions or alterations of any fashion are to be made to the school uniform.

The following items will be considered OUT OF UNIFORM:

- Coats, jackets, caps, hats, and other outerwear not recognized as Community of Peace Academy uniform. These must be kept in lockers.
- Colored eye contacts. Only clear prescription contact lenses are allowed.
- Platform or high heel shoes, slippers, shoes with hidden wheels.
- Any other article of clothing or alteration of physical appearance that creates a disturbance to the learning environment.

If a student is out of uniform or violates any of the above stated provisions, they will be removed from class until they comply with the previously stated uniform guidelines. They will be charged as tardy to class and, if they must wait for a parent to deliver the appropriate item of clothing to school, they will be marked absent unexcused.

CPA Spirit Wear

- Students may wear spirit wear purchased from our CPA Spirit Store: https://sideline.bsnsports.com/schools/minnesota/saintpaul/community-of-peace-academy
- Names on all apparel purchased from our CPA Spirit Store must be the student's **LAST NAME ONLY**. If the name on the apparel is not the student's LAST NAME, the item is considered out of uniform and the student will not be allowed to wear the item during the school day.

Free Dress Days

Throughout the course of the school year, certain occasions or events will arise when students will not need to wear their uniform for a school day(s). On such occasions students will be informed in the day(s) preceding through a school announcement or a letter home.

On such occasions, students must still wear clothing that is representative of the philosophy of Community of Peace Academy. Clothing, such as shirts or pants that feature pictures, phrases, or statements, must represent or promote peace and a non-violent/healthy lifestyle.

All items of clothing must fit comfortably and be school appropriate.

1. Spaghetti straps, off the shoulder tops, halter or strapless tops are not allowed.
2. Coats, jackets, caps, hats, and outerwear must be kept in lockers.
3. Skirts and/or shorts must be mid-thigh or longer.
4. Pants/shorts with holes are not allowed.
5. Clothing items that are transparent or sheer must have clothing worn under that meets the above criteria.

If it is ever a question as to whether or not you may be out of uniform or whether or not your choice of dress is appropriate, please contact the Middle School Principal.

High School Information

This section of the handbook is organized to provide additional information specific to High School (grades 9-12). Parents are reminded to read the PreK-12 section of this handbook for other important information that also applies to High School students.

AFTER SCHOOL ACTIVITIES

Students who are working with a specific teacher or participating in an after school activity must follow these guidelines:

1. In order to stay after school students must arrange for supervision by a staff member 1-day in advance.
2. Younger siblings are not permitted to remain after school with an older sibling participating in an after school activity, unless prior approval has been granted by the High School Director.
3. Transportation home must be pre-arranged well in advance to ensure that rides are available when the activities are over.
4. At dismissal, students must go to their locker and retrieve all items that will be taken home and report to the supervised area no later than 2:50 p.m.
5. At the conclusion of the activity, students are to wait in the foyer of Door D.
6. Only open a door when your ride has arrived and do not allow anyone else into the building.

ATTENDANCE *(Policies 5.2.1, 5.2.2)*

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. We also recognize that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

ATTENDANCE LINE: 651-280-4535
ATTENDANCE EMAIL: CPAAttendance@cpapk12.org
ATTENDANCE ONLINE FORM: cpapk12.org

For every absence you must contact the school by 9:00 a.m. even if you have talked to or emailed the teacher.

Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

Excused Absences

An absence will be excused if the parent calls or emails the school or provides a written note which is signed by a parent/guardian and states that the absence is a result of one of the following conditions:

1. Illness, injury, or hospitalization of the student. Students are allowed up to 8 total absences a year, or 3 days in a row, due to illness. **A doctor's note must be provided** if your child is gone from school more than 8 total days over the school year, or 3 days in a row. Because your child's health is important to us, school staff can help your child if you do not have health insurance or cannot afford to see a doctor. Please contact the school nurse if you need help.
2. Disability of the student. If a student suffers from a permanent or temporary disability which prevents the student from regular attendance, verification from the student's physician specifying the nature of the disability and the anticipated duration of the disabling condition will be required once per school year. For each absence, the student's parent must provide the office with a signed note verifying the reason for the absence.
3. Medical, dental, and other professional appointments which cannot be scheduled outside of school hours. The appointment will be excused only upon receiving a **written note** from the doctor, dentist or counselor.
4. Family emergency. Students may be gone up to 3 days a year because of a family emergency. If your child will be gone more than 3 days, you must get **written approval for additional excused time** from the Director, Dean or School Social Worker.

5. Funeral. Students may be gone up to 4 days a year because of a funeral. If your child will be gone more than 4 days, you must get **written approval for additional excused time** from the Director, Dean or School Social Worker.
6. Religious or cultural holidays or observances as approved by administration.
7. Mandatory court appearances.
8. School Bus or Van Problems. If your child misses school because the bus/van was late or did not show up at the stop, you **must report this to the school that morning.**
9. Pre-excused participation in a school-sponsored activity. Examples include but are not limited to, absence from class in order to participate in a school-sponsored field trip, athletic contest, or school-sponsored music performance. The student must have been in attendance for the three class periods preceding the school-sponsored event in order for participation to be considered to be excused.
10. Suspensions. Absence from class as a result of an in-school suspension or out-of-school suspension is counted as excused. In this instance, no note is required.
11. Compliance with any provision of a disabled student's Individual Education Plan, Section 504 Accommodation Plan, or Individual Health Plan.
12. Appointments with school personnel.
13. Pre-approved college visits taken with a parent. A maximum of four days in one semester, not to exceed a total of eight days per school year, will be excused to permit a student to travel with a parent to visit colleges. For such instances, parents are expected to complete a Request for Pre-Approved Absence Form (available in the high school office). At the Director's discretion, an absence for a college visit that exceeds four days may be counted as excused.
14. Pre-approved testing, including college testing and military testing. Approval must be obtained from the director at least twenty-four hours prior to the absence.

Exception: An emancipated student is one who does not live with and also is not economically dependent upon their parent, a guardian, a family member or other adult. An emancipated student must provide the director a note stating a valid reason for the absence but may sign the note themselves.

Unexcused Absences

Any absence not excused under this policy will be counted as unexcused. Examples are: running late, oversleeping, a malfunctioning alarm clock, problems with a car, at home or outing with parents, or missing the bus are not a basis for an excused absence.

Family Activity

We understand that students may need to be absent from school occasionally to participate in family activities/vacations. However**, family activities/vacations which cause students to be absent are discouraged and will result in unexcused absences**. Your child's academic progress depends upon his/her consistent attendance and subsequent access to all educational programming. Although missed assignments can be completed, it is extremely difficult to replicate instructional activities, discussions, small group work, etc. that have taken place while your child was absent from school.

Tardies

If a student is tardy to class but has a written note from a teacher, school social worker, guidance counselor, nurse, or principal, the tardy will be excused. If a student arrives to school late and has a valid excuse from a parent, the office will provide the student with a pass excusing the tardy. Excused tardies are limited to medical and dental appointments or religious observances.

Unexcused Tardies

Any tardy which is not excused under the conditions above will be considered unexcused.

Truancy/Poor Attendance

The following procedure will be used to communicate with parents and students:

1. If you have not contacted the main office by 9:00 a.m. and if your child has not arrived, a message will be sent via email and text to you, **but it is your responsibility to notify the school about the reason for your child's absence.**
2. After the fifth absence, the office will notify the home by an Attendance Alert letter.
3. If your child has seven unexcused absences, you will be reported to the Ramsey County School Attendance Matters Program (SAM). If your child's attendance does not improve, a report will be submitted to Ramsey County SAM Program requesting the student and parents attend a School Attendance Review Team (SART) hearing.
4. Upon the tenth absence from a particular class, the administrator will send a letter to the parent/guardian stating that a hearing may be requested to determine if credit is to be granted, or what changes need to be made to ensure successful completion of the semester.

MN COMPULSORY ATTENDANCE LAW

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

1. Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn.
2. No credit is earned during the time a student is not enrolled.
3. Students under 18 years of age who have any combination of 7 unexcused absences will result in a referral to Ramsey County School Attendance Matters Program (SAM) for educational neglect.
4. If the student has suffered an extended illness and required work has not been completed, the class record will show an "Incomplete." A grade will be assigned after the work is completed according to the make-up policy guidelines.
5. If a student experiences an extended, long-term illness of 15 consecutive school days, they may be eligible for homebound instruction. Parents should contact the school social worker or the director to make these arrangements.

Early Pick-Up

If you are planning on picking up your student(s) early from school, notify the office by 2:00 p.m.

To change your student's arrangements (either from bus to pick-up OR from pick-up to bus), call the transportation line by 2:00 PM 651-280-4588.

After 2:00 PM, staff are attending to students for end-of-day procedures and are unavailable to deliver messages to students. Any permanent or recurring changes to transportation should be sent to chouak@cpapk12.org or extension 4588.

Dismissal for a student will be from the school office only.

Extra-Curricular Activities (MS/HS)

Students participating in any form of after school activity (practice, game, dance, performance, etc.) must attend all classes on the day of the event. Exceptions to this rule will be rare and will be granted on an individual basis by administration. An example might include a funeral or medical emergency.
In order to attend activities on the weekend (prom, etc.) a student must be in attendance at school the day prior to the event.

AUTOMOBILES

Students driving to school are expected to wait until the school bus dismissal is complete before departing.

Students who drive cars or other motor vehicles are asked to lock them and not to reenter them until the end of the school day. Students may not use their personal vehicles for school field trips.

**Failure to comply with all of the above expectations may result in administrative action.

CELL PHONES, HEADPHONES, EARBUDS AND PERSONAL DEVICES

Cell phones and all functions within the cell phone (i.e. cameras and all other applications), headphones, earbuds, and other personal devices are a distraction to the learning environment and must be off and out of sight during class from 7:55-2:40, unless permission to use the device for learning purposes has been granted by a staff person. However, devices are permitted during passing time and lunch. During these times, the use of a device must not cause students to be tardy to class.

Any staff member may confiscate a cell phone, headphones, earbuds or other personal device.

The school is not responsible for cell phones, headphones, earbuds or other personal devices that are lost, stolen or damaged at school or on the school bus. To avoid the possible loss, theft or damage of a cell phone, headphones, earbuds or other personal device, we recommend that students not bring them to school.

CLOSED CAMPUS

Students are expected to remain on school grounds from the time of their arrival at school until dismissal time. Students may not leave the school grounds during the school day without written parental approval. Students who voluntarily leave the school building without permission will not be allowed to return to school that day.

CONFERENCES

Parent/Teacher Conferences will be held at the midterm of each semester. All parents are expected to attend conferences. Parents are encouraged to contact classroom teachers if they have any questions regarding their student.

DIGITAL LEARNING DAYS

Community of Peace Academy students in grades 5-12 participate in digital learning days at various points throughout the school year to accommodate staff development mandates by the state of Minnesota. On these school days, students will be given assignments to complete at home and have the option to connect with teachers virtually for support.

EIGHTEEN-YEAR-OLD STUDENTS

School rules and policies requiring parental permission apply to all CPA students, even those who may be 18 years of age or older.

FORMING NEW STUDENT GROUPS AND ORGANIZATIONS

The following guidelines pertain to members of Community of Peace Academy who wish to form a new group, club or activity for students: A written request should be submitted to the High School Principal. The request should include a description of the group, club or activity as well as an explanation of its value to the school. The following factors will be considered in determining whether a request will be approved:

1. Compatibility with the mission and goals of CPA.
2. Availability of a faculty/staff advisor.
3. Student interest in the new group.
4. Availability of funding as necessary.
5. Availability of appropriate space and time to meet.
6. Compatibility and/or redundancy with existing programs.

GRADING

Academic progress is reported with an A to F marking system. Letter grades are used to report scholastic achievement in most classes. In those few courses in which a different reporting pattern is employed, students and parents will be informed in advance of the procedure to be used by the teacher.

A student's grade is determined by their participation in the learning activities of the class, their preparation of assignments, and their performance on examinations. Letter grades are defined as follows:

A – Excellent
B – Very Good
C – Satisfactory
D – Lowest Passing Grade
F – Not Passing

I – Incomplete
NC – No Credit
S – Satisfactory
U – Unsatisfactory
P - Passing

Grade Letters and Values

The letter grades listed below are assigned on report cards and transcripts. The accompanying numbers represent the grade point values and are used in the calculation of the unweighted class rank.

A	4.0	**A-**	3.7	
B+	3.3	**B**	3.0	**B-** 2.7
C+	2.3	**C**	2.0	**C-** 1.7
D+	1.3	**D**	1.0	**D-** 0.7
F	0			

Students enrolled in honors classes receive a weighted honors point by multiplying their course grade by 1.25. Classes that earn weighted honor points include College in the Schools and Post-Secondary Enrollment Options Act credit-bearing courses.

Class rank is calculated from the weighted grade point average after the completion of a semester.

High School Progress Reports/Report Cards

* Mid-semester progress reports will be given to parents on their assigned conference night.
** **Final semester reports are the official grade(s) for the semester and will be the only grade(s) on the student's permanent record.** High School students that receive an incomplete (I) for a course when a semester is completed will be given two-weeks to make-up their unfinished work (Prior approval by the classroom teacher and the director is required). After this time period grades will be permanent.
***ParentVue provides parents the opportunity to go on-line at any time of the day and find information about their students' academic performance.

GRADUATION CEREMONY

Graduation will be held at 6:00pm on June 7, 2027.

GRADUATION REQUIREMENTS

Class of 2027 Credit Requirements

Language Arts	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Ethics	2 credits
Physical Education	1 credit
Arts	1 credit
General Electives	6.5 credits
Health	0.5 credit
Total	25 credits

Class of 2028-2029 Credit Requirements

Language Arts	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Ethics	2 credits
Physical Education	1 credit
Arts	1 credit
General Electives	6 credits
Personal Finance	0.5 credit
Health	0.5 credit
Total	25 credits

Class of 2030 Credit Requirements

Language Arts	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Ethics	2 credits
Physical Education	.5 credit
Arts	1 credit
General Electives	6.5 credits
Personal Finance	0.5 credit
Health	0.5 credit
Total	25 credits

Graduation Assessments

Students are not required to achieve a specified score on an assessment in order to graduate or meet graduation assessment requirements, but districts have a number of requirements to fulfill for students' career and college planning, including:

- Offering students in grades 11 and 12 an opportunity to participate in a nationally recognized college entrance exam on a school day.
- Monitoring students' development of and growth in career and college readiness.
- Assisting students no later than grade 9 in exploration and planning activities for career interests or postsecondary education.

GUESTS/VISITORS

CPA High School has a limited guest/visitor policy in order to limit disruptions to the learning environment. Prospective students may visit the school by getting permission at least 24 hours prior to the visit from the High School Principal. No visitors will be allowed the last two weeks of a semester. Visitors who have not obtained pre-approval to be present at school will be directed to leave the building.

HALL PASSES

Once classes have begun, only those students in possession of a valid pass provided by a staff member may be in the halls. Any staff member may ask students who are in the halls during a class period for their hall pass. If a valid pass is not produced, students will be referred to the Dean of Students and appropriate disciplinary action will be taken.

ID CARDS

Students must take their picture on student picture day. A fee of $3.00 will be charged for replacement cards.

SCHOOL WORK MAKE UP

It is the student's responsibility to make arrangements for make-up work after an absence. Verified absences (those with a written note from parents) receive full credit for work missed when work is made up by the allotted time.

TEXTBOOK REPLACEMENT FEES

Any wear of the textbook loaned to a student beyond normal usage must be paid for by the student to whom the book was issued. Any student not returning the book assigned to them is subject to replacement cost of the lost or stolen book.

TRESPASSING

Unauthorized individuals found in the building or on school property are subject to the City of Saint Paul trespass ordinance enforcement. **This ordinance also applies to dismissed or suspended students.**

UNIFORMS - HIGH SCHOOL

The Community of Peace Academy School Board has adopted a school uniform policy for all CPA students. The purpose of this policy is to ensure that students dress appropriately for the school environment and in such a way as to express pride in themselves and their school.

ALL STUDENTS MUST BE IN UNIFORM EVERY DAY.
ALL STUDENTS SHOULD BE IN UNIFORM ON THE FIRST DAY OF SCHOOL.
STUDENTS MUST ARRIVE TO SCHOOL IN UNIFORM.

High School (9th-12th Grade)

****A CPA top must be worn as the outermost layer****

- CPA Navy Short Sleeve T-Shirts *(available for purchase at school) $10*
- CPA Navy Long Sleeve T-Shirts *(available for purchase at school)* $15
- CPA Navy Sweatshirt *(available for purchase at school)* $15
- Any shirt or sweatshirt with the CPA logo
- Blue, Black, Khaki or Gray Solid Color Pants or Shorts

Where to Buy Uniforms:

All items must fit appropriately. CPA Uniform Shirts and Sweatshirts must be purchased at Community of Peace Academy. Uniform pants and shorts can be purchased at any retail store.

No substitutions or alterations of any fashion are to be made to the school uniform.

The following items will be considered OUT OF UNIFORM:

- Coats, jackets, caps, hats, and other outerwear not recognized as Community of Peace Academy uniform. These must be kept in lockers.
- Colored eye contacts. Only clear prescription contact lenses are allowed.
- Platform or high heel shoes, slippers, shoes with hidden wheels.
- Any other article of clothing or alteration of physical appearance that creates a disturbance to the learning environment.

CPA Spirit Wear

- Students may wear spirit wear purchased from our CPA Spirit Store: https://sideline.bsnsports.com/schools/minnesota/saintpaul/community-of-peace-academy
- Names on all apparel purchased from our CPA Spirit Store must be the student's **LAST NAME ONLY**. If the name on the apparel is not the student's LAST NAME, the item is considered out of uniform and the student will not be allowed to wear the item during the school day.

Free Dress Days

Throughout the course of the school year, certain occasions or events will arise when students will not need to wear their uniform for a school day(s). On such occasions students will be informed in the day(s) preceding through a school announcement or a letter home.

On such occasions, students must still wear clothing that is representative of the philosophy of Community of Peace Academy. Clothing, such as shirts or pants that feature pictures, phrases, or statements, must represent or promote peace and a non-violent/healthy lifestyle.

All items of clothing must fit comfortably and be school appropriate.

1. Spaghetti straps, off the shoulder tops, halter or strapless tops are not allowed.
2. Coats, jackets, caps, hats, and outerwear must be kept in lockers.
3. Skirts and/or shorts must be mid-thigh or longer.
4. Pants/shorts with holes are not allowed.
5. Clothing items that are transparent or sheer must have clothing worn under that meets the above criteria.

If it is ever a question as to whether or not you may be out of uniform or whether or not your choice of dress is appropriate, please contact the High School Director.