



PARTNERSHIP ACADEMY

PreK - 7th Grade Family Handbook

2019-2020

NOTE OUR NEW LOCATION!

6500 Nicollet Avenue South

Richfield, MN 55423

(612) 866-3630 ext. 100

info@paschool.org

WELCOME TO PA

Greetings PA Families!

It is very exciting to start our 18th year in our brand new building, bringing together our students from preschool through 7th grade! PA is an amazing school that has been built through the relentless effort of many amazing educators who believe in creating a school where all children can learn and thrive. As we move buildings and grow in size, we want to continue to provide a personalized and caring environment. We also will continue to reflect and refine our procedures and systems to be even better as a bigger community. You will notice some changes as we expand to over 440 scholars and 80 staff members -- over 35% growth in a single year. We are so glad you have chosen Partnership Academy, and we hope that your child will always feel like our #1 priority.

Our mission at PA is *to create learning experiences and partnerships that empower scholars to achieve their greatest potential in order to be positive contributors in their community.* Everyday we are able to live out our mission because of the partnerships and strong relationships we have with all of our stakeholders. Please see our **Values in Action** located on the final page of this handbook for further explanation on how PA Educators will work in partnership with you to ensure your child achieves their greatest potential while at PA. Thank you for being a critical part of what makes PA unique and successful.

The purpose of this handbook is to help keep you informed about the many things that are happening at PA. We will also be sending home newsletters, Thursday folders, text and email messages to keep you informed. Maintaining a strong connection between home and school is essential for your child's success. It is important that every parent be actively involved in their child's education. PA has a wonderful staff who are ready to partner with families to make sure our children have everything they need to be successful at school.

It has been a true joy to serve as the Executive Director of Partnership Academy for the last eighteen years. Our future is bright, and we are so excited for the learning that will happen in our new building. We are committed to continuing to provide an excellent academic program to each child that walks through our door. Thank you so much for your support!

We are going to have a great 2019-2020 school year!! Please contact me or stop by the school any time.

Respectfully,



Lisa Hendricks
Executive Director

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PARTNERSHIP ACADEMY VALUES

Our Mission

Partnership Academy's Mission is to create learning experiences and partnerships that empower scholars to achieve their greatest potential in order to be positive contributors in their community.

Our Vision

To be an innovative school that prepares scholars for a successful future.

Positive Behavior Interventions and Supports (PBIS)

At Partnership Academy, we are working to create school-wide, classroom, and individual systems of support that improve the educational environment for all our scholars. We will explicitly teach behavioral expectations and recognize the positive behaviors shown by scholars in a number of ways. By implementing PBIS, we hope to reduce school and classroom behavior disruptions and educate all scholars about acceptable school behaviors. Everything we do rests on our Honor Code, which scholars will learn, practice, and follow throughout the school day.

Partnership Academy Honor Code

As a Partnership Academy scholar, I will:

- Respect Everyone
- Strengthen Our Community
- Lead with Courage

Family Involvement

As our name suggests, Partnership Academy greatly values the partnerships between school and home. We strive to welcome all families and maintain consistent and positive relationships. We ask for your support in the following ways:

- Remind your child of the Partnership Academy Honor Code regularly and talk at home about how your child can be respectful, a strong community member, and a leader.
- Ask your child about their Wolf Paw and Leader of the Pack awards and how they earned them. Join us for celebrations honoring your child's success.
- Attend school conferences four times per year - we have had 100% parent participation for 12 years in a row!
- Support your child at home to read and discuss books, complete homework assignments, and monitor grades and communication on the Infinite Campus app.

PA EXPECTATIONS

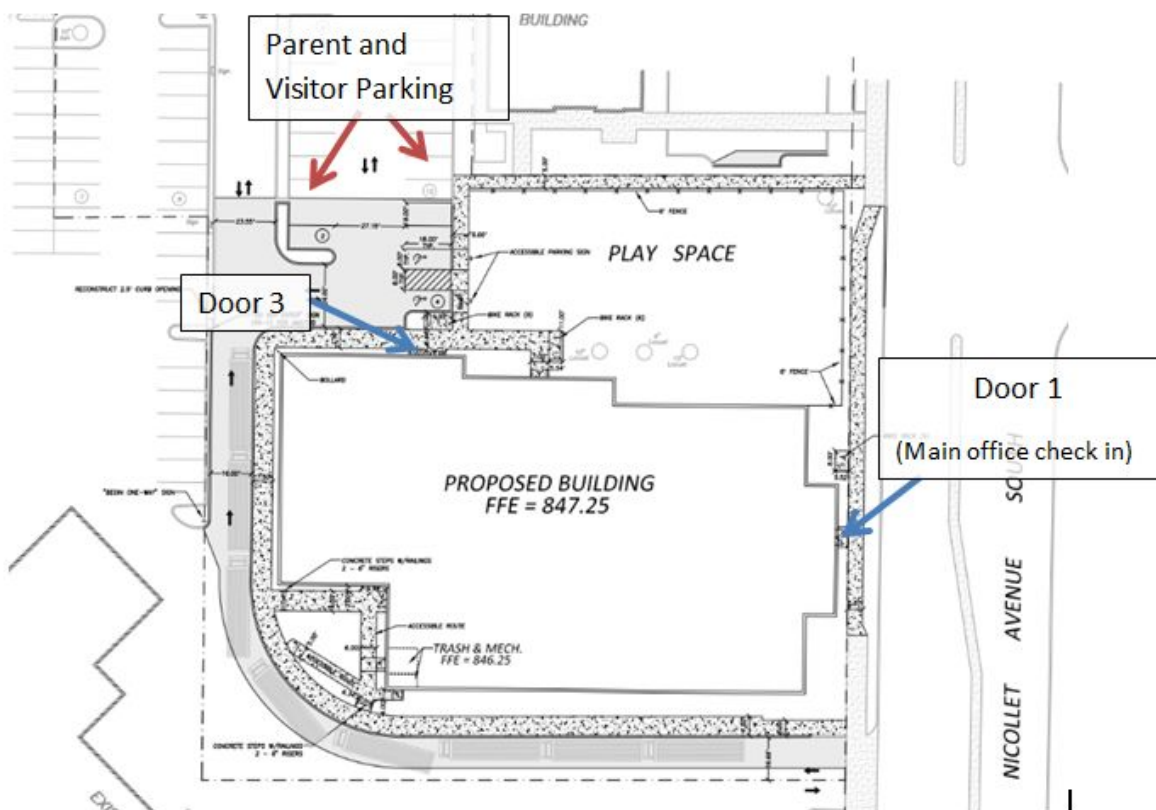
	<i>Respect Everyone</i>	<i>Strengthen our Community</i>	<i>Lead with Courage</i>	<i>Teacher Expectations</i>
Classrooms	<ul style="list-style-type: none"> ● Take turns ● Raise hand ● Speak quietly ● Walking feet 	<ul style="list-style-type: none"> ● Clean up after yourself ● Use kind words ● Take care of materials ● Focus on learning 	<ul style="list-style-type: none"> ● Share ideas ● Listen to directions right away ● Help others ● Be honest and report big problems 	<ul style="list-style-type: none"> ● Model and explicitly teach expectations ● Reinforce positive behaviors with words ● Remind scholars of expectations frequently ● Document issues in SWIS
Uniforms	<ul style="list-style-type: none"> ● Wear uniform apparel ● Tuck in shirt ● Keep hoods down ● Use kind words about others' appearance 	<ul style="list-style-type: none"> ● Remember to wear plain or PA gear only ● Wear cultural clothes on Fridays ● Remind others about uniform policy 	<ul style="list-style-type: none"> ● Model uniform policy at all times because it helps us all look unified and professional. 	<ul style="list-style-type: none"> ● Follow staff dress code ● Reinforce and remind scholars of expectations ● Send scholars to office with a pass for violations
Hallways	<ul style="list-style-type: none"> ● Noise Level 2 ● Walking feet ● Hands at sides ● Stay in your grade's area or floor 	<ul style="list-style-type: none"> ● Look with your eyes at scholars work ● Give quiet greetings ● Stay with your group ● Bring your pass if away from your group 	<ul style="list-style-type: none"> ● Listen to directions right away ● Remind others of rules ● Set an example for others 	<ul style="list-style-type: none"> ● Model and explicitly teach expectations ● Everyone is responsible for reminding/redirection scholars ● Greet staff, scholars, and families in hall ● Ask for hall passes
Bathrooms	<ul style="list-style-type: none"> ● Noise Level 2 ● Walking feet ● Give privacy ● Hands to yourself 	<ul style="list-style-type: none"> ● Clean up after yourself ● Use only what you need ● Keep water in the sink ● Keep walls clean ● Wash hands and go back to class quickly 	<ul style="list-style-type: none"> ● Be honest and report big problems ● Remind others of rules 	<ul style="list-style-type: none"> ● Everyone is responsible for reinforcing/ reminding/ redirecting scholars ● Ask for bathroom passes

Lunchroom	<ul style="list-style-type: none"> Noise Level 2 Keep food on trays or in mouth Walking feet 	<ul style="list-style-type: none"> Use kind words Offer to help others Pick up trash Clean your area 	<ul style="list-style-type: none"> Offer a place to sit Ask friends questions Transition quickly 	<ul style="list-style-type: none"> Circulate the space and visually observe all scholars Everyone is responsible for reminding/redirecting scholars Transition on time
Recess	<ul style="list-style-type: none"> Noise Level 4 Take turns Keep hands, feet, and objects to self Follow the rules of the game 	<ul style="list-style-type: none"> Use kind words Offer to help others Pick up trash Put away equipment when done 	<ul style="list-style-type: none"> Invite others to play Listen to directions right away Be honest and report big problems Transition quickly on the signal 	<ul style="list-style-type: none"> Stay spread out and visually observe all scholars Reinforce, remind, redirect Bring walkie talkie Ensure scholars are picking up equipment Be on time
Arrival	<ul style="list-style-type: none"> Noise Level 2 Walking feet Hands at sides Go to class or breakfast area right away 	<ul style="list-style-type: none"> Give quiet greetings Walk on the sidewalk 	<ul style="list-style-type: none"> Report any bus issues Remind others of the rules Get a pass from the office if you arrive late. 	<ul style="list-style-type: none"> Help scholars get to the correct breakfast line Greet scholars Encourage scholars to go right to class Be on time to post
Dismissal	<ul style="list-style-type: none"> Noise Level 2 Walking feet Hands at sides Stay with your class Keep moving and get on bus right away 	<ul style="list-style-type: none"> Give quiet greetings Walk on the sidewalk Stay on the bus Say goodbye to your teacher and classmates 	<ul style="list-style-type: none"> Remind others of the rules 	<ul style="list-style-type: none"> Use the correct stairwells for scholars dismissal Be on time PreK-5 walk scholars onto bus. Ensure all scholars are on the sidewalk behind red line at all times
Bus	<ul style="list-style-type: none"> Noise Level 2 Keep hands, feet, and objects to self Body on the seat Speak quietly 	<ul style="list-style-type: none"> Use kind words Offer to help others Pick up trash Stay behind the red line 	<ul style="list-style-type: none"> Listen to directions right away Be honest and report big problems Sit in assigned seats and positively remind others of their seat 	<ul style="list-style-type: none"> Late bus scholars go back into door 4 and into gym All staff redirect scholars who are not following bus expectations

DAILY ROUTINES

Our New Building

Our new location provides new and improved security measures to keep your child safe during the school day. We ask all visitors to enter through Door 1 to check in the Main Office and receive a visitor badge. As noted below, Arrival and Dismissal are the only times families should enter through Door 3. Families may park in the North parking lot off 65th Street. Please use the School Map below as a reference to the building's access points and use caution around Nicollet Avenue with your children. We are very excited for our new location situated in the heart of Richfield and look forward to welcoming you into our building!



Arrival

Students should arrive at school at 9:00am at Door 3 on the North side of the building. Parents dropping off scholars may pull into the North parking lot from 65th Avenue and park or pull-through in the small lot, also by Door 3. No parents may enter the bus lane off Nicollet Avenue. Parents do not need to sign scholars into the building if arriving between 8:45-9:15am at Door 3. Drop-off before 8:45am is not permitted. If scholars arrive after 9:15am, they must check in at the front office through Door 1 and receive a pass to class.

Breakfast

All scholars may take free breakfast when they enter the building. Preschool and elementary scholars must enter Door 2 and take their breakfast to their classroom. Middle school scholars must enter Door 3 and remain in the cafeteria for breakfast. A middle school scholars may choose to walk their PreK-2nd grade family member to class on the 1st floor if desired but should return to the cafeteria immediately after. Only one Middle Schooler may accompany a younger scholars to class at a time. If a scholar arrives on a late bus, scholars may take breakfast and a pass immediately to class with them. Except for late buses, no breakfast food will be permitted outside the cafeteria. Parents should plan to provide breakfast for their scholar if dropping the scholar off after 9:15am.

Late Arrivals

If a scholar arrives after 9:15am to school, the scholar is considered tardy. He/she must check into the Main Office to receive a pass to class. Excused tardies will be given for medical, religious, or other reasons approved by the Executive Director. Other tardies will be marked unexcused. For more information on absences and tardies, please see Attendance Policy on p. 14.

Bell System

In order to help middle school scholars transition efficiently and on-time between classes, a bell system will sound at the beginning and end of each class period. Students will be marked tardy if they arrive after the starting bell.

Fruit + Vegetable Snack

Partnership Academy scholars receive a free fruit or vegetable snack daily. Families are encouraged to send only healthy snacks to school if their child would like supplementary snacks.

Lunch

Preschool scholars receive free lunch served in their classroom. Elementary and Middle School scholars receive free lunch service daily. Elementary scholars will transition from recess to lunch with their classmates.

All Middle School scholars will have a block of 35 minutes for lunch and recess. All scholars must begin in the cafeteria to pick up a free school lunch or to eat their own bagged lunch. Students must be seated at a cafeteria table until 12:40, at which point they may choose when to dump their food and proceed to recess outside. During this time, scholars may only be in the cafeteria or outside recess spaces; no scholars will be permitted upstairs during lunch/recess without a pass. Similarly, all food must remain in the cafeteria. Although this is an unstructured time, scholars are still held to the school-wide expectations. In the event of inclement weather, scholars will remain in the cafeteria for the whole time. At the dismissal bell (1:02pm), scholars must report to their Block 3 class. If scholars arrive after 1:05 back to class, the scholar will be marked tardy.

Recess

Inside Recess: Recess supervisors and classroom educators will help support the scholars during the scheduled recess time in their classrooms. The Office Manager will determine when there will be inside recess based on local weather reports and alert staff via email. Recess will be indoors if the wind chill drops below 10 degrees or in the case of rain.

Outside Recess: Each classroom will have a scheduled recess time daily. Recess supervisors will vigilantly supervise all scholars and are responsible for ensuring the safety of all scholars by enforcing the Honor Code and recess/playground expectations.

Hallway

All Partnership Academy hallways will be safe and calm to allow for learning. Students may walk and talk quietly to friends, providing they respect other spaces and people throughout the building. Educators will provide reminders to scholars for infractions and will follow-up with a Fix-It Plan if the behavior is not fixed. As described in the matrix above, scholars must show a hall pass when they are in the hallways without their group (i.e. outside of normal transition times). Staff will ask scholars for passes to ensure that they are designated to be in the hallway. Students should stay in the hallway by their classroom (either upstairs or downstairs) unless they have a specific reason and pass or are with a teacher. (For example, middle schoolers should not use bathrooms on the PreK-2 floor). Elevators are off-limits to scholars unless they have a medical reason and pass.

Bathrooms

Students will use the group bathrooms unless they have a pass to the single-stall bathrooms for a specific reason. Only one scholar per stall at one time.

Dismissal

In order to ensure your child arrives home safely, please notify the Main Office by 2:00pm for any changes in your child's routine (pick-up, riding another bus home, etc.). Preschool and Elementary scholars will walk to their bus or to the gym (for pick-up) with their homeroom teacher. Middle School students will be expected to gather their materials from their lockers following their final class. Educators will be stationed in the hallways and outside in the bus lane to support scholars to independently walk to the bus. Scholars must be safe and follow school expectations on the way to the school bus or gym. Parents picking up their child must come into the gym (Door 3) to sign out their child by 4:00pm. Parents who consistently arrive later than 4:00pm must meet with school administrators to create a dismissal plan.

SUPPORTING POSITIVE BEHAVIOR

Class Goal-Setting

Partnership Academy has several ways to reinforce our Honor Code and school-wide expectations. One of the ways this is supported in Preschool and Elementary classrooms is through Class Goal-setting and awarding of “Wolf Paw” tickets. Each class decides on what kind of reward they would like to earn when they attain a goal number of “Wolf Paws”. Classes can choose from a variety of community-building rewards once they reach their goal, such as a painting party, extra recess, karaoke, or stuffed animal story time with a favorite staff member. Wolf Paw tickets are awarded for following the PA Honor Code. PA staff work to connect the tangible reward with specific language to teach scholars about teamwork, responsibility, and respect for the school community. You may hear this kind of language from our staff:

- *“We’re working together as a team to earn our extra recess time by following our Honor Code and Respecting Everyone”*
- *“If someone is not following our rules, what can we do to help?”*
- *“I really saw our class working very hard to Respect Everyone today in math centers. I saw you took turns at the math game, spoke quietly at every station, and used walking feet when you moved between groups. That really helped our learning and we earned our Wolf Paw.”*

Student Recognition

We work to frequently recognize individual scholars who follow our Honor Code through several types of scholar awards. Please ask your child to share his/her awards with you!

Wolf Paw Class Recognition will be given out when the entire class is following the honor code. Classrooms will work as a team to set and accomplish classwide goals and celebrate as a class, such as extra recess time, trips to local parks, extra projects, and more.

Wolf Pack Recognition are frequently shared in class for specific positive actions.

Sometimes scholars nominate each other for Wolf Pack awards! Each week, scholars who have received Wolf Pack awards are entered into a drawing to win an Out of Uniform pass.

Leader of the Pack Recognition are the monthly nominations for scholars who have gone above and beyond in following the Honor Code. Families are invited to a monthly celebration of scholar achievements.

Honor Roll is presented quarterly to Middle School scholars for academic achievement based on quarterly grades (A and B Honor Roll)

Approach to Discipline

Partnership Academy will use a consistent procedure for handling discipline. Teachers will address all minor infractions in the classroom. Teachers will refer all major infractions to the Student Success Specialists by completing an Office Discipline Referral Form. Student Success Specialists will work with a scholar who has a referral to resolve issues and get the scholar back to class as

soon as possible. If a scholar receives a referral, parents will be notified by the teacher and/or the Student Success Specialist.

Fix-It Plans

When a scholar has a minor behavior infraction, he/she will be required to fill out a Fix-It Plan to reflect on the incident and how to respond more in line with PA values. If a scholar receives 2 or more Fix-It Plans in the week, he/she will miss Wolf Pack time on Fridays and parents will be required to provide a signature acknowledging the situation.

Tardies

Each class will take attendance. If a scholar is tardy, he/she will be marked as such, and parents will be able to view tardies in Infinite Campus. The scholar will create a Fix-It Plan for each tardy.

STUDENT CONDUCT

Philosophy on Behavior

In alignment with Partnership Academy's Values in Action, our goal is to teach scholars appropriate behaviors in order to prepare them for school and life. Behaviors are a form of communication, and our goal as educators is to understand what scholars need and to educate them in all aspects of their humanity.

Likewise, our goal at school is to keep all scholars safe. Certain behaviors, such as harassment and bullying, interfere with other scholars' rights to learn and feel safe. Partnership Academy staff will respond to behavior incidents with the intent to restore a positive relationship and school climate that provides restorative justice to the victim(s) and social growth and learning to the perpetrator(s).

Bullying

Bullying is conduct that interferes with scholars' ability to learn and teachers' ability to educate scholars in a safe environment. Bullying is defined as an on-going and persistent action that targets a particular scholar(s) in a negative way, whether through words, actions, or exclusion. Bullying includes, but is not limited to, behavior that a reasonable person knows or should know has the effect of: harming a student; damaging a student's property; creating a hostile educational environment; placing a student in reasonable fear or harm to his or her person or property; and/or intimidation.

Cyber bullying is bullying that occurs when an electronic device is used to transfer writing, signs, images, sounds or data and includes a post to a social network or internet website. Cyber bullying that takes place off school property may be subject to disciplinary action if it substantially disrupts student learning or school environment.

Partnership Academy makes all efforts to protect scholars from bullying and especially considers the protection of scholars' identities based on race, religion, gender, sexual orientation, language, and socioeconomic status. Please see school website or contact the school office for further information on PA's Anti-Bullying Policy #509.

Harassment

The Office for Civil Rights (OCR) and Department of Justice (DOJ) have made the distinction between bullying and harassment in that when the bullying behaviors are directed at a protected class the behavior then becomes harassment. Partnership Academy's Harassment Policy #514 identifies a protected class as race, color, creed, religion, national origin, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, and/or disability.

It will be a violation of the harassment policy for any student or district employee to harass a student or district employee through conduct (e.g., physical, verbal, graphic or written) that is based upon that student or employee's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age as defined by this policy. For purposes of this policy, a district employee includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district. For purposes of this policy, school district includes charter schools.

It will be a violation of this policy for any student or district employee to inflict, threaten to inflict, or attempt to inflict violence based upon a student or district employee's actual or perceived protected class as defined by this policy.

The school district will investigate all complaints, formal or informal, verbal or written, of harassment and/or violence based upon a student or employee's perceived or actual protected class and to discipline or take appropriate action against any student or school district employee who is found to have violated this policy.

Consequences

Consequences for infractions will be determined on a case-by-case basis. Students committing major offenses will be permitted to share their version of the incident with an administrator. Other scholars and/or staff members involved will also be permitted to report their involvement in or witness of the incident. After gathering all of the facts the administrator will make the decision to suspend or pursue a different course of restorative justice. Possible consequences may include:

- Conversation about behavior, why it's inappropriate, connecting back to Honor Code
- Restorative Justice: make amends with individuals affected (apology, act of service)
- Education course on harassment or bullying
- Loss of privileges (ability to be with group, independence, fun activity, phone)
- In-school or out-of-school suspension
- Possibility to change class assignment or schedule for perpetrator
- Create behavior intervention plan

- Referral to additional services (social skills, therapy, etc.)
- Referral to law enforcement

Parent Contact

When a scholar has had minor but persistent behavior infractions, parents will be notified and invited to meet with educators and relevant staff. Our goal is for all scholars to be consistently successful and make plans as necessary to promote more success. In addition, parents are contacted immediately for major behavior infractions.

Note: The full Student Conduct Policy #515 is available at any time in the office and on our website www.paschool.org.

OTHER SCHOOL POLICIES

Middle School Cell Phone Policy

Middle School scholars may bring phones, electronic devices and accessories to school at their own risk. At Partnership Academy, cell phones and electronic devices must be turned off during the entire school day (9:00-4:00pm).

If scholars choose to bring a cell phone to school our expectations are as follows:

- 1) All cell phones must be put away and turned off by 9:00 a.m.
- 2) Cell phone use of any kind is not permitted in the school during school hours (9:00-4:00pm).
- 3) Students who use cell phones in classroom/learning areas or hallways during the school day will have their device confiscated. Once an electronic device/cell phone is confiscated, it will be kept with one of the Directors.
- 4) For the first offense, at the end of the day scholars will be sent to the office for the cell phone. This will be considered a warning of violation of the cell phone policy.
- 5) Using a cell phone to record or take photos of staff or scholars is not allowed without permission in advance given by the individual being recorded or photographed.
- 6) Recording or taking photos of classmates with the intent to bully or harass are not permitted.
- 7) Using social media apps, or any other function of a cell phone/device to spread rumors, bully, make fun of, exclude, put down or create a hostile environment interfering with educational opportunities will face disciplinary action.
- 8) Sharing with or asking classmates/scholars for inappropriate content is not permitted.
- 9) Inappropriate use of social media outside of school hours and/or off of school property may result in disciplinary action at school.

Consequences for scholars using their phone during unapproved times or inappropriate reasons:

First Offense: The incident will be documented and the cell phone confiscated. The scholar may pick up the device in the Main Office at the end of the day. Parents will be notified of the infraction.

Second Offense: The incident will be documented and the cell phone confiscated. The parent/guardian must come to school to pick up the device and meet with a Director.

Third Offense: The incident will be documented and the cell phone confiscated. The scholar will no longer be able to bring a cell phone or electronic device to school. The parent/guardian must come to school to pick up the device. A formal meeting will be required with the scholar, parent, and Director.

Uniform Policy

Partnership Academy scholars wear uniforms to present themselves in a responsible, professional manner. Preschool scholars wear a royal blue logo t-shirt, red or navy pullover or zip up sweatshirt with PA logo. Preschool scholars must wear navy bottoms and this age group may wear sweatpants, uniform pants, or leggings. Parents are highly recommended to send a change of clothes for preschool and young elementary scholars. Elementary scholars must wear a red polo shirt with the school's logo along with a navy blue sweatshirt with the PA logo and navy blue pants. Middle school scholars must wear a maroon polo shirt with the school's logo and khaki or black pants or skirt pants (no leggings). Middle school scholars may also choose to wear a gray sweatshirt with the school's logo. Plain sweaters or sweatshirts in the grade level color without hoods or logos may also be worn.

All uniform clothing should be clean and free from holes and rips. For scholars in elementary and middle school, pants must be uniform or dress pants - leggings, athletic pants, and sweatpants will not be permitted. Logo clothing other than Partnership Academy, sagging pants, or any gang-affiliated attire will not be allowed.

Partnership Academy scholars must wear the appropriate uniform attire; scholars and their families can decide how they will present themselves beyond the uniform clothing. Students' hairstyles, jewelry, and shoes shall be at the family's discretion unless interfering with the scholar's learning. Shoes with wheels and accessories are not permitted. Students have the responsibility to keep themselves, their clothes and hair appropriate and neat.

Fridays are "Culture and College Day" when scholars can wear jeans or other appropriate bottoms along with the Partnership Academy t-shirt, a college shirt, or clothing that represents their culture.

Any scholar deemed in violation of the dress code shall be required to change into school loaned appropriate clothing and/or make arrangements to have appropriate clothing brought to school immediately.

Outdoor Recess and Clothing

Students will go outside for recess unless it is raining, the wind chill is below **10** degrees or the play area is deemed to be unsafe due to icy or wet conditions. Students should wear outdoor clothing that is suitable for the weather conditions and participating in physical activities. Once outdoors,

scholars may not re-enter the building or go “out-of-bounds” without permission of a playground supervisor. If there is snow or slush on the ground, snow pants and boots or other suitable shoes are required, or else the scholar will be required to play in a designated play area. Students must wear coats outside until it is 50 degrees.

Attendance Policies

Regular school attendance is essential for continued growth in academic and social skills. Students are required by Minnesota State Law to attend school every day school is in session unless prevented by temporary illness or injury, medical appointments, or school related activities. All scholars need to be at school by 9:00am every day. Parents are asked to call the Main Office by 9:00am if a scholar will not be in school. Parents will be notified of scholars’ absences via phone call. *Excused absences* are: illness (of the scholar, NOT the parent, guardian or sibling), religious holidays, recognized cultural observances, out of school suspensions, funeral or other family emergency, appointments with health care providers or other professionals. *Unexcused absences* include, but are not limited to: missing the school bus, oversleeping or no transportation (including bus suspensions).

The consequences for unexcused absences:

- o One (1) unexcused absence: a call from the main office.
- o Three (3) unexcused absences: a phone call from a Director and a letter from the Executive Director.
- o Five (5) unexcused absences: a meeting will be set with a Director and the Executive Director to establish an attendance plan. If the parent fails to attend this meeting, a certified letter will be sent to the parent notifying them of the next steps.
- o Seven (7) unexcused absences: .Habitual Truant.-A habitual truant is a child under the age of 16 years who is absent from school without lawful excuse for seven school days, if the child is in elementary school. Partnership Academy shall refer a habitual truant child and the child’s parent or legal guardian to appropriate services procedure through submission of a Child Protection Report for Educational Neglect to Hennepin Countys, under Minn. Stat. Ch. 260A.
- o Fifteen (15) unexcused consecutive absences: The student will be dropped from the enrollment of Partnership Academy. After the child is dropped the family must reapply with the school office. If the space is still available the child may be re-enrolled.

Note: 3 unexcused tardies equals 1 unexcused absence.

The consequences for excused absences:

- o Five (5) excused absences: a phone call from a Director and/or Front Office Manager
- o Seven (7) excused absences: the parents with be required to attend a meeting with Director and/ or the Executive Director to establish an attendance plan.

Enrollment

Partnership Academy is a tuition-free public school created by parents, educators, and community leaders. As a public Minnesota charter school, Partnership Academy is open to all students in Minnesota and will not limit the admission of any student on the basis of disability, race, creed, gender, national origin, religion, ancestry, athletic ability, intellectual aptitude achievement or any other classification protected by law. Partnership Academy uses non-discriminatory processes and actively recruits a diverse student population from the communities being served.

Partnership Academy is a public school and must admit any eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building pursuant to state law. When capacity is exceeded, students will be accepted by lot and admitted as further described in the Partnership Academy Enrollment and Admissions Policy #510.

Partnership Academy will give preference for enrollment during open enrollment to siblings of an enrolled student, including a foster sibling in the same household, provided there is space in the requested grade. If the number of siblings applying for a particular grade is greater than the number of available spaces, those names must be entered into a sibling lottery. After spaces are filled through the sibling lottery process, any remaining sibling names must still be drawn in order to establish the sibling waiting list for that grade. Siblings will have priority over children of employees and the general waiting list generated from the general lottery.

Early Entrance to Kindergarten Policy

Partnership Academy may admit children into Kindergarten who turn five (5) years old on or before **October 15th**. All new applicants for early child entrance will complete a Partnership Academy Kindergarten Readiness Screening to assess language, social, emotional, cognitive and motor development. Partnership Academy staff will follow up with applicants' parent/guardian to answer a research based survey on their child's development and kindergarten readiness and review the results of the Partnership Academy Kindergarten Readiness Screening. At that meeting, Partnership Academy staff will review the Early Entrance Policy and parents/guardians will sign a formal acknowledgement of this policy. If the child meets the necessary kindergarten readiness expectations according to the Partnership Academy Kindergarten Screening and parent/guardian survey, families will be notified about whether their child is accepted.

Teachers will use developmentally appropriate tools that meet the state standards to assess the academic and social development progress of early entrance kindergarten scholars over the course of the year. This progress will be communicated to parents/guardians each quarter.

Partnership Academy staff will notify the parent/guardian no later than the end of the second quarter if the child is recommended to:

- Continue in kindergarten; or

- Withdraw for the remainder of the school year and return for kindergarten the following fall.

Partnership Academy's recommendation to continue or withdraw are not binding and will not interfere with a parent's right to decide whether their child will remain in kindergarten for the remainder of the academic year.

Academics

Academic Schedule - Pre-Kindergarten

For the youngest PA scholars, the school day carefully balances pre-reading, writing, and math skills; social and emotional development; gross motor skills and physical activity; and time for rest, free play, and making choices to build self-efficacy skills. During the school day, children are provided rich and varied curriculum activities including materials, groups and experiences designed to facilitate their natural development. We focus on preparing children to have a positive kindergarten experience. Staff and parents work together to help children prepare for their future readiness and success in school. A program plan is available for parents to view at any time.

Academic Schedule - Elementary School

We believe that our academic program must educate the whole child with both rigorous preparation in reading, writing, math, and science and opportunities to enrich the child's other skills, including social, emotional, artistic, physical, musical, and linguistic competencies. In accordance with research, all K-5 elementary scholars will have at least 120 minutes of literacy instruction and 90 minutes of math instruction daily. Readers and Writers Workshop curricula and frameworks support scholars to authentically read, write, edit, and publish for an audience while working on skills at their level. Students learn all subjects with frequent small group support, including intervention, enrichment, and support for learning English. Fifth grade includes a unique schedule to bridge the elementary and middle school experience, where scholars will rotate between two core classes daily, including Literacy/Social Studies and Math/Science. All scholars build community and social skills in a daily Morning Meeting and take specialist classes which include Physical Education, Music, Art, and Spanish. For more detail on the elementary academic program and how we meet your child's unique needs, feel free to ask at any time.

Academic Schedule - Middle School

All Middle School scholars will have four 80 minute academic blocks each day: a full year of Literacy and Math, one semester each of Science and Social Studies, and eight quarter-long of Elective classes meeting every other day. The hope of this structure is to support scholars with a rigorous and well-rounded schedule. On Fridays, scholars will also have an extended Advisory, shortened content classes, and time for enrichment activities.

Literacy

All middle school scholars will take a literacy class encompassing Reading and Writing standards. In the 2019-2020 school year, scholars will either be placed in either a Reading Support class or Honors Reading class. Families and scholars may request a placement that they feel is most appropriate for their scholar's needs. The Reading Support class will be co-taught by two teachers and use research-based curriculum, Read180, to accelerate scholars' growth for scholars who are below grade level. Honors Reading classes will challenge scholars who are close to grade level or above to engage in the Reader's and Writer's Workshop curriculum. In both classes, scholars are encouraged to read and write frequently for authentic purposes. Students should also read at home each night for at least 30 minutes. A variety of books is available for scholars to borrow.

Math

Math courses at Partnership Academy encourage scholars' problem solving skills. Within each math block, scholars will grapple with new content, receive opportunities to review and practice challenging skills, build with numbers fluency, and apply math to their lives.

Science

Each scholar will take a semester of science, in which hands-on laboratory learning mixes with rigorous reading, writing, and discussion within this discipline.

Social Studies

Real world issues come alive in the social studies classroom as scholars read, debate, write, simulate, and create solutions to challenging issues from long ago and today. A strong emphasis on equity and absent narratives makes Partnership Academy social studies classes unique.

Specialist Electives

All middle school scholars will choose two specialist classes per quarter. Each class will emphasize specialized content in the areas of Music, Art, Spanish and Physical Education. Students will also take one quarter of Health Education. Classes will rotate on an A/B schedule and will meet for 80 minutes daily.

Report Cards

Students will receive four report cards in a year. At the end of each quarter, report cards will be either available at conferences or mailed home. These are also available at any time through Infinite Campus.

Students will earn grades in all core subjects, including electives on the following scale:

Preschool and Elementary

E: Exceeds Standards
M: Meets Standards
P: Partially Meets Standards
D: Does Not Meet Standards

Middle School

A: 90% and above
B: 80-89%
C: 70-79%
D: 60-69%
F: 59% and below

School Supplies

Partnership Academy provides a list of desired school supplies each summer for scholars to furnish for their classroom. It is incredibly helpful for families to purchase the desired supplies and bring them to school either during Welcome Back Night, or on the first day of school. Each classroom will use the supplies to promote learning, often by sharing supplies communally. If families are not able to provide supplies, please contact the child's teacher or the Office Manager. Partnership Academy also provides money for each classroom to purchase necessary supplies.

Homework

All scholars are required to read at home daily and to complete assignments from their courses. Students should have homework most nights; all middle school assignments will be visible to parents via the Infinite Campus app. Most elementary scholars will receive a weekly packet of work to be completed at home and returned to school weekly.

Technology

We believe scholars must develop skills to use technology in thoughtful, creative, and savvy ways in the 21st century. At the same time, we strive for scholars to be content creators, skilled at interpersonal communication, and able to set appropriate limits on technology use. We provide access to Chromebooks and SmartBoards in all classes from PreK through 2nd grade, and 1:1 use of Chromebooks for scholars in grades 3-7. Students must sign an Acceptable Use Policy and then may use Chromebooks for written projects, simulations, practice, research, and more.

Assessment

Partnership Academy educators will frequently assess scholars in a responsive way, to ensure that instruction aligns with what scholars need. The data from these assessments will be used to drive instruction, create flexible small groups, and prepare scholars to meet or exceed all grade level standards. Staff meet frequently in teams to analyze how they can better support each scholar.

State Testing

Minnesota requires all scholars in grades 3-7 to participate in the Minnesota Comprehensive Assessment (MCA) test in reading and math, and for 5th graders to complete a science test each

April. In addition, all English Learners are required to participate in the ACCESS test in February, which measures listening, speaking, reading, and writing. These state tests indicate scholar's performance on state standards and give us valuable feedback as a school. We strongly encourage all scholars and staff to be present at school during the entire testing window. It is important for scholars to come to school rested and on time. Hot breakfast will be served, and staff will monitor scholars carefully in accordance with the MN Department of Education guidelines. Parents have the right to opt their child out of testing by completing a testing opt out form available in the front office.

PRESCHOOL INFORMATION

Partnership Academy offers a free, full-day preschool program for children who will turn 4 years-old by September 1. In addition to the other information in this handbook, below are a few preschool-specific notes for families.

Preschool Philosophy

We believe children are competent, independent, active learners. Children deserve to be seen, heard and understood in a non-biased manner while feeling safe and loved. We believe early childhood teaching should be child-centered and focused on the child's social, emotional, physical and cognitive growth. Early childhood teachers will be facilitators of learning as they keep their minds open and take cues from the children. We believe effective guidance is ultimately based on the natural consequences of the behavior and intrinsic motivation. Guidance should be a learning process acquired through consistency and respect. We believe parents are the most important people in a child's life. Staff and parents should learn and work together. By using respect and communication, the staff and parents work to make the child's early learning experience a positive one that will last a lifetime. We believe all families want to give their children the best experiences in life. We will try to help families do this by assisting them with resources and education.

Nap/Rest

All children are provided with a quiet time each afternoon for approximately 90 minutes. At this time, children will have individual cots where they can nap/rest. Quiet music will be played and the children's backs may be rubbed to help them relax and encourage them to sleep. Children are welcome to bring a blanket, quiet doll, stuffed animal or small pillow to sleep with if they like. They are encouraged to use the toilet when necessary and obtain drinks of water if needed.

Some children will not nap but still require a quiet time. Children are asked to remain on their cots for at least 30 minutes. If 30 minutes have passed and a child is not tired, he/she can choose a quiet activity. During nap, one staff person may continue to supervise the nap until no more than 10 preschool children are awake. When the 11th preschooler is awake, a second staff member is required. If you have questions or concerns about our nap/rest policy, please contact us.

Toileting

Children are required to be toilet trained to attend Partnership Academy, with the exception of children with medical needs documented by a health professional. Parents must provide an extra sets of clothes for their Preschool Scholar in case of toileting accidents. Parents must take soiled clothes home every night.

MIDDLE SCHOOL INFORMATION

Partnership Academy offers a comprehensive middle school program that will extend up through 8th grade. Our goal is to support burgeoning adolescents to increasingly take responsibility, lead with courage, make informed and thoughtful choices, and be prepared for high school, higher education, and meaningful careers. We endeavor to provide more freedom and choice to scholars within safe and developmentally appropriate limits. In addition to the information provided in this handbook, below are specific notes for middle school families.

Advisory

Each scholar is assigned an advisory teacher who will be the main point of contact for his/her family throughout the school year. Advisory meets for 27 minutes Monday through Thursday and for 55 minutes on Fridays in order to build community, develop social/emotional skills, support organization and work completion. Broadly, the activities for Advisory will be as follows:

- *Mondays:* Second Step Social/Emotional Skill Building
- *Tuesdays:* Second Step Social/Emotional Skill Building
- *Wednesdays:* Second Step Team-building activities
- *Thursdays:* Organization/Work Completion Check-in + Review School Events
- *Fridays:* Weekly Reflection + Current Events + Community Action Project
- *Daily:* Quick community building and/or executive function strategy check-in, check planners

Lockers

Each scholar in grades 5-7 will be assigned a locker with a combination lock. Students may decorate the inside of lockers with non-permanent materials (i.e. magnets; no tape, stickers, etc.). The outside of scholars' lockers should not be decorated. Educators will have access to all scholars' combinations. Students may use their locker for personal and academic belongings. Partnership Academy staff may check scholar lockers, and will not permit illegal, illicit, or inappropriate content.

Wolf Pack Time

Our goal is that our Middle School scholars demonstrate positive behavior as school leaders and reap rewards based on their choices. On Friday afternoons, Middle School scholars who have made positive choices throughout the week will participate in a “Wolf Pack” club, which they will select quarterly. Wolf Pack time enriches scholars’ school experiences with offerings such as Hip Hop Dance, Cooking Club, and Student Council. For scholars who have not earned Wolf Pack time, there will be an opportunity to make up work or fix undesirable behaviors.

Reward Field Trips

In line with Wolf Pack time, Middle School scholars who consistently make positive behavior choices and turn in at least 80% of assignments earn quarterly field trips to reward their efforts. These trips take place the week after the quarter ends in a variety of fun destinations, such as Grand Slam and bowling.

Planners

Every scholar in grades 5-7 will be required to purchase a planner for \$5 at the beginning of the school year (financial assistance is available if needed). Planners are required daily to log assignments and as hallway passes. If a scholar loses his/her planner, a new one must be purchased for \$5.

Traveling to and from School

With signed parent/guardian permission, middle school scholars may travel to and from school independently. Younger siblings may not accompany their older siblings. If a scholar is unsafe, this privilege will be revoked.

FAMILY INVOLVEMENT

Family Communication

It is essential at Partnership Academy that families feel welcome and can maintain positive, open communication between home and school. Our staff will communicate often with families in their preferred language, through calls, texts, emails, Infinite Campus application, and information sent in weekly Thursday folders, and school events. Parents should always feel free to contact us with any questions or concerns.

Welcome Back Night

All preschool and elementary families are invited and strongly encouraged to attend Welcome Back Night on Thursday, August 29 from 5:00-7:00 pm in order to meet the child’s teachers and learn key information for school success.

Middle School Orientation Night

Families with Middle School scholars are invited on Tuesday, August 27 from 5:00-7:00 pm for an essential orientation on key information. At this event, families will receive scholars' schedules, lockers, middle school procedures, information about tracking assignments, transportation information, opportunities to purchase uniforms, and more.

Infinite Campus

Upon enrollment, families will download the Infinite Campus Parent Portal application on a cellular phone (also available on computer) and learn from Partnership Academy staff how to access scholar information, including grades, assignments, tardies, attendance, and more. Parents are encouraged to check Infinite Campus at least weekly to review missing assignments. In addition, parents can select settings to be notified directly if scholars are missing assignments or arriving tardy to class. The school will use Infinite Campus to send messages directly to families.

Parent Information Night

As 6th and 7th graders, Partnership Academy provides classes on adolescent health and sex education through Comunidades Latinas Unidas En Servicio (CLUES). This program requires families attend a one-time information night to learn about the curriculum and approach. Dinner and childcare are provided. Please plan to attend either Tuesday, September 10 or Thursday, September 12 from 6:00-8:00pm.

Conferences

Partnership Academy will hold parent/teacher conferences three times per year, in addition to a mandatory orientation, to discuss scholars' progress, grades, behavior, and any other questions or concerns. The school has a long history through many years of 100% attendance at parent/teacher conferences, and it is required that all staff and families participate in these events.

Heritage Days

The PA community will celebrate holidays that reflect scholars' identities and cultures, as well as give scholars insights into other cultures and traditions. In the 2019-2020 school year, these include: Latinos Unidos, National African American Parent Involvement Day, Asian Heritage Day, and El Día del Niño. Educators will plan classroom activities before, during, and after these celebrations to support the event's goals. Families will receive school-wide materials and invitations to these events, and we strongly encourage families to share as they feel comfortable in their child's classroom.

HEALTH INFORMATION

Accidents and Illnesses

In case of serious injury or illness of scholars at school, the parents will be contacted. If a parent/guardian cannot be reached, the person listed on the emergency card is called. If it is a serious health concern, 911 will be called. It is extremely important that scholars' emergency cards be kept updated, as current information is vital when there is an emergency. Please contact the Main Office Manager to update scholars' emergency cards.

Medication

If your child must be given prescribed medication, a School Medication Form must be completed and signed by his/her doctor. Medication must be in the original pharmacy-labeled bottle containing the medication and dispensing instructions. All medications are kept and taken in the office. Students are not allowed to self-administer any medication at school. It is important to note that it is a state law that it is the responsibility of the parent/guardian to administer and monitor medication for their children. Families who do not follow this law can be reported to Child Protection for Medical Neglect.

Exclusion of Ill Children

For the health of all of Scholars and Staff, we ask for your help to ensure that scholars who are ill are able to rest at home away from other scholars. This helps the ill scholar recover more quickly and maintain the spread of infectious diseases in our school community. We must exclude a child when the child is not able to participate in program activities with reasonable comfort, or when the child requires more care than staff can provide without compromising the health and safety of other children. When a child is experiencing fever, diarrhea, vomiting or other signs/symptoms of possible severe illness, we ask parents to exclude their child from school and notify the school office as soon as possible. Scholars must be symptom-free for 24 hours before returning to school.

Immunizations and Health Screenings

Minnesota's School and Child Care Immunization Law requires all students enrolling in school to show evidence that they have received certain immunizations or properly document exemptions. Failure to complete these requirements may mean your child will have to stay home until his/her immunizations are current. Schools are required to report vaccine-preventable diseases and are recommended to report norovirus outbreaks. During the year, scholars are typically screened for vision and hearing. If a problem is detected, parents are informed and encouraged to follow through by taking their child to the doctor. If you need assistance in this area, contact Ms. Rosa Herrera.

Homebound Students

In the case that a scholar is homebound, it is our responsibility to educate the scholar to the best of our ability. All homebound scholars have a right to learn and we will use all resources within our

ability to work with the scholar and family to provide appropriate accommodations.

Emergency Procedures

First Aid

First Aid In The Classroom: Every educator is provided with a first aid kit in the classroom. Educators will administer first aid for minor scrapes and bruises. PA provides the opportunity for all staff to be CPR/First Aid certified. Minor injuries will be treated in the classroom, not in the office.

First Aid In The Office: Students with high fevers, head injuries, and have a doctor's slip for a prescribed medication are to be sent to the office for first aid. Families will be notified if a scholar is treated for a health issue in the office. PA provides a health room for scholars to rest while waiting for a family member to pick them up if ill or injured.

First Aid at Recess: A First Aid kit is located by the back door for minor scrapes and bruises that occur at recess. All other incidents may be sent to the office. Partnership Academy staff will fill out an incident report and contact parents for any major incidents that occur on the playground.

School Closings and Cancellations

Minnesota weather is very unpredictable and sometimes very severe. Families can check the local television news, PA's website, and the PA Facebook page for notifications of a school closing or delay as early as 5:45 am. With our new Infinite Campus scholar information system, families should expect to receive text and phone information for school closings.

Emergency Drills

Partnership Academy scholars and staff practice fire, tornado, and lockdown drills in accordance with state law. It is essential that when the alarm sounds everyone obeys instructions and moves to designated areas as quickly as possible.

ADDITIONAL STUDENT SUPPORT

Emergent Bilingual Program for English Learners

We believe that all students benefit from learning and speaking more than one language. Students who qualify will receive additional support in learning English. Emergent Bilingual teachers and classroom teachers collaborate in their planning, teaching, and assessing to provide English support. In addition, all students take a class in Spanish to build their bilingual language abilities. Please inquire if you have any questions about this program.

Multi-tiered System of Support

To support learning at Partnership Academy, we have developed a comprehensive student support system to ensure that each and every student receives the support, services, and resources s/he needs to be academically successful and healthy. We provide additional support for students in reading, writing, math, behavior, and social/emotional skills. Our hope is to communicate with you frequently about your child's needs and the additional support he/she receives, as well as the progress he/she makes.

Alternative Delivery of Specialized Instructional Services (ADSIS)

One facet of our support services is called ADSIS. The ADSIS program provides resources and support to students who may struggle in reading, math, or behavior. PA teachers frequently use small group instruction so that students' needs are being met and they can receive individualized attention. Each grade level has one specialist in intervention so that we ensure all students can have personal support. Teachers will use assessments to show how the child is growing and will share these progress reports with families at conferences.

City Connects

Part of our school's student support program is facilitated by City Connects, a partnership among schools, Boston College, and community agencies. Our student support process is coordinated by a full-time City Connects Coordinator (SSC). Cassie Norris is a licensed School Social Worker and is housed in our school. She can be reached by phone at 612-866-3630 or email at cnorris@paschool.org. Ms. Norris is fluent in English and Spanish.

Each year, the City Connects Coordinator partners with classroom teachers to review every student in the classroom to discuss student strengths and needs. As a result of this process, tailored supports may be recommended for each child. The City Connects Coordinator and/or a school staff member will collaborate with the family to explain the recommended supports and secure services from within the school and/or from community partners.

School-Based Therapy

For students and families who are seeking individual therapy services, Partnership Academy partners with Nystrom and Associates to offer school-based therapy. This functions like a clinic, but with the convenience of operating in the school building. Insurance, including private and state (Medical Assistance, Medicaid), typically covers the cost of this service. Parents are able to refer their child for this service directly with Ileana Ortiz at 612-314-3598 or 612-866-3630 ext. 106, or through email at iortiz@paschool.org. Ms. Ortiz is a native Spanish and English speaker.

Student Support Team

Another aspect of the student support process for some students involves convening a larger Student Support Team that may include the school administrator, school nurse, teacher, school

psychologist, after-school provider, and/or other support personnel. The purpose of this team is to discuss students in greater depth and develop a detailed student support plan that will be monitored over the course of the year. You will be contacted by Partnership Academy staff to discuss the plan and action steps to move forward. The supports and resources of the student support process are available to you as the parent/caregiver. If you would like to initiate services for your child or have any questions, please contact us.

Special Education Program

We have a strong department with specialists in a variety of areas to help students with learning, behavior, language, physical, and other needs that may affect them in school. Students who qualify for special education will receive services according to their Individual Educational Plan (IEP). If you have concerns about your child, please share the concerns with school staff. The Student Assistance Team and the Special Education Team will consider data, students' histories, and family input in order to determine if a child should be evaluated for special education. Specialist educators will communicate closely with families about all aspects of the process.

MISCELLANEOUS

Birthday Treats and Outside Food

If food is brought from home to share with other children, (i.e. for special occasions or birthdays) it must be commercially prepared and packaged. Please tell the teachers at least one day in advance if you will be bringing a treat whenever possible to arrange a time for the students to enjoy the treat and celebrate together.

Bus Transportation

To ensure the safety of our students being transported on school buses, school guidelines have been established. It is a privilege to ride the bus. Students are expected to follow the rules. Suspension is a consequence of continued misbehavior. Parents are encouraged to call the school with transportation issues and refrain from directly communicating with the bus company, drivers, or classroom teachers. Students are to be at the bus stop 5 minutes before and after their scheduled pickup time. Students will load and unload at their assigned bus stop and ride their assigned bus. Students who miss the bus to or from school must make their own arrangements for transportation. Students must have parent permission and a bus pass to ride a different bus or get off at a different stop. The following are the student conduct guidelines as designated by our transportation provider for class III offenses (Please see the Student Conduct guidelines located in the front office for Class I, II and III definitions):

1st Offense —Verbal Warning from Student Success Coach

2nd Offense– Written warning or 1-5 day suspension of transportation privileges.

3rd Offense—3-5 day suspension of transportation privileges and parent conference.
4th Offense—10 day suspension of transportation privileges and parent conference.
5th Offense—30 day suspension of transportation privileges and parent conference.
6th Offense—Loss of transportation privileges for the remainder of the school year or 120 days, whichever is longer.

Field Trips

We endeavor to create positive experiences for your child in the community. A signed written permission slip will be obtained from you before taking your child on a field trip. It will state that you have been informed of the purpose and destination of the field trip, as well as departure and arrival times. On field trips, staff will take emergency cards and a first aid kit that includes a reference manual.

Lost and Found

A lost and found box is maintained in the school office. We encourage children and parents to reclaim any lost or misplaced items. Valuable and small items are kept in the school office. Items not claimed will be given to Goodwill every quarter after conferences.

Prohibited Items

Gum and Candy are NOT allowed in the school, including as a reward or incentive. Candy is only permitted during certain school celebrations such as the annual Heritage Days and Friendship Day, or within the context of an educational lesson (such as graphing M&M colors).

Toys including fidget spinners, are not permitted in school, including during recess and the After School Program. Students will be asked to put any toys away in their backpacks, and if they are seen again, the staff member can confiscate until the end of the day. If the problem persists, a parent/guardian will need to come to school to reclaim the object.

Electronic Devices: Students are not allowed to have electronic devices, cell phones (elementary students), or personal iPads at school. If a child needs to have a cell phone to communicate with parents outside of school time, the cell phone must be kept in the office and picked up at the end of the day. (Please see Middle School Cell Phone policy on p.12 for more information about older students' cell phone use). Other electronics can be held at the discretion of the staff member and picked up by the parents. Similarly, Partnership Academy staff are expected to focus on students and abstain from using electronic devices when teaching and supervising our students.

Reporting Suspected Abuse and Neglect

All staff is required by Minnesota law to report any suspected incidents of child abuse or neglect to appropriate authorities. The Hennepin County Child Protection number is 612-348-3552. Staff will

document such observations for reference. Should a child be in immediate danger, the staff person will call 911.

All information in this handbook is subject to change and evolve based on new legislation, school policies, and best practice. The Executive Director and School Board retain the right to update the information included in this handbook when applicable.

VALUES IN ACTION

We honor and respect every child and family in our community, we speak when we see them, we take time for them and we honor them as their child's first teacher. We honor that we are content experts, and families are the experts on their child. We accept that families know what's best for their children and we partner with families accordingly.

We advance our personal development through reading, research and relationship building in affinity and in intentional interracial dialogue.

We help one another even when it's not in our job description, we pitch in without being asked, we do without expectation of acknowledgement or credit, we give the support we want for ourselves. Because we recognize the power and influence of our words, we do not gossip and we are thoughtful and purposeful with what we say about staff, families and children.

We work hard to improve ourselves as individuals first and then educators by examining our values, habits and heart consistently in order to grow and learn as we strengthen our profession.

We honor and acknowledge and see race and culture of our families, students and staff as a special gift, not a detriment, we name race and openly explore, challenge and fight structures that keep our humanity and collective community oppressed thorough racism, sexism and poverty and other isms.

We believe that partnership is an integral part of our school community and we work openly with organizations and community members in innovative and creative ways to engage and build trust for our children and our families.

We work with our families to give our students the positive identity development necessary to fight oppression that they may face in a world/environment/structure that's not made for them.

We extend ourselves with everything we have, by treating kids in word, deed and care as if they were our own, so that our children experience a new way of being educated.

We treat every child with care, we believe in their abilities and work to build on their strengths through the decisions we make in the classroom and the organization because we believe and in turn treat them as the brilliant and beautiful people that they are.