

St. Mary's School Student/Parent Handbook 2023-2024



ST. MARY'S SCHOOL MISSION STATEMENT

The mission of St. Mary's School is to provide an environment that promotes the Catholic Faith and Christian values for all. We work with parents, the parish family, and the community at large to empower our students to recognize God's presence in their daily lives, strive for academic excellence and become responsible lifelong learners.

Revised/approved: December, 2003
Approved: June, 2006
Approved: October, 2010
Revised: December 2019
Revised: August 2020
Revised: August 2021
Revised/Approved: Aug. 2022
Revised: Sept. 2023



ST. MARY'S SCHOOL PHILOSOPHY

St. Mary's School is entrusted by The Church of the Assumption of The Blessed Virgin Mary of Morris to instill in our students the Catholic faith. Through Catholic morals and values St. Mary's School achieves a positive learning atmosphere for the development of the whole person. St. Mary's School expresses the Catholic faith through classes, prayer, liturgical worship and Christian relationships. With up to date curriculum and technology, St. Mary's School provides a differentiated rigorous academic experience for all. Students' responsibility is fostered by promoting positive attitudes, acceptable behaviors, and an admirable work ethic. St. Mary's School provides opportunities to facilitate growth toward a healthy self-image. A strong collaboration between students, parents, teachers, staff, parish and the larger community flourishes at St. Mary's School. This bond promotes the dignity and well-being of each person.

Revised/approved: October, 2003
Approved: June, 2006
Approved: December, 2010
Approved: January, 2012
Revised : October, 2019
Revised: August, 2020





ST. MARY'S

CATHOLIC SCHOOL - MORRIS, MN

empowering lifelong learning

FROM THE PRINCIPAL

St. Mary's Students, Parents & Families,

I hope that you are all having a wonderful summer. The staff of St. Mary's Catholic School is very happy that your child is part of our great school and we are looking forward to a good and happy year! We are fully prepared and committed to providing our students with a top notch education. We will always keep the safety, health and well-being of our students, staff and families as our top priority.

By joining St. Mary's, you are not simply enrolling your child in school. You are pledging your family to actively join a community rich in Catholic tradition, strong in Catholic education, and committed to serving one another as living examples of Catholic faith. This sense of community pervades all that we do at St. Mary's. As parents, you are the first and most important teachers of your children. We believe that St. Mary's Catholic School shares with the home, the Church, and the greater community, the responsibility for the total development of the student. Only by working together will our children find success.

I am extremely honored and blessed to be the Principal of St. Mary's Catholic School. I firmly believe in the importance, mission and philosophy of Catholic Education, the education and safety of all students, compassion toward others and the uniqueness and integrity of each human being. At St. Mary's School we have a passion for working with God's beloved children, their families, other educators and the community. It is a huge part of the mission of our amazing school. We have a wonderful staff for our amazing children and are looking forward to the new school year.

Together, with God's help, we will continue to make an already great school, an even greater School! May God's Blessings be with you!

Mrs. Tanya Fischer, M.Ed.
Principal

Let Your Light Shine

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven." - Matthew 5:16



GOVERNING BOARD

The Assumption Parish Board of Education determines policies for St. Mary's School and all other educational programs of Assumption Parish. The decisions of the Board are binding policies to be administered by the Principal of St. Mary's School.

All meetings of the Board are open to the Parish and parents with children in St. Mary's School. The time and place of each monthly meeting are published in both the Parish and school bulletins. The members of the board for the 2022-2023 school year are:

Bryan Herrmann, Chair	herrmanb@morris.umn.ed	Elected 2022-2023
Suzie Maulfair, Clerk	suzie_reiding@yahoo.com	Elected 2021-2022
Megan Copeland,	copel187@gmail.com	Elected 2021-2022
Nathan Roy	nroy@stevensems.com	Elected 2023-2024
Peter Boyle	pete.boyle@riverviewllp.com	Elected 2022-2023
Mary Meacham	mmeacham@chamberlainoil.com	Elected 2023-2024
Exofficio Members		
Fr. Todd Schneider, pastor	assumpfathertodd@info-link.net	
Tanya Fischer, principal	principal@stmarysmorris.com	

Revised Sept. 2023



TUITION

St. Mary's School strives to provide the children of our parish with quality education based upon gospel values and Christian teaching. In order to foster this endeavor and meet the rising costs of education, the Board of Education of Assumption Parish adopted the following policy:

- 1) Each family with children enrolled at St. Mary's School or will be required to pay tuition toward the cost of their children's education.
- 2) Each year, the tuition rates for the next school year will be established by the Board of Education prior to the registration period for that school year. Rates will be based upon projected budget and enrollment.
- 3) It is requested that tuition be paid prior to or shortly after classes begin for the year, because a high percentage of the programs total costs occur at the beginning of the program year. Another option is to make payments of ten equal monthly installments beginning the month of September. Other payment methods should be discussed with the Principal.
- 4) There is a reasonable expectation of parents/guardians to financially support the religious education of their children. No family will be denied entrance to St. Mary's School due to the lack of funds. However, there may be additional requirements expected of these families that truly cannot meet the minimum monetary pledge. It is mandatory that the parent(s)/guardian(s) meet and discuss the minimum monetary pledge with the Pastor of Assumption Parish, the school principal
- 5) No students will be allowed to begin a school year if tuition from the previous year is still due and arrangements for completing the payment of that tuition have not been documented. St. Mary's School reserves the right to withhold report cards and other student records on all accounts that are not current on the tuition payments.
- 6) A two-person tuition committee made up of the Pastor of Assumption Parish and the school principal will monitor this policy of payment of tuition and will contact the parent(s)/guardian(s) that are not current on the tuition payments..
- 7) Any family with four or more children currently attending St. Mary's School in grades K-6 will be charged tuition for only the first three children, and beyond to be free.

The tuition rates for each school year will be sent home and is available on the school website at <https://stmarysmorris.com/about-us/forms-tuition/>

We ask that you try to pay your fee as soon as possible after the opening of school. Many of the St. Mary's bills are paid through the parish subsidy we receive. Your support of the parish and tuition payments to St. Mary's are needed.

Revised/Approved: March, 2012
Revised/Approved: March, 2013
Revised/Approved: February, 2014
Revised/Approved: 2019
Revised/Approved: Aug. 2022

RELIGIOUS INSTRUCTION



Christian attitudes and values are developed in a child primarily by parents. As you attend and participate in Mass and the Sacraments, you are preaching a silent, yet profound, lesson of reverence, worship, obedience, and love to your child. Because you are the most important people in the life of your child, whatever example you give is the most impressive and far reaching. Teach your child the required prayers by praying them with him/her as part of your family prayers.

As teachers in a Catholic School, we are committed to support you in this development of Christian attitudes and values. The success we have in teaching religion through an experiential approach to the celebration of the Eucharist and other Sacraments is related very closely to what the child experiences in his contact with his parents. The total religious educational program at St. Mary's combines classroom instruction, liturgical celebrations, and opportunities for Christian service to the community.

Generally, one class, K-6 will plan and celebrate a Mass (liturgy) each week. The planning carried out previous to this Eucharistic celebration involves the priest who will be the celebrant, the children, and the teachers. Scriptural reading, music, petitions, and homily are planned around the liturgical readings of the day to assist him in the experience of a Christian response to God and Community.

Parents are encouraged to attend the grade or all school Masses during the week to help strengthen unity in community and to acquaint themselves with these liturgies for children.

We would also encourage the children and their families to avail themselves of the opportunities for confession. Consult the parish bulletin for times.

Religion Teachers and Classes

Each grade has approximately one half hour of instruction in the Catholic Christian faith each day. The classroom teacher is the religion teacher and seeks opportunities to integrate art, music, language and class meeting with the religion class.

Preparation for the Sacraments

We believe it is the parent's privilege to prepare their children for the first reception of the Sacraments of Holy Eucharist and Penance. Within our teaching, we attempt to broaden, deepen, and re-emphasize the faith you are instilling.

Adult education will be offered to aid you in preparing your child for the first reception of both Holy Eucharist and Penance. You will be notified of the times and places for these classes at a later date.

Below is a list of what the children in Grades K-6 are presently being taught both in Faith Formation classes and St. Mary's. We encourage parents to teach their children how to pray less formal prayers, more spontaneously, in addition to these traditional prayer forms.

Diocese of St. Cloud Content Standards for Religion are found here:
<https://stcdio.org/wp-content/uploads/2014/08/AllFFStandardsgradeformat.pdf>

Grade	Prayers	Content
Preschool	Sign of the Cross, Grace before/after Meals	
Kindergarten	Guardian Angel Prayer, Glory Be	Know that Jesus, Mary, and Joseph are members of the Holy Family, List creations of God, Know Advent, Lent and Easter are Church Seasons, Identify the Bible as the Word of God.



First Grade	Hail Mary, Lord's Prayer, Mass Responses	The Great Commandment/Golden Rule, Celebrate Liturgical Seasons of the Church, Identify the Holy Trinity, recognize Mary as the Mother of Jesus, be introduced to holy men and women of the church (Saints), participate in service projects.
Second Grade	Act of Contrition, Confiteor	Know that God asks us to follow the Ten Commandments, participate in service projects, Prepare and participate in the Sacrament of Reconciliation and understand it as a sign of God's forgiveness and love, Participate, prepare for and celebrate the Sacrament of Eucharist and understand that it unites us with Jesus and the entire Church around the world, recognize the relationship of the Trinity.
Third Grade	Hail Holy Queen, Apostle's Creed	Research and discuss the lives of saints as role models for us today, Know the 7 sacraments and those sacraments are signs of God's love, Differentiate between needs and wants, Apply bible lessons and values to everyday life, Locate a given book in the Bible, begin to understand the organizational structure of the Church (Pope, Bishop, etc.), participate in service projects.
Fourth Grade	Mysteries of the Rosary, Rosary, Jesus Prayer	Explain the connection between Passover and the Eucharist, Recognize changes in the liturgical seasons, participate in service projects, Find and read scripture passages related to the Ten Commandments, the Beatitudes, Our Father, and the sacraments, Recite the Ten Commandments and explain how they relate to everyday life, Corporal and Spiritual Works of Mercy, the Beatitudes.
Fifth Grade	Holy Spirit Prayer, Nicene Creed, Act of Faith, Hope, Love	Identify main areas, books, vessels, vestments, and furniture used for worship, participate in service projects, Discuss and define Catholic Social Teachings, Locate passages in the Bible when given a particular book,



		chapter and verse, Read and discuss the story of Pentecost, Identify images of the Holy Spirit in Scripture, Define the Sacraments of Initiation, Healing and Service (Vocation),
Sixth Grade	Memorare, Magnificat, Prayer of St. Michael	Explain the liturgical colors and their significance in the liturgical year, participate in service projects, Be introduced to a sense of personal and social responsibility concerning the consequences of their choices, actions or inactions because of the sacredness of life, the equality of all people, races, ethnic groups and Jesus' preferential option for the poor and marginalized, Identify forces of violence, oppression and injustice in today's world, Demonstrate respect for persons of other religions, Recognize the genres, content and variety of authors in the Old Testament and New Testament, Understand and take responsibility for our own actions and attitudes.



PHILOSOPHY, GOALS, OBJECTIVES

- A Philosophy:** As a Catholic elementary school, we believe in the development of the whole person by stressing Catholic morals, values, and attitudes in a positive learning atmosphere. We value all students and strive to provide them with life skills that will enhance them spiritually and academically to better prepare them for their future.
- B. Goals:**
1. St. Mary's strives to build Faith Community through strengthening the Christian life-style.
 2. St. Mary's strives to help students experience ongoing development of self-esteem through positive experiences.
 3. St. Mary's endeavors to nurture open communication among parents, staff, students, parish and civic community.
- C. Objectives:**
1. Our Christ centered community expresses faith built in prayer, liturgical worship and Christian living.
 2. St. Mary's provides opportunities and situations to facilitate growth toward a positive and healthy self-image.
 3. St. Mary's continues the close bond between families, school staff, students, parish and civic communities.
 4. St. Mary's provides a quality total curriculum.
- D. Building a Faith Community**
Prologue to Faith Community
By its very nature Catholic education is unique and different from public education in some of its expectations. It seeks not only to perform adequate public service for society, but also to instill religious values in agreement with Catholic doctrine, the Gospel and local parish traditions.

ENTRANCE POLICIES

To enroll in Kindergarten a student must be five years old by September 1 of the school year. When a child is not yet 5 by September 1 for Kindergarten the student may enroll in the St. Mary's BEGIN (preschool) program. Students who do not meet the kindergarten age requirement but would still like to enroll must have an early childhood screening done with recommendations that the student is ready to attend kindergarten early. Parents are responsible that this screening is done before registration can take place. Parents will be financially responsible for costs involved in this screening.

REGISTRATION for Kindergarten will take place in the spring. Parents should bring along a copy of the birth and Baptismal Certificate (not a certified copy).

Registration forms are available in the main office or online at <https://stmarysmorris.com/about-us/forms-tuition/>

BEGIN (Pre-School) Program: The St. Mary's Begin Program is open to students who are at least 3.5 years old as of September 1. The program is designed to introduce young children to the structure and rhythm of the classroom.

The Begin Program @ St. Mary's School offers a comprehensive preschool curriculum utilizing the best in age-appropriate children's literature and activities. The Begin Program offers a multi-sensory, integrated learning approach to education that provides a solid foundation of academic readiness skills.

More information about the program can be found at <https://stmarysmorris.com/academics/begin/>



Class Size Policy: Class size shall be limited to 18 students in each class, grades K-6. Exceptions can be made by the Board of Education to the size as well as to the hire of an aide for a larger class. For Pre-School class sizes are set by the Minnesota Department of Human Services.

Other New Students: New students should be registered before school begins in the fall, or when the family moves into the district. This may be done by personal contact or by telephone (589-1704).

Re-registration: All students attending St. Mary's in grades PreK-5 will be requested to re-register in the spring. A form will be sent home at that time in order that class lists and school records can be kept up-to-date as much as possible and to help ensure that sufficient books and materials are on hand when the new school year begins.

In accordance with federal law this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

IMMUNIZATION REQUIREMENTS distributed by the Minnesota Department of Health, as pertaining to Minnesota Statutes 2001, chapter 121A.15.

Minnesota School Immunization Law 121A.15 requires that all children who are enrolled in a Minnesota public, non public, or home school be immunized against diphtheria, tetanus, pertussis (DTP); polio; measles, mumps, rubella (MMR); and hepatitis B (see Schedule for hepatitis B) allowing for certain specified exceptions.

Subdivision 1. **Immunization statement:** Prior to enrollment a statement must be submitted from a physician or public clinic which provides immunizations stating that the student has received immunization, consistent with medically acceptable standards for MMR (measles after having attained the age of 12 months); DTP; polio, and hepatitis B. (Subdivision 4. An immunization statement from a parent is acceptable if the statement indicates month and year the shots were given if before 1990, and a month, day, and year if given after 1990).

Subdivision 2. **Schedule:** No student who has started a treatment schedule of immunization may remain enrolled in any school in this state after 18 months of enrollment unless there is a statement that shows the student has completed the primary series for DTP, polio MR and hepatitis B. (subdivision 5.) If a student transfers from one school to another during the school year, the school administrators may allow that student up to 30 days to complete any required immunizations.)

Subdivision 10. **Requirements:** Students entering Kindergarten (6 years and younger) must have received -5 shots of DTP (if the 4th shot was after the age of 4 then only 4 doses are required); 4 shots of polio (if the 3rd shot was after the age of 4 then 3 doses are required); 1 shot of MMR; and 3 shots of Hepatitis B (starting with the 2000-2001 school year). Students age 7 through 6th grade must have at least 3 shots of DTP; at least 3 shots of polio; and one shot of MMR.

Subdivision 3. **Exemptions:** Medical exemptions, signed by a physician, are accepted if immunizations are contra-indicated for medical reason, or that laboratory confirmation shows adequate immunity; **Conscientious exemptions**, notarized and signed by a parent or guardian, are accepted for conscientiously held beliefs.

It is recommended that students receive a shot for varicella, although school law does not yet require it. And all students should be protected by Hepatitis B shots-not those required to have them by law.



DAILY ROUTINE

Schedule

8:15am	First Bell (student enter building)
8:25am	Second Bell (classes begin)
11:45am	Lunch Pre K, K, 2, 4 & Recess 1, 3, 5, 6
12:15pm	Lunch 1, 3, 5, 6 & Recess Pre K, K, 2, 4
3:05pm	Dismissal
3:05-5:45pm	After School Program

A. School Opening

1. Teachers are to be in the building at 8:00 a.m.
2. The school day begins at 8:25 a.m. Any student arriving later than this should be marked tardy, unless the bus is late.
3. Teachers meet students at the door at 8:15 a.m.

B. Celebration of Liturgy

The students will have the opportunity for Mass once a week. Teachers take turns preparing the liturgies, involving students as much as feasible.

1. Students attend the Parish Mass on Holy Days of Obligation on a school day.
2. Communal Penance Services in which the Sacrament of Penance is received are scheduled during Advent and Lent for students in grades three through six.
3. Students in grade two are prepared to receive their First Communion in the Spring.
4. Students in grade two are prepared to receive their First Penance in the Fall.
5. Funerals—Mass servers are provided from the school for funerals.



COURSE OF STUDY

A. Textbooks used at St. Mary's School:	
Religion	Grades 1-6: Alive in Christ, Our Sunday Visitor PreK & K: Allelu, Our Sunday Visitor
Math	Math Expressions, Houghton Mifflin 2018
Reading	Grades K-2: SuperKids Reading Program, Zaner-Bloser Grade 3-6: Faculty Developed Curriculum, information at https://stmarysmorris.com/academics/curriculum/reading/
Spelling	Grades K-2: SuperKids Spelling, Zaner-Bloser Grades 3-6: Spelling Connections, Zaner-Bloser
English	Grades K-2: SuperKids Spelling, Zaner-Bloser Grades 3-6: Grammar Workshop, William H. Sadlier
Vocabulary	Grades 3-6: Vocabulary Workshop, William H. Sadlier
Handwriting	Writing Our Catholic Faith, Universal Publishing
Social Studies	Grades K-5: TCI Social Studies Alive! Grade 6: Northern Lights, Minnesota Historical Society
Science/Health	Grades K-5: Science Fusion, Houghton Mifflin Harcourt Grade 6: Science; A Closer Look, McGraw Hill
Physical Education	Shared time with Morris Area Public School
Music	Spotlight On Music, McGraw-Hill
Computer Education	Teacher directed (Technology)
Spanish	iViva el Espanol, National Textbook Co.

CARE OF BOOKS

PLEASE NOTE: Every student **MUST** have a school bag or plastic bag in which to carry books to and from school. No school books or library books will be permitted out without being in a bag. Please notify the school office if your child needs a backpack.

SPECIAL SERVICES

Bus Service

Students from St. Mary's may board the school bus at any neighborhood bus stop. The bus should deliver the children to St. Mary's by 8:20 a.m. and pick them up at 3:05 p.m. The children will always be dismissed in time to get to their bus. **PLEASE INSIST THAT YOUR CHILDREN BOARD THE BUS HERE AT ST. MARY'S.** For reasons of safety they should not walk to the Morris Area Elementary School to board their bus there. Information concerning bus routes, etc. may be obtained by calling the School Bus Garage (589-3932). If a school bus will not run or will run late, radio station KMRS (1230) will broadcast the announcement. If a child is to go home other than by usual means, two notes must be sent, one to inform the teacher and another to inform the bus driver.

Lunch Program

We encourage all children to eat lunch. If you need to send a bag lunch, a half-pint of milk can be purchased. **Checks for lunches should be made out to St. Mary's Lunch Program.**

Lunch accounts are maintained on the St. Mary's School Portal. Parents are able to login to see their child's balance any time. The main office will notify families when lunch accounts are low in funds. **FOR FAMILIES THAT QUALIFY, FREE OR REDUCED PRICES ARE AVAILABLE.** If you have questions concerning lunch costs and/or reduced price meals, please call the principal's office. Questions concerning meals and other areas of the lunch program should be directed to the lunch director. The lunch director can be reached via email - lunch@stmarysmorris.com Students are not to go out to a local establishment for lunch. Children receiving free or reduced lunches are expected to eat school lunch daily.



Title One Teacher

An extra teacher is employed to allow small group and individual instruction for students in the area of reading. This arrangement is intended to benefit the child with learning difficulties and is provided through a federally funded program.

Special Help In Reading And Math

The Minnesota State Legislature in 1975 enacted public law 94-142 which became effective starting August, 1977. This legislation mandated that special education services be provided to students attending nonpublic schools by the public school district. After consultation with the parents, principal and teacher, some students who are having problems, especially in the areas of reading and math, will be eligible to work with special resource teachers.

Speech Therapist

The services of a speech therapist will be available to students who need this. Arrangements have been made to share the services of the public school therapist.

Library

All classes can check out library books from either the St. Mary's Library or the Morris Public Library. The Morris Public Library may charge fines for overdue books.

Band

Students of grades five and six may take band lessons at the public school during school time. Fifth graders will be notified about the program this fall. Students are responsible for the class work they miss while they are at band lessons.



SCHOOL POLICIES AND PROCEDURES

Attendance and Punctuality

A child's duty is to learn, and a teacher's duty is to facilitate that learning. Regular attendance and punctuality are absolutely essential if proper learning is to take place. When a child is absent, it is impossible for him/her to make up what he/she has missed because of class discussion and the manner of presentation by the teacher. When a child is absent from school, the home is called in the morning and the reason for the absence is recorded on the child's attendance. When a child is ill, brothers and sisters are encouraged to pick up the make-up work for the child. The school office needs to be notified by noon if a parent wants make-up work at dismissal time.

COVID-19 Attendance Policy

Staying Home when Sick and Getting Tested

With the prioritized mitigation strategy of keeping COVID-19 out of schools, it is essential that employees and families are informed about the signs and symptoms of infectious diseases, so they can be proactive in protecting themselves and the community.

St. Mary's School will provide self-screening information and instructions to employees and families that includes the signs and symptoms of COVID-19. St. Mary's School strongly recommends that any one experiencing such signs and symptoms be tested.

- **Employees or students experiencing signs and symptoms of COVID-19 may not come to school.** It is recommended that they be tested for COVID-19. **They may return to school when symptom-free, and without using medication to reduce symptoms for a minimum of 24 hours.**
- **Employees or students who test negative for COVID-19 may return to school when symptom-free, and without using medication to reduce symptoms for a minimum of 24 hours.**
- **Employees or students who have a lab-confirmed case of COVID-19 may not return to school until all of the following are true:**
 - They feel better. Their cough, shortness of breath, or other symptoms have substantially improved.
 - It has been at least 5 days since they first felt sick or tested positive:
 - They have had no fever for at least 24 hours, without the use of medication to lower fever.
 - They agree to wear a mask for days 6-10 if they had a positive COVID test and remain symptom free.

****NOTE: This policy may be updated as COVID guidance changes.**

NOTE: Parents are requested to notify the school by 9:00 a.m. when a child will be absent. No student will be allowed to leave the school for special appointments before the end of the day without parent consent in writing. We also run into cases when students say, "I can go to my friend's home after school." Without a note or phone call, students must go home as they usually do. If a special occasion should call for the absence of a student, the principal and the teacher should be notified ahead of time. It is the responsibility of the student to take care of make-up work either before or soon after the absence.

Punctuality is an important aspect of a child's training. School BEGINS at 8:25 a.m. Therefore, the child should be here by 8:15 a.m. so he/she is ready to begin class by 8:25 a.m. A child will not be marked late if the tardiness is due to a late school bus.



Before School

Students are not permitted to enter the school building until the first bell rings at 8:15am unless special arrangements have been made. When possible we ask families to not drop children off at school prior to 8:15am. Volunteers *may* be present in the school playground starting at 8:00am., however school staff will not be required to attend to children prior to 8:15am.

After School

If a teacher finds it necessary to keep a child after school, the parents will be informed of the approximate time that he/she will be dismissed from the building. We urge children to go directly home from school so that parents will know they have been dismissed. St. Mary School will offer an after school program for those families who would like their child to remain at school until 5:45pm.

In an effort to be responsive to the needs of our working parents and guardians, St. Mary's School offers an after school care program. All students wishing to be enrolled in the after school care program must register with the main office and pay the appropriate fees. The program includes time for homework and study, structured time as well as free play and other activities. Information can be found online at www.stmarysmorris.com/asp

MANDATORY CRIMINAL BACKGROUND CHECKS

All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors. The following positions are subject to mandatory background checks: Principal, teachers, substitute teachers, specialist teachers, paraprofessionals, food service personnel and custodian personnel.



SCHOOL RULES

BUILDING AREA

1. Children must obey ALL teachers, volunteers, custodians and teacher aides. Respect and courtesy should be shown to ALL students and staff.
2. Quiet must be observed in the lavatories at all times. Quiet in the corridors is required when school is in session and when the entire student body is moving in the corridor (example: entering the building after noon recess, leaving the building at dismissal)
3. When moving through the corridors, WALKING is the way to travel.
4. Students' use of the telephone is limited to important calls only. The phone in the office may NOT be used. The phone in the classroom may be used after the child has asked permission of his/her teacher.
5. All children go outside for recess daily unless there is a serious reason.
6. All children must leave the building immediately at the end of the day (unless they are attending the after-school program). If the teacher needs help or needs to help some of the students, they may remain after school. Exceptions to this should be rare. Children remaining after school must stay within the supervision of the teacher.
7. A school bag or plastic bag must be used to carry books to and from school.
8. State law requires constant supervision of students during the day. Each teacher is responsible for reasonable supervision of students from the time they arrive at 8:15 a.m. until every child from his/her homeroom has left the school premises after school hours. Teachers also accept specific supervisory activities which may be assigned.

LUNCHROOM AREA

1. No talking while in the lunch line.
2. Students will pray prior to attending lunch. Depending on their lunch time this may be in the classroom or as a group with a teacher.
3. Only talk to the students/adults at your table.
4. Talk quietly enough so you are not heard at the next table.
5. Sit on your chairs facing the table and keep your hands to yourself or your area.
6. Raise your hand and ask the lunchroom supervisor for permission to get out of your chair.
7. Respect others' personal space.
8. After closing prayer, students will be dismissed by tables to empty their trays
9. Always walk

PLAYGROUND AREAS

Students are able to use the playground and large parking lot area during outdoor times. With permission from staff students may also use the basketball court between Church and school and the hill below the Newman Center.

Areas that are off-limits to all students:

- entry sidewalk on the playground side
- the Fourth Street side and Colorado side of school (students are out of teachers site)
- south of the alley toward the Religious Ed. Center
- Colorado and Third Street side of the Church
- snow hills (unless permission is given by the playground supervisor)

NO BASEBALLS ARE ALLOWED, NOR THROWING OF SNOW/SNOWBALLS, ROCKS



PLAYGROUND

- A. At all times, children should play outdoors if the weather is favorable. The general rule for going out of doors is as follows: 0 degrees and above, students go outside
- B. SUPERVISION
 - 1. An adult supervisor must be on the playground observing the children when the children are outside during school hours.
 - 2. An adult supervisor must be in a position to see all the areas where the children are at play.
 - 3. The supervisor should not become so involved in a conversation or a game that he/she cannot observe all the children at play.
 - 4. In case of a very minor injury, the injured child should be sent to the faculty room accompanied by another student. The supervisor should not accompany the child in, as this would leave the playground unsupervised.
 - 5. In case of a more serious injury, the supervisor should contact the principal. The supervisor would stay with the injured child outside until further help comes.

CLOTHING AND PERSONAL APPEARANCE

Primary responsibility for appropriate dress is with the parents. As an aid to parents, the Principal shall set guidelines for appropriate school dress.

- A. The clothing of the students should be suited for school and be in accordance with modesty, propriety, and good taste.
- B. Tennis shoes must be worn in the gymnasium and during Physical Education classes.
- C. Winter attire, including boots, hats and mittens are to be worn during outdoor recess periods in the winter. In the event of no snow on the playing surface, each classroom teacher may use personal discretion for the class.
- D. Students are allowed to wear shorts at St. Mary's School. Shorts and skirts cannot be worn if they are shorter than half way between the upper leg and the knee. No bare midriff clothing. St. Mary's Staff may also use the discretion to discuss appropriate attire with any student if they feel it is necessary. **NO SHORTS ARE TO BE WORN TO MASS.**
- E. Lost and found articles are to be marked for identification insofar as this is possible. Lost and found articles are brought to the office. Unclaimed articles are given away at the end of the school year.

EMERGENCY/SAFETY

- A. **EMERGENCY PROCEDURE FORMS**
 - 1. It is important for the school to have the names and phone numbers of persons to be reached in the event of an emergency. This includes where the child will go in case of blizzards/early dismissal. We also need to have information concerning your child's health that you wish the teacher/office to be aware of. Please return this form by the end of the first week of school.
- B. **STORM POLICY**
 - 1. St. Mary's follows the same schedule as the local public school with regard to changes in the schedule due to weather related difficulties (i.e., if school starts late, is dismissed early or called off because of blizzards, etc.) Listen to KMRS (1230) Radio. Please keep tuned to the radio if weather is inclement.
- C. **STORM HOMES**
 - 1. If you live in the rural area, please let the school know if there is a city home where your child might stay in the event of a storm or emergency where busses might not make their regular rural run.



D. LEAVING THE SCHOOL GROUNDS

1. Once a child reports to school, he/she is generally not permitted to leave the school grounds. We will not allow a child to leave before the end of the day without a note from the parent or guardian. We request a sign out and sign in signature for all children leaving the school grounds during the school day.
2. If you need to pick up a student from the school for an appointment or because of illness, you must stop in the office and sign the student out. When/if the child returns, parents/guardians must stop in the office and sign the child back in.

E. SAFETY

1. Cars: are not to be driven on the playground on school days to help ensure the safety of the students. Drop off and pick up students by the entrance of the playground on 4th Street in the morning and after school.
2. Crosswalks: near the school are to be used when coming and going from school.
3. Bicycles: are to be parked in the bicycle racks provided. In order to ensure safety of the bicycle, we ask that it be locked. School authorities are not responsible for damage done to a bicycle. The owner is responsible for his/her own bicycle. Riding on the school grounds is not permitted. Bicycles must be dismounted upon entering the school grounds and must remain in the racks until riders are ready to go home. There is to be only one rider per bicycle.
4. Roller blades and skateboards are not allowed on the St. Mary's grounds.
5. Bus: riding the bus is a privilege. In order to receive this privilege, students must follow the rules stated below:

SCHOOL BUS SAFETY RULES:

1. Absolutely no smoking.
2. Be on time. Bus cannot wait.
3. Stay in seat while bus is moving.
4. Keep bus clean.
5. Keep head, hands, and arms inside bus.
6. Be courteous, talk quietly.
7. No swearing or foul language. Use appropriate language at all times.
8. Treat bus and equipment kindly.
9. Keep seated until bus stops.
10. Cross in front of bus at driver's signal.

Behavioral Management Plan

At St. Mary's School our goal is to provide our students with an environment conducive to learning; therefore, it is expected our students will display appropriate behavior on a daily basis. The following behavior management plan will be implemented in an effort to maintain an orderly learning environment and to redirect students' inappropriate behavior. Students can and will learn to modify and manage their behavior so that it is appropriate for school. We strive to create and reach high expectations for all of our students' behavior and academic progress. It is expected that students at St. Mary's School will demonstrate good behaviors and make appropriate choices each day at school.

The KSR Positive Behaviors

If given high expectations for behavior and provided with the direct instruction and continued reinforcement of positive behavior along with clear and fair consequences for misbehavior, all students can and will learn to behave appropriately at school. St. Mary's will focus on the core KSR behaviors:

Be Kind: to do good things and to bring happiness to others

Be Safe: not involving or likely to involve danger, harm, or loss

Be Responsible: having control over or care for someone or something

We believe that if students are kind, safe and responsible they will grow to be the best person that they can be.



In addition to understanding and demonstrating the KSR positive behaviors, students are expected to follow school rules. The school rules are detailed in the Handbook. Teachers, the principal, support staff, and parents should review these rules with the students. At school, teachers, the principal, and support staff will continually remind students of, explain, demonstrate through their behavior, and reinforce with consequences the school rules.

KSR posters are placed in all classrooms and around the school to serve as visual reminders to the students.

KSR vocabulary will become a part of the school's daily language to reinforce appropriate behavior.

Teachers and staff will utilize the KSR posters and the school rules to teach the students the expectations in the classroom, cafeteria, gym, library, restroom, hallways, at recess, and during dismissal.

Positive Behaviors

St. Mary's faculty and staff will implement incentives as its positive behavior reinforcement. The goal is to promote positive behavior that fosters an environment conducive to learning. Students who meet behavioral criteria will have the opportunity to participate in incentive activities. Incentive activities can be school wide or grade wide (K-2, 3-6).

Students must meet the following criteria to participate in the incentive activity:

Demonstrate proper behavior throughout the academic quarter

No more than 1 referral to the principal in 1 academic quarter.

Some behavior incentive activities may include the following: Extended Recess, Movie Afternoon, Pizza Party, Field Trips, etc.

Behavioral Modification

The school has developed the following consequences to assist in consistency and fairness toward the students.

Classroom Behaviors

In their classroom and with their students, teachers will support behavior management and correction. Minor disruptions and behavior problems will be handled by the teacher according to the plan enacted in their classroom. This plan will include instruction of proper behavior and clear explanation of classroom consequences.

- Academic dishonesty (copying, cheating, plagiarizing): Zero on assignment, Parent contact, Teacher consequence
- Minor classroom disturbances: Parent contact and Teacher consequence
- Minor disrespect: Parent contact and Teacher consequence
- Horseplay: Parent contact and Teacher consequence
- Use of electronic device (cell phone, electronic games): Parent contact and Confiscation until end of school day

School Behaviors

If a student has repeated misconduct, or if the behavior is severe, students will be referred to the principal for additional behavior support. When a student's behavior warrants being sent to the office with a referral to the principal, the following consequences will be given:

- 1st Offense: Parent contact, Principal conference w/ student
- 2nd Offense: Parent contact, Principal conference w/ student, lunch detention
- 3rd Offense: Parent contact, Principal conference w/ student, ½ Day In-school suspension
- 4th Offense: Parent contact, Principal and parent conference w/ student, 1 Day In-school suspension
- 5th Offense: Suspension from school

Definitions:

- Lunch Detention: During a lunch detention the student must eat his/her lunch at a designated spot by the principal and cannot sit with his/her classmates.
- In-School Suspension: The student has a temporary exclusion from regular class/grade activities during which time the student is not allowed to attend regular school activities.

The above procedure may be altered for severe cases of misbehavior or violations of other existing policies, such as Sexual Harassment, Tobacco and Alcohol Use, etc.

Weapons: possession of a weapon by a student or adult other than a safety officer in educational and parish faith formation facilities or other designated areas is prohibited.

It is the hope that this plan will benefit the majority of students at St. Mary's School. The principal can modify or alter the plan on a per student basis.

Plan Created: December, 2016
Modifications: April 25, 2018
Board Approval: April 25, 2018



MISCELLANEOUS

A. SCHOOL VISITATION BY PARENTS

We hope that parents will come to visit their child's classes sometime during the school year. We ask that you notify the teacher ahead of time if you want to observe a particular class or activity.

B. TELEPHONE

Use of the school telephone by students will be restricted to emergency calls. In case of necessity, a child may use the phone in their classroom with the permission of his/her teacher. Students should take care of parental permissions before they arrive at school.

C. CELL PHONE USE/IPods/Gizmos (Electronic Devices Not Issued by the School)

Students are not allowed to use cell phones/IPods/Gizmos on school grounds during school hours without permission. If a cell phone/iPod/Gizmo has not been turned off and is seen by any faculty or staff member, the device will be confiscated and turned into the Principal's office. The student can pick up the device at the end of the school day. Should there be a second offense; the device will be held until the student's parent/guardian can pick it up from the Principal, where a plan will be set up for any further offenses.

If students need to contact family members during the school day, they should do so using the school phone. Parents should call the school if they need to get in contact with their child/ren.

D. HOME PARTIES

Because you cannot always invite everyone in a grade to a party, please do not send invitations to school to be handed out. There are many hurt children because they do not receive an invitation. Either call the families or mail invitations to them.

E. CELEBRATIONS/TREATS/SNACKS

Any treats or snacks brought in for classroom celebrations will have to all be individually packaged/wrapped in the original packaging. (You can not package yourself in ziploc bags, etc.)

PUPIL ACCOUNTING SYSTEM

A. Homework

We believe that homework is a necessary part of your child's education. It enables the child to learn to work independently, to apply what s/he has learned, and to prepare for the next day's lesson. You can help in the following ways:

1. Help and encourage your child, but do not do his work for him/her. A child learns best by doing the work himself/herself with guidance, if necessary.
2. Check to see that the child's homework assignment is completed and of an acceptable quality.
3. To check your child's progress with his/her homework, ask to see the corrected papers his/her teacher has returned to him/her. Assignments consist of written work, math problems, projects, reading and studying. Not all homework is in written form.

The time necessary for doing homework will vary according to the grade level, the assignment given and the child's rate of work. If your child seems to be spending an excessive amount of time on his/her homework assignment, a conference with the teacher will help to clear up this difficulty.

The child should have a daily designated time and a quiet area in which his/her homework will be done.

B. Progress Reports and Conferences

1. Periodically the type of progress reports are evaluated and revised by the teachers to ensure accurate communication to the parents.
2. Quarterly progress reports and/or parent conferences are used as a means of communication with the parents. Parent/teacher or parent/teacher/student



conferences are usually held according to local school district policies (ex.: at the end of the first quarter)

3. Procedures for parent/teacher conferences:
 - a. The parents are notified as to the date of the conference. They receive a schedule of their conference for the day.
 - b. During the quarter each teacher will have saved some of the student's work. This will be given to the parents at the time of the conference. Each teacher has a set of folders in her respective room to be used for filing this work.
 - c. Conferences should be approached from a positive point of view.
 - d. Conferences will be held at school.

C. Records

1. Cumulative Records

- a. In the spring of each year, the secretary will bring the permanent records up to date by checking the student's:
 1. address
 2. telephone number
 3. number of younger siblings
 - b. During the year at appropriate times, the office is responsible for adding:
 1. Achievement Test Scores
 - c. At the close of the school year, the following must be recorded by the teacher:
 1. A summary of the years progress (items called for on permanent record card)
 2. Add the child's report card duplicate to the file
 3. Teacher's initials
 - d. The office staff is responsible for beginning the child's permanent record with accurate identification information.
 - e. All permanent records should be kept in the locked office file. If taken to the classroom for use, they must be returned to the office the same day.
 - f. Permanent records may be viewed by parents if so desired. However, they will not be allowed to take them out of the office. A person reviewing the student permanent file signs the form in the folder and indicates the reason for reviewing the records.
2. Health Needs
- a. All health records are kept on file and are kept up by a the nurse or her assistants Whenever a teacher knows that a child has had a communicable disease, an accident, or a notable health condition, he/she should report it to the nurse by contacting him/her or by leaving a note in his/her mailbox.
 - b. At times of eye screening and similar health testing, volunteers may enter the necessary information on the records.
 - c. Accident report forms should be completed immediately on any accident that requires that the child be sent home or to the school nurse. Once copy is placed in the students folder and the principal keeps one copy.

D. Achievement Tests

1. Grades 1-6 will complete FastTrack testing in reading and math in the Fall and Spring. Winter testing will be an option.
2. Grades K-6 are also administered the FastBridge assessments (reading) at least once a quarter but teachers have the option to use this assessment as much as they'd like throughout the school year.

Results are to be added to the child's cumulative record file and a copy is sent home to parents with their child's report card.

Teachers should critically evaluate the results of the tests. Before school opens in the fall, each teacher should ascertain where her incoming class and/or individual pupils need help.

Time spent examining tests should pinpoint needs, guide instructions and duly compensate the cost of administering the test each year.



CHRISTIAN DISCIPLINE

1. In guiding the child's growth in Christian attitudes, values, and behavior, it is best to emphasize the positive rather than the negative. The essence of Christian discipline is self-discipline.
2. Order and discipline are an outgrowth of good teaching. Teachers who respect themselves and the students and who maintain a positive classroom learning climate are likely to help students learn true discipline.
3. From the beginning of the year, school and classroom regulations and procedures should be clear to the student.
4. The consequences of violating regulations should always be logical and appropriate to the behavior.
5. The child should be helped to see clearly the consequences of various behaviors and to realize that choosing certain behavior means accepting the responsibility for the consequences of these behaviors.
6. The child must be directed to choose the morally correct form of behavior over other forms.

In keeping with the philosophy of Catholic education, the following actions for handling unacceptable behavior will not be tolerated.

1. Corporal punishment or physical abuse such as striking, pulling hair, pulling ears, etc.
2. Personal indignities such as sarcasm, ridicule, and public humiliations.

PARENT-TEACHER COMMUNICATION

A. **Contacts**

Teachers are usually available Monday-Thursday 3:00-3:30 p.m.. This time can be used for consultation with parents concerning their child's progress, problems or difficulties. Parents are urged to make use of this opportunity. However, since teachers may be scheduled for meetings, etc., you are asked to call for an appointment with a teacher. Teachers may not be called out of class to discuss problems with parents.

B. **Conference/Report Cards**

Report cards are to be issued four times during the year; approximately the first part of November, the fourth week of January, the fourth week of March and at the close of the school year. We will have scheduled conferences. Parents will be notified when the time gets near. If you feel a problem exists in which the teacher is not aware, please contact the teacher or principal and arrange for a conference anytime during the year.

C. **Retention**

No child will be retained without much consideration. As soon as there is any question, parents, teacher and principal will meet and review the child's progress. Periodic meetings/phone conferences need to follow this to monitor the child's progress. This consideration needs to begin no later than the half-way point of the year, at report card time in January. When a decision is reached, parents and staff will write up the recommendation. A copy will be kept on file in the cumulative folder. If parents do not agree to the retention, they will be asked to sign a form letter explaining what has been done and that they do not agree. Again, this will be kept in the cumulative folder.

D. **Screening Service**

Each parent is primarily responsible for his child's health. The school, through its health program, hopes to assist the parent in fulfilling this responsibility. Health services carried out yearly in our school include checking height, weight, and screening for vision and hearing problems. Parents are notified when defects are thought to be present. Our immunization clinics will be coordinated with the public school's program. You will be notified concerning the dates for the health services clinics.



E. Medical Restrictions/Physical Limitations

Medical restrictions and physical limitations of students are to be reported in writing by parents to the principal at the beginning of each school year. (Dioscesan Board of Education 11-29-72) If such restrictions/limitations occur during the school year, this should be reported in writing by the parents to the principal immediately.

F. Illness

Please do not send your child to school when he/she is sick. Fever, vomiting, rashes, diarrhea, etc. are symptoms that a parent should check before sending a child to school. The child must be symptom free for 24 hours without medication before they return to school. If a child becomes ill in school, the parent will be called and asked to come and get the child. No child will be allowed to go home without the parent being notified. The child will not be allowed to walk home unless the parent requests it. If a parent is not available, the person you have listed on the Emergency Form will be called.

If your child gives indications of having a contagious disease such as measles, chicken pox, whooping cough, mumps, skin infection, pink-eye, or anything contagious, please notify the principal or teacher. We are concerned that the child has ample time for recovery and expose other children unnecessarily.

H. Medication

The school secretary or principal can administer medication to a child at school only if all of the following steps are completed:

1. Doctor's order and parent permission is required for any medication given at school.
2. Medicine must be in original prescription bottle indicating it was filled specifically for this child
3. The amount and the time it should be given should be clearly stated in a note sent by parents as well as when to discontinue.

Without this information, medication will not be given.

I. Accidents

If your child is injured at school, we will make every effort to notify you immediately. If we cannot contact you and emergency treatment is needed, we, with your permission, will call a doctor or transport the child to the doctor. You have given this permission on the Emergency Form that was completed at the beginning of the school year. A report of injury and the action taken will be kept on file in the school office.

PARENTS RIGHTS TO SEE EDUCATIONAL RECORDS

State and federal legislation has guaranteed parents and students access to student educational record information and control over the release of this information to others. Since federal status require that the education institutions shall annually inform parents and eligible students of the rights accorded them. This announcement will serve as this year's notice to parents and students.

St. Mary's School collects student data and maintains educational records on all students in order to comply with state regulations, facilitate the educational program and provide for parents' communication. These records include identifying data (age, address), academic grade, attendance records, test results, psychological reports, student activities, and student's future plans.

The safeguarding and proper maintenance of current records are the responsibility of the principal. At the close of each year, a designated school staff member shall review the records and remove outdated and inappropriate data and information.

A student's records may be seen or reviewed only with the written permission of the parent of the student (if 18 years of age or older) except under the circumstances cited below:

1. Administration and staff employees of the school district have access to school records in connection with their school, functions, and responsibilities.



2. Student records will be forwarded to other schools and post-secondary educational institutions to which a student transfers or applies for admission or in which he or she enrolls.
3. Students' records will be forwarded to scholarship and financial aid sponsors to whom the students is making or has made application for aid.
4. Researchers, with permission of the principal, may examine school records and report information which does not identify individual students.

All student records shall be reviewed and shared with the student (18 years of age or older) or parent, upon request, within a reasonable period of time. Parents who are interested in seeing their children's records should make an appointment with the school principal or appropriate school officials and, upon presenting proper identification, will be provided the opportunity to see the records and to receive interpretations and explanations of these records. Students 18 years of age or older who wish to see their records should follow the same procedure. If there is incorrect, inaccurate or misleading information in a student's records, the parent of the student has the right to challenge the content of the records and to request the principal to have the material corrected or removed. If the correction is not made, the student or parent may ask for a hearing and resolution on the matter before the pastor or his designated representative. The student and/or parents have the right to obtain copies of these records on payment of a fee not to exceed the actual cost of reproduction.

Federal and state statutes and regulations permit certain individuals and agencies not mentioned in earlier paragraphs to see educational records without parents or student permission.

Accordingly, educational records may be shown:

1. To state and federal agencies as required by law or in connection with auditing of federal and state grant-in-aid programs.
2. To individuals in compliance with a court order or lawfully issued subpoena. The district shall attempt to notify the parent of such order or subpoena prior to release of the information.

SOME SPECIAL NOTES ON CONCERNS BY PARENTS:

1. It is important that parents are informed annually, e.g. at registration time through parent handbook materials, about proper procedures to follow if they have concerns about teachers and administrators or anything else involving their children in the educational program of the parish.
2. Christian standards dictate that complaints should be handled on the level(s) where they can be resolved. To circumvent the lines of communication is a negative influence in the Christian community.
3. The local board and administrator should spell out clearly the lines of communication regarding complaints by parents. Ordinarily, the first contact should be with the "offending" party (e.g. teacher, administrator) to resolve the problem. If a satisfactory solution is not achieved, the parent should next seek help from the administrator. If that fails, the parent may ask for a closed hearing with the administrator and board.

RESOLVING COMPLAINTS AND GRIEVANCES

In the public sector (e.g. public schools, governmental agencies) the term "due process" is regulated by law. However, in the private sector such legal and technical provisions do not necessarily apply. Consequently, in Catholic education it is important that truly Christian standards be adopted and followed to promote fairness and justice in the timely resolution of conflicts and disputes. Due process, therefore, calls for the opportunity for issues to be understood by the parties involved, for provision that all sides be heard, and for procedures of adjudication and appeal which are agreed upon mutually between the parties.



PROCEDURES FOR RESOLVING COMPLAINTS AND GRIEVANCES

1. Complaints are defined as non-contractual problems or misunderstandings between individuals which ordinarily should be settled orally between the parties. Such complaints can arise between parent and teacher or administrator; between teacher and administrator; between administrator and board or pastor. The Christian objective is for complaining parties to solve these problems on the informal level as soon as possible. This is the Catholic principle of subsidiarity - addressing and working toward resolution of questions or concerns within the school community. In this, such matters are to be addressed first with the persons most directly involved, to empower them to build up respect for one another, and dialogue toward understanding and resolution. Some examples might be: classroom issues = teacher, school schedule = principal, school policies = principal, attendance = office staff, e.g.
2.
 - a. If satisfactory resolution of a complaint is not effected within five(5) days after the oral discussion, either of the complaining parties may appeal for a hearing by the local board and pastor. The appeal is delivered in writing through the administrator to the Board, and the board hears the complaint in executive session with the parties and delivers its decision in open meeting. The decision of the board is final. If the complaint is brought by the board against the administrator, the board may establish another group as the board of appeal to render judgment.
3. Grievances are defined as any alleged violations of the application, meaning or interpretation of the terms of the educational contract and/or any established personnel policies at the local or diocesan level. Before entering the formal procedures, as outlined above, every effort should be made to resolve such disputes in free and open discussion between the parties involved on the local level.

a. Grievances against teachers:

When a grievance is being brought by the administrator and pastor against a teacher, written notices are given to the teacher and to the chairman of the local board of education. The board informs the teacher in writing about the right to written appeal within ten(10) days and the procedures and timeline to be followed. The teacher's right to appeal is first to the administrator and pastor and then to the board, not to the student, parents, or other faculty members.

If the teacher makes a timely appeal to the board for a hearing, the board hears the grievance in executive session with the teacher and administrator and gives its decision either to uphold or deny the grievance in open meeting. The decision of the board is final.

b. Grievances against administrator:

1. When the grievance is being brought by a teacher against the administrator, the procedures outlined in (a) above are followed, with the exception that the administrator's right to appeal is first to the pastor and then to the board.
2. In the event that a grievance is filed in writing by the board of education and the pastor against the administrator, the board informs the administrator, the board informs the administrator of the written appeal within ten(10) days and the timeline and procedures to be followed. The board of education and administrator may agree mutually to establish another group to act as the board of appeal, e.g. the parish council, if this will avoid a conflict of interest for them.

The administrator's right to appeal is first to the pastor and then to the proper board of appeal for hearing. If the appeal for hearing is timely, the board of appeal hears the grievance in executive session with the administrator and then in open meeting renders its decision to uphold or deny the grievance. The decision of the board of appeal is final.



SOME SPECIAL NOTES ON GRIEVANCE:

1. Failure to respond to a grievance within specified time limits, unless these are waived mutually by both parties, constitutes affirmation of grievance and acceptance of consequent determination concerning contract.
2. The term “days” shall mean days other than Saturday, Sunday, Holy Days, and legal holidays.

Revised/Approved: October, 2003

WEAPONS

Possession of a weapon by a student or adult other than a safety officer in educational and parish faith formation facilities or other designated areas is prohibited.

Definition:

“Possession” refers to having a weapon on one’s person or in educational areas.

“Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Examples of weapons are: guns (including pellet guns, BB guns, look-alike guns, and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, ammunition, or any type of bombs or explosive device.

HARASSMENT GUIDELINES

St. Mary’s School will not condone any form of harassment.

Definitions:

Harassment includes but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations, or comments;
- Threats against another person in which personal safety is in question;
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with a person because of sex, race, or any other protected basis;
- Threats and demand to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment.

Parents will be contacted if their child has been guilty of harassing others and appropriate discipline actions will be taken.

DISCIPLINARY ACTION

- A. Disciplinary action may include but is not limited to the following:
Special meeting with the teacher or administrator, detention, loss of privileges, parents Conference with staff, removal from class, suspension (in or out of school), exclusion or expulsion.
- B. The specific disciplinary action and severity of punishment for inappropriate student behavior will be handled on a case by case basis.



STUDENT ATTENDANCE

I. PURPOSE

- A. St. Mary's School 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.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.
- C. Exceptions may be made for students with disabilities who are on IEPs or 504 plans.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities.

1. 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.

2. 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.

3. 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.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance, to apply these procedures uniformly to all students, and 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.

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

B. Attendance Procedures.

Attendance procedures shall be presented to the Board of Education for review and approval. When approved by the St. Mary's Board of Education, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences



- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.
 - (9) Family Vacations/essential work at home (not to exceed 5 days), if approved in advance by school administration – generally the school is notified three (3) days in advance so teachers are prepared and the student prepared for what he/she will miss.
 - (10) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - (11) Family emergencies.
 - (12) Active duty in any military branch of the United States.
 - (13) A student's condition that requires ongoing treatment for a mental health diagnosis.
- c. Consequences of Excused Absences
 - (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
 - (2) Work missed because of absence must be made up within the number of days missed plus 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

****Excessive Excused Absences for Illness or Other Reason**

When a student has accumulated eight (8) excused absences in a semester for illness, the school will require the student to bring in a signed note from a medical provider, on medical stationary indicating the reason for illness for each day or illness beyond eight (8). Failure to do so will result in those days being classified as an unexcused absence.

All other parent-excused absences for beyond eight (8) in a semester will be considered on a case by-case basis to allow for extenuating circumstances. However, St. Mary's School reserves the right to classify any parent-excused absence as an unexcused or truant. Any student with seven (7) or more unexcused absences will be referred to Stevens County Truancy Court as Habitually Truant. (See Section on Truancy, Truancy Reporting & Habitual Truancy)

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:
 - (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.



- (2) Any absence in which the student failed to comply with any reporting requirements of the school's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Personal trips to schools or colleges.
- (6) Absences resulting from cumulated unexcused tardies (5 tardies equal one unexcused absence).
- (7) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

Students with unexcused absences without parent permission shall be subject to discipline in the following manner:

- (a) Grades K-6 student's parents will be contacted and if appropriate a meeting with the teacher, principal, and parents will be held.

C. Tardiness.

- 1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- 2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
- 3. Excused Tardiness
Valid excuses for tardiness are:
 - a. illness;
 - b. serious illness in the student's immediate family;
 - c. a death or funeral in the student's immediate family or of a close friend or relative;
 - d. medical, dental, orthodontic, or mental health treatment;
 - e. court appearances occasioned by family or personal action;
 - f. physical emergency conditions such as fire, flood, storm, etc;
 - g. any tardiness for which the student has been excused in writing by an administrator or faculty member.
- 4. Unexcused Tardiness
 - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
 - b. At the elementary school, consequences of tardiness may include detention after five (5) unexcused tardies and again at each multiple of five. In addition, five unexcused tardies are equivalent to one unexcused absence.

REQUIRED REPORTING

A. Continuing Truant.

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes section



120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for:

1. three days if the child is in elementary school;

B. Reporting Responsibility.

When a student is initially classified as a continuing truant, Minnesota Statutes section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;
4. that this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. that alternative educational programs and services may be available in the child's enrolling or resident district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260C;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant.

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
3. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A.

**St. Mary's School will send a letter to parents after 3 unexcused absences, a second on 5 unexcused absences, and the final on the 7th along with reporting to human services.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School For Religious Observance)
Minn. Stat. §§ 121A.40 - 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services)

or



Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

ENROLLMENT

St. Mary's Catholic School works in partnership with parents in support of educating our students. Enrolling your child/ren at St. Mary's School means that you are entering into a partnership with our school. It requires your commitment to support our philosophy, values and aims of the school and willingness to co-operate in their implementation. Parental support is necessary for success of these efforts by: helping students build healthy priorities with schoolwork, staying informed about events and activities, ensuring prompts and consistent student attendance, communicating proactively and respectfully with administration, staff and teachers, attending conferences, and supporting the mission, policies and expectations of the school. Our hope is that our partnership with you will be characterized by mutual care and kindness for the growth of all and the greatest benefit for our students. Your satisfaction and your student's success are rooted in understanding the mission of St. Mary's School and supporting the focus of Christian development.

Parents and students consent to be governed by the policies and rules set forth in the Agreement and in the Parent and Student Handbook.

St. Mary's Catholic School applies the Catholic principle of *subsidiarity* in addressing and working toward resolution of questions and concerns within the school community. In this, such matters are to be addressed first with the persons most directly involved, to empower them to build up respect for one another, and dialogue toward understanding and resolution. Some examples are included in the Parent and Student Handbook.

Parental cooperation is essential for the success of this partnership. Just as a parent has the right to withdraw a child if desired, St. Mary's Catholic School reserves the right to require withdrawal of a student if the administration determines the partnership with the family is irretrievably broken.



HARMFUL SUBSTANCES

ASBESTOS NOTIFICATION

In accordance with federal regulations, St. Mary's School has an asbestos management plan documenting the location and condition of all known or assumed asbestos containing building materials (ACM). In 2010, an accredited inspector conducted the required three-year asbestos re-inspection for St. Mary's School. The condition of the ACM was inspected and the St. Mary's School maintenance procedures were reassessed. This plan is available for public inspection at the school office during normal business hours. Leslie Honebrink is the designated person responsible for maintaining the asbestos management plan for St. Mary's School.

PESTICIDE NOTICE FOR PARENTS OR GUARDIANS

Dear Parent or Guardian,

A Minnesota state law went into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review of copying at each school office. At the present time, one pesticide application is applied to the school grounds during the summer months.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. The Material Safety Data sheet currently has the following information: The material is classified as "practically nontoxic" by ingestion. This material may be slightly irritating to human eyes following contact. Short contact periods with human skin are not usually associated with skin irritation. Toxic effects are not likely to develop after inhalation of Demand CS at residential dilution. No other adverse clinical effects have been associated with exposures to this material.

If you would like to be notified prior to pesticide applications made on days other than those specified above (excluding emergency applications), please complete and return the form below and mail it to: Leslie Honebrink, St. Mary's School, 411 Colorado Avenue, Morris, MN. 56267. If you have any questions regarding this notice, please call 589-1704.



Request for Pesticide Notification
St. Mary's School

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should a pesticide application be scheduled on a day different from the day(s) specified in the original schedule, I would like to be notified.

Please print clearly:

Name of Parent/guardian: _____ Date: _____

Address: _____

Day Phone: _____ Evening Phone: _____

Return to: Tanya Fischer
311 Colorado Ave.
Morris, MN 56267



APPENDIX

Building Access

Our security system will keep the exterior doors to the building locked from the outside at all times. This means that parents and students who would like to enter the building must be buzzed in throughout the day. This security measure is meant to keep our students safe at all times. Please plan to use the front door of the building for visits to the school. The office staff will be able to see who is visiting and buzz you in. When visiting the school, please be sure to stop by the main office to receive a visitor's badge. Those without a badge will be asked to return to the office to get one prior to visiting any area of the school building.

I welcome and encourage you to visit St. Mary's as often as you like and ask that you follow this new protocol in order to keep our school a safe place.



Acknowledgement of Receipt

St. Mary's School Student/Parent Handbook

**St. Mary's School
Morris, MN**

I hereby acknowledge that I have received a copy of the St. Mary's School Student/Parent Handbook and that I have read it, understand its meaning, and agree to follow the guidelines included

Date: _____

Family Name: _____

Parent Signature: _____

Parent Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Please return this form to school by Sept. 7, 2022

