



ST. MARY'S

SCHOOL

2023-2024 Handbook

730 S. Cedar Avenue
Owatonna, MN 55060
Phone (507) 446-2300
Fax (507) 446-2304

www.stmarys-owatonna.org

Welcome

Welcome to St. Mary's School! St. Mary's School was founded in 1877 by the Sisters of St. Francis of Rochester. It began as a grade 1-12 Academy for girls. Boys were admitted for the first time in 1916. The school experienced occasional setbacks with closings and re-openings from 1908 – 1972. At the end of the 1974-75 school year, the difficult decision was made to close the high school. An all day kindergarten program was implemented in 1990, well ahead of many other area schools. In 1993 a preschool program for children ages 3-5 was added, again well ahead of many other schools that have since added preschool to their program. The Sisters of St. Francis continued to serve in the school until 2001. Currently the building serves a pre-k to grade 8 student population and the parishes of St. Joseph's and Sacred Heart.

Dear Parents and Guardians,

You are the primary teachers of your children. The staff at St. Mary's School will partner with you to provide for the academic, social, emotional, physical, and spiritual education of your child.

We are committed to providing your children a quality education in a safe, Christ-centered environment. Your child will receive a Catholic/Christian education of excellence from highly qualified, certified staff dedicated to providing superior instruction within the values of Christian living, learning, and example.

Dear St. Mary's Students,

You are members of a complete educational program dedicated to high quality academic standards offered in a rich and caring Christian environment. You should take full advantage of this opportunity provided to you by your parents. You should always conduct yourselves in a manner that speaks well of your membership in the St. Mary's family in your behavior, actions and academic achievements.

You will be challenged academically to your full potential and encouraged socially to be a responsible member of your school community, the Owatonna community, and God's Holy Family.



MISSION:

Partnering with families to develop a student's full potential in mind, body, and spirit through Catholic values.

PHILOSOPHY:

FAITH: As disciples of Jesus Christ, and in communion with the Roman Catholic Church, we believe that the whole person -intellectual, spiritual, physical, and emotional-is integral to learning. We believe that spirituality gives meaning to life and to learning, and we support each of our students in their faith formation journey.

ACADEMICS: We believe that all students are capable of succeeding given the opportunities through quality instruction received in a safe and welcoming environment. We strive to meet the needs of each student by combining strong virtues, academic excellence, and service inspired by the traditions of our Catholic faith.

FAMILY: We believe that parents are the first and most important educators of their children. Based on Catholic values, our teachers and staff are committed to partnering with parents to provide quality instruction, model positive behavior, and assist students in learning to make good decisions.

VALUES:



We Believe, We Achieve, WE SUCCEED.

TABLE OF CONTENTS

INTRODUCTION

Welcome

Welcome to Parents/Guardians.....	2
Welcome to Students.....	2
Core Values.....	3
Mission Statement.....	3
Philosophy Statement.....	3

GENERAL INFORMATION

Accreditation & Memberships.....	7
Discrimination Policy.....	7
Tuition.....	7
Scholarship Funds.....	7
Pupil Information.....	7
Daily Time Schedule.....	7
Morning School Drop Off	7
After School Pick Up.....	8
Afterschool.....	8
Student Attendance.....	8
Illness.....	9
Absent Student.....	9
Prearranged Absences.....	9
Visitors.....	9
Lunches.....	9
NWEA Testing.....	9
Report Cards and Parent Teacher Conferences.....	10
Homework.....	10
Technology.....	10
School Age Care Program.....	10
Cumulative Records.....	10
Posters/Announcements.....	10
Medical Information.....	11
School Nurse.....	11
Medications.....	11
Volunteer and Background Checks.....	11
Student Sign In/Sign Out Procedures.....	11
Physical Education Health Excuses.....	12
Bus Rules and Regulations.....	12
Activity Buses.....	12
Field Trips.....	12
Accidents.....	12
Insurance.....	12
Parent Communication.....	12
School Cancelation or Early Release.....	13

Communication on School Cancellations or Early Release.....	13
Closed Campus.....	13
Lost and Found.....	13
Care of School and Personal Property.....	13
Band Equipment.....	13
Masses, Prayer Services, and Special Programs.....	13
Gifts to Staff.....	14
Money and Valuable Items.....	14
Electronics.....	14
Telephone.....	14
School Social Worker.....	14
School Sponsored Activities.....	14
Pets in School.....	14
Search and Seizure.....	14
Expulsion.....	15
Mandated Reporting.....	15

Key Procedures

Dress Code.....	15
Behavior Expectations and Procedures.....	16
Bullying Prevention.....	17
Harassment.....	18
Weapons.....	18
Other Illegal or Inappropriate Materials.....	18
Gender Identity	18

Organizations

Parental Involvement	19
Home and School.....	19
School Advisory.....	19

Fundraisers

Night of Knights Auction.....	19
Scrip.....	19
Marathon.....	19

Grades 6-8 Student Information

Grading.....	20
Grading Beliefs.....	20
Missing Work Due to Absence.....	20
Checking Student Progress.....	20
Academic Grade.....	20
Responsibility Grade.....	21
Power Hours.....	21
Servant Leaders for Life.....	22
8th Grade Service Award.....	23
Lockers.....	23

Electronic Devices.....	23
Electronic Devices on Field Trips.....	23
Jr. High After School Supervision.....	23
Co-Curricular Clubs and Organizations.....	24
Philosophy of Athletics.....	24
Athletic Eligibility.....	24
 <u>Notifications</u>	
Pest Control.....	25
Asbestos.....	25

GENERAL INFORMATION

ACCREDITATION & MEMBERSHIPS

St. Mary's School is accredited with MNSAA, Minnesota Non-Public Accreditation Association. St. Mary's is a member of NCEA, National Catholic Education Association.

DISCRIMINATION POLICY – St. Mary's will admit students of any sex, religion, race, color, and national/ethnic origin to all the rights, privileges, programs, and activities made available to the students at our school. We do not discriminate on the basis of sex, religion, race, color, or national/ethnic origin in the administration of educational policies, admission policies, scholarship programs, athletics, or other school-administered programs.

TUITION

All tuition payments should be set up and paid online through FACTS Tuition Management. Different payment plans are available. If you have a special request, please speak with the Business Manager.

SCHOLARSHIP FUNDS

Tuition assistance is available through St. Mary's – see St. Mary's Website for more information. The Seeds of Faith Scholarship Fund through the Diocese of Winona Foundation is available in the spring of each year. Applications are available in the school office.

SCRIP

To help keep tuition costs lower, every K-8 family has an obligation to earn \$300 in Scrip profit from June 1-May 31. This is a **per family** goal, not a *per student* goal. Once you have reached your \$300 in Scrip profit, any additional profit is split 50-50 between SMS and your family. Any additional profit earned by a family will be automatically applied to reduce the next year's tuition. If you do not have a student at SMS the following year, your profit will go to the SMS Scholarship fund. **You cannot get cash back.**

PUPIL INFORMATION/CHANGE OF ADDRESS

If your last name, street address, telephone number, or e-mail address changes at any time during the school year, please update this information in FACTS. This is very important in keeping our records up to date, including being able to contact a parent/guardian in case of emergency.

DAILY TIME SCHEDULE

The main doors of entry are the Cedar Avenue doors and the Oak Avenue entrance. Building doors open at 7:30 AM - students need to go directly to their classroom. The school day begins at 7:55 AM. At 7:55 AM all entrances are locked. K-8 students are dismissed at 2:35 PM. After 2:35, students should not be in the building unless participating in an organized student activity.

MORNING SCHOOL DROP OFF

Students are either dropped off in the drop off zone in front of the school on Oak or Cedar Avenues. Please do not park in the drop off zone.

AFTER SCHOOL PICK UP

For the safety of our students and families, if you are picking up your child after school, you **MUST** remain in your car and use the carline. If you need to come into the school office, please park in the parking spots adjacent to the outside basketball court.

AFTER SCHOOL

We do not have after school supervision in school or on the playground. Each student must have an after-school plan. *Please note:* Students are welcome to play on the playground after school **provided they have their parent/guardian supervising them ON the playground.** Students **MUST** have supervision due to health, safety, and liability reasons. The playground is not a waiting area for a ride.

STUDENT ATTENDANCE

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. In order to comply with Minnesota's compulsory instruction laws, students need to have consistent, regular attendance.

Parents/guardians will receive a notification letter if a student has 3 unexcused absences.-

The following reasons shall be sufficient to constitute **excused absences**:

1. Illness (Medical documentation may be required specifying the need to miss school.)
2. Serious illness in the student's immediate family (Medical documentation may be required.)
3. A death in the student's immediate family or of a close friend or relative (up to five days or contact building principal)
4. Medical, dental, or orthodontic treatment, or counseling appointment
5. Court appearances occasioned by family or personal action
6. Religious holiday
7. Family vacation not exceeding five days per school year. School must be notified with vacation plans exceeding five days.
8. 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.

The following are examples of absences which will **not be excused**:

1. An absence which was not approved by the parent and/or the school principal.
2. Any absence in which the parent failed to comply with any reporting requirements of St. Mary's School attendance procedures.
3. Needed at home
4. Stayed home to babysit
5. Overslept
6. Missed bus
7. Too cold
8. Family vacations exceeding five days per school year
9. Absences resulting from accumulated unexcused tardies (three tardies equal one unexcused absence)
10. Any other absence not included under the attendance procedures set out in this policy.

ILLNESS

Many students and families are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision.

- If a student has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal (without fever reducing medicine).
- If the student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- If a student has any rash that may be disease-related or the cause is unknown, check with the family physician before sending the student to school.

ABSENT STUDENT

If your child will be absent or tardy, **PLEASE CALL THE SCHOOL OFFICE BEFORE 8:30 AM** (507-446-2300). If no one answers, you can leave a message 24 hours a day/7 days a week.

1. Leave your name, student's name, grade, and reason for their absence.
2. If we haven't heard from you by 8:30 a.m., calls will be made by school personnel to reach a parent/guardian.
3. Please communicate all absences through the office, not the classroom teacher.

If your child is arriving late to school, **they must check in at the office before going to class.** Please note any student who arrives after 7:55 will be marked tardy.

PREARRANGED ABSENCES:

All absences, other than illness and family emergencies, are to be prearranged.

Parents/guardians should send a **note/email to the school office AND to the classroom teacher** explaining the reason for the absence.

VISITORS

Visitors are welcome at St. Mary's School! Visitors must check in at the office.

LUNCHES

- St. Mary's provides a hot lunch program for all students in accordance with state and federal guidelines. All students can get one breakfast and one lunch free of charge each day at school. A carton of milk for a cold lunch or an extra carton for hot lunch is \$.65. For the students who cannot tolerate milk sugar (lactose), we offer lactose-free milk upon written parent request.
- Families are still encouraged to fill out the Application for Educational Benefits form (mailed to families and additional forms are available in the office) as some additional resources are available based on the number that qualify.
- St. Mary's lunch periods are staggered between 10:50 AM and 12:30 PM.
- In the operation of the child nutrition programs, no child will be discriminated against because of race, gender, color, national origin, age or disability. If you believe that you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250

NWEA TESTING

Catholic School students in the Diocese of Winona-Rochester participate in the NWEA MAP tests in Kindergarten through 8th grade. The data is used both locally and by the Diocese to help guide teaching and learning.

- Kindergarten: NWEA Reading and Math assessment (Winter and Spring)
- Grades 1-8: NWEA Reading and Math assessment (Fall, Winter, and Spring)

REPORT CARDS and PARENT/TEACHER CONFERENCES

Communication between the home and the school is essential to the student's total development. Report cards are issued every quarter. Conferences are held twice yearly (fall and spring). Meetings and/or conferences with the teacher may be scheduled and are encouraged anytime throughout the year for the elementary and junior high.

HOMEWORK

Homework is a very important part of the St. Mary's curriculum as it provides an opportunity for students to practice what they have learned and to apply their skills to everyday living. Homework also helps develop the necessary skills for independent study, as well as provides an opportunity to develop sound work habits. Parents need to encourage students to complete and hand in their homework on time.

TECHNOLOGY

St. Mary's offers one-to-one access to technology and Google Accounts for kindergarten through 8th-grade students. Each year we ask families to review the following technology agreements: Google for Education, Appropriate Technology Use for Students, and the Chromebook Agreement for 4th through 8th-grade students.

Technology access is a privilege and student Google accounts are monitored using Go Guardian, a software program that filters the content of the internet and monitors students' internet use. This program has been linked to the Google Accounts of our 1st through 8th-grade students and is active whenever students are logged into a Chromebook or Chrome using their school accounts. If you would like more information about Go Guardian, please visit www.goguardian.com or contact Theresa Seykora at tseykora@stmarys-owatonna.org.

SCHOOL AGE CARE (SAC) PROGRAM

The St. Mary's SAC Program is designed to provide a safe and supervised environment for children in **Kindergarten Readiness through grade 5**. Students must be four by September 1 to enroll in this program. The after-school SAC program runs from 2:30-5:00 PM on school days.

CUMULATIVE RECORDS

Parents/Guardians have access to review their child's cumulative records. The records must remain in-house. Please call the school office to make an appointment.

POSTERS/ANNOUNCEMENTS

All posters and announcements to be displayed at St. Mary's School must first be approved by the administration. The individual(s) responsible for the poster/announcement are to remove them.

MEDICAL INFORMATION

Parents need to update the school of any medical needs for their child. In the event of an accident or emergency, clear and accurate information is essential.

SCHOOL NURSE

The school nurse coordinates the health services. The nurse's office is located in the main office area. The nurse is generally available from 9:00 -1:00. During that time, the nurse can meet with a student about health related problems, first aid, or health emergencies. Outside of these hours, the student should report to the main office.

The nurse also checks health records, classifies and assigns students who have special health needs, and supervises health tests. The nurse's services are not to take the place of the family doctor.

MEDICATIONS

Any student who must take medication during the day must adhere to the following procedure:

1. Only a licensed school nurse or registered nurse, administrator, or teacher may administer medication to a student during school hours.
2. Prescription medication may be administered only according to the written order of a physician and written authorization of the parent/guardian.
3. The medication to be administered must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. All medications should be kept in a locked place.
5. Nonprescription, over-the-counter medication may be administered according to the written authorization of the parent/guardian.
6. Exceptions:
 - a. Students in grades 6-8, may self-administer nonprescription, over-the-counter medication consistent with the labeling instructions if parents have given written authorization. This privilege could be revoked if it is abused. This provision does not apply to any drug or product containing ephedrine or pseudoephedrine.
 - b. Students may self-administer asthma inhalers and/or epinephrine auto injectors with a written order of a health care provider and written authorization of parent/guardian.

VOLUNTEER AND BACKGROUND CHECKS

All employees, as well as school volunteers and chaperones, are required to complete safe environment training which includes:

1. VIRTUS training provided by the Diocese of Winona-Rochester and offered as an on-line course.
2. background check (coordinated by Business Administrator)

STUDENT SIGN IN/SIGN OUT PROCEDURES

When entering the building after 7:55 AM, students **MUST** check in at the office. During the school day, students **MUST** check in with the office when they leave and again when they return.

Parents/guardians must notify the office in order for their child to be permitted to leave the school building during school hours.

PHYSICAL EDUCATION HEALTH EXCUSES

Students are required to bring a note from their physician or parent/guardian to be excused from physical education classes.

BUS RULES AND REGULATIONS

The Owatonna Public School District (No. 761) has established a set of eligibility guidelines for riding the bus. Only those students eligible can ride the bus. There are circumstances, such as going to a friend's house, which can allow you to ride a different bus. If this happens, you must first obtain permission by having your parents contact the bus company.

When riding the bus, keep in mind that all school policies and regulations apply, in addition to the policies set by the Owatonna School District and Bus Company. Always remember the driver is in charge of the bus and is responsible for the safety of everyone riding. Show your driver all the respect and courtesy you would give your teachers or parents.

ACTIVITY BUSES

Activity buses will be provided for most school activities that occur away from the school grounds. St. Mary's athletic teams ride buses to away games. These are for players and coaches only. A student must ride home on the bus unless your parent signs a permission slip ahead of time allowing you to ride home with your parent or someone else.

FIELD TRIPS

Field trips are an extension of the classroom and an integral part of learning. Many of these field trips occur in town. Depending on the location, students will walk or be transported by bus. Families will be notified of upcoming in-town field trips but additional permission will not be requested. For out of town field trips, a permission form will be sent home that must be signed and returned to school before a student can participate.

ACCIDENTS

For your safety, any accident in the school building or on school grounds during school activities, practices or games must be reported immediately to a person in charge. An accident report may be filled out for any injury.

INSURANCE

The Diocese of Winona no longer provides student accident insurance effective July 1, 2001. Should a student injury occur the parent/guardian medical insurance would be the primary insurance carrier. Insurance coverage beyond your primary insurer needs to be directed to the Diocesan Risk Management Coordinator, Ryan Christianson at 1-800-494-6452.

PARENT COMMUNICATION

St. Mary's school strives for open and honest communication between teachers, students, parents, and administration. To facilitate productive lines of communication between teachers and parents/guardians, the following chain of command should be implemented:

1. Contact the teacher first. Teachers can be reached via email or voice mail or by leaving a message in the school office.
2. Parents are welcome to email, call or stop in at the principal's office if concerns are not being addressed by the teacher.

3. If parent concerns are not met after meeting with the teacher and principal, parents are welcome to file a formal complaint as outlined in Policy SP-20.

SCHOOL CANCELLATIONS OR EARLY RELEASE

In the event of excessive snow or a weather emergency, school may be canceled or released early. This decision is made by the public school in consultation with the Owatonna Bus Company. For school cancellations, every attempt is made to make this decision by 5:30am. When school closes, all after-school and evening activities are canceled including SAC.

COMMUNICATION ON SCHOOL CANCELLATIONS AND EARLY RELEASE

If school is canceled or dismissed early, a message (text/email/phone call) will be sent by our automated messaging system. Closing and early release notices are also submitted to major radio and TV stations as "Owatonna Public Schools". This will always include St. Mary's School unless otherwise communicated.

CLOSED CAMPUS REGULATION

When parents drop their children off at St. Mary's School in the morning until they pick them up after school, they are in our care. In order to ensure their safety, students must remain inside the school building and may not leave the school grounds (including going to Fareway) unless supervised by an adult.

LOST AND FOUND

Each year, clothing and other items are left at school and never claimed. We urge you to mark ALL clothing items with your child's name. The lost and found area is located in the music hallway. If you have lost anything, please check there and/or in the school office. All unclaimed items will be donated to charity periodically throughout the year. **St. Mary's School is not responsible for any lost or stolen items.**

CARE OF SCHOOL AND PERSONAL PROPERTY

It is a matter of personal and school pride that each and every student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone. Each student is responsible for the proper care of all books, supplies, and furniture supplied by the school. If you disfigure property, break windows, or do other damage to school or personal property or equipment, you will be required either to pay for the damage which is done, or replace the item.

BAND EQUIPMENT

Student Owned: Parents will be responsible for any damage to equipment off and on school premises. *School Owned:* Parents will be responsible for any damage to equipment on and off school premises.

MASSES, PRAYER SERVICES, AND SPECIAL PROGRAMS

During the school year, the St. Mary's community will participate in school-sponsored Masses, prayer services, and special programs. These events are considered scheduled school time, and students are expected to be in attendance.

GIFTS TO STAFF

Parents and students often wish to express their appreciation by giving gifts to St. Mary's faculty and staff. Families are welcome to give small gifts independently; however, we ask that "group" or "class" gifts are not organized, i.e. please do not ask any other family to join in a collective gift for a teacher. There are several reasons for this: For some families, the "ask" amount poses a financial hardship, especially for parents with children in multiple grade levels. Also, parents may feel pressured to participate in group gifts; even when such pressure is unintentional, it may be uncomfortable and this is counter to the welcoming sense of community that we work to create at St. Mary's School.

MONEY AND VALUABLE ITEMS

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles.

ELECTRONICS

For security reasons and to ensure a productive educational environment, all electronic devices (including cell phones) are not to be used during school hours without permission. Electronics used without permission may be confiscated and parents will need to pick up confiscated electronics in the school office.

TELEPHONE

Students are permitted to use the telephone in the office during school hours with permission.

SCHOOL SOCIAL WORKER

St. Mary's School has a full-time School Social Worker. Teachers and/or parents may request that the social worker meet with students when extra support is needed. The school social worker will provide leadership on the school crisis team to handle crisis issues, provide classroom presentations upon request of teacher/administration, and refer and collaborate with community agencies to address needs of students and families.

SCHOOL SPONSORED ACTIVITIES

A variety of school activities will be scheduled during the school year. School rules and regulations apply to all students attending these activities. Students will be held responsible for their behavior.

PETS IN SCHOOL

Out of concern for the health and safety of our students and staff, along with many being allergic or fearful of animals, pets may not be brought into our schools or around the outside of school during the school day (including drop off and pick up times). School Administration may grant an exception if it is for educational purposes, the benefit of the school, or extenuating circumstances.

SEARCH AND SEIZURE

St. Mary's provides lockers and desks for the convenience of students, but they remain school property. School officials and staff have the right to search school property assigned students and seize materials under the following guidelines:

1. There is reasonable cause to believe that item(s) in your possession are illegal, in violation of school policies, or constitute a hazard to the health and safety of others in the school.

2. The search for a specific item(s) may be conducted in your presence.
3. In case of emergency, or when you are unavailable, a school official or staff member has the authority to enter and search school property and seize item(s) covered by the regulation. You will be notified as soon as possible if this happens.
 - Examples of items subject to this regulation include but are not limited to: drugs, weapons, hazardous materials, pornography, stolen goods, fireworks, explosives, and alcohol or tobacco materials.

EXPULSION

The St. Mary's School Administration reserves the right to dismiss, at any time during the school year, any student whose conduct, influence or academic work is regarded as unsatisfactory.

MANDATED REPORTING

By law, school personnel are mandatory reporters and are required to report any maltreatment or suspicion of maltreatment of minors. Child abuse and neglect means the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child under the circumstances which indicate that the child's health or welfare is harmed or threatened. For more information on Minnesota Mandated Reporting Laws refer to MN State Statute of 626.556.

DRESS CODE

St. Mary's has a school dress code that is intended to maximize the educational opportunities, general safety and health of St. Mary's students, and uphold the Catholic values of modesty and chastity. We appreciate parents' help in monitoring student clothing to ensure it meets the dress code.

All Clothing

Dress and appearance must not present health or safety problems. The school may restrict the wearing of clothing or other adornment that is disruptive to school operation or that is generally distracting.

GENERAL POLICY (All students Preschool-8th grade)

- Clothing that advertises alcoholic beverages or tobacco products or makes reference to anything that is of questionable moral value is not permitted. Logos and wording on clothing must reflect the values of the Catholic religion.
- The tightness and looseness of all clothing needs to be considered.
- All clothing must cover undergarments.
- Students should always dress respectfully for Mass and liturgical functions. Students are encouraged to "dress up" if they are part of the ministry team at the Mass.
- Hats may not be worn within the school building unless a student has administrative approval. Hats can be brought to school to wear for recess.
- Swimsuits must be modest in nature. Girls must wear a one piece or tankini. If the midriff (torso/belly area) is showing, a tank top or t-shirt must be worn over the swimsuit. Boys must wear swim trunks.

ADDITIONAL DRESS CODE POLICY FOR GRADES 5-8

Shirts

- Shirts must overlap the pant waistline whether standing or sitting.
- Sleeveless shirts must have straps at least 3 fingers wide and a hem around the armhole. The looseness and size of the armhole on sleeveless shirts should be considered.
- Shirts must cover all undergarments.
- Low cut necklines are not allowed.

Pants

- Pants must cover all undergarments when standing or sitting.
- Wording and/or lettering on the backside of pants/shorts is not allowed.

Shorts and Skirts


- When standing straight with arms at your side, shorts and skirts must extend beyond your fingertip.
- Tight fitting shorts are not allowed.
- Leggings, jeggings, tights, etc. may be worn if the outer shirt reaches the length of your thumb when standing straight with arms at your side. It must meet this length requirement all the way around.



If a student is in violation of the dress code, they must correct the situation before returning to class or activity. If needed, the student will need to contact their parents to bring appropriate attire.

BEHAVIOR EXPECTATIONS

All students are expected to behave appropriately and will be held accountable for their behavior. Information outlining individual teacher behavior expectations and procedures will be communicated and posted by classroom teachers. The student, staff, and parents will work collectively to correct inappropriate behavior. The following chart will be used as a guide:

Level 1 Behavior	
Infractions	
<ul style="list-style-type: none">• Disrespect towards yourself, others, or property through words, actions, or gestures• Not positively contributing to the learning environment• Not following school and classroom routines and procedures	
	
Consequence	
<ul style="list-style-type: none">• Verbal warning• Brief time out or relocation of student within the classroom• Teacher and student have a discussion about the behavior and why it was not appropriate• Teacher notifies the parent of the student behavior if necessary	

Level 2 Behavior

Infractions

- Repeated, unchanged Level 1 behavior
- Inappropriate language/comment
- Destruction of student or school property



Consequence

- Removal from classroom--sent to dean or principal
- Principal or dean has a discussion with the student about the behavior and why it was not appropriate
- Teacher notifies the parent of student behavior
- Dean may work with student to develop a behavior and/or academic Success Plan
- "R" time may be assigned for 6th-8th grade students
- Principal or dean follow up with parent

Level 3 Behavior

Infractions

- Repeated, unchanged Level 1 or Level 2 behavior; no change resulting from other interventions
- Verbal threats, intimidation
- Bullying behavior
- Physical harm to another (intended)



Consequences

- Removal from classroom--sent to dean or principal.
- Principal or dean has a discussion with the student about the behavior
- Principal and dean determine appropriate consequences ("R" time for 6th-8th grade students or suspension)
- Principal may involve the dean and/or social worker to work with the student and parents to develop a behavior and/or academic Success Plan.
- Principal notifies the parent of student behavior and consequences assigned.

BULLYING PREVENTION

St. Mary's school expressly prohibits bullying in all forms, either by an individual or group of aggressors. The school takes all reports of bullying seriously. Bullying is the **repeated** use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Targeted Student, and that:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Targeted Student or places the Targeted Student in reasonable fear of such harm;
- causes damage to the Targeted Student's property;
- places the Targeted Student in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Targeted Student;

- infringes on the rights of the Targeted Student at school, including defamation and invasion of privacy; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Any Staff or volunteer who has witnessed or become aware of any instance of Bullying or Retaliation must report that act to the Principal.

Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to the student's teacher, who must then report it to the Principal.

Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the Principal. (Policy SP-26)

HARASSMENT

Any form of intimidation, violence, harassment, or bullying, whether it be in the form of verbal, non-verbal, or physical conduct, will not be allowed. This includes, but is not limited to, intimidation, violence, harassment, or bullying that is based on a person's race, color, religion, gender, national origin, age, disability or sexual orientation. No student, employee, or volunteer of St. Mary's School may harass or be violent toward a student, employee, or volunteer through conduct or communication. St. Mary's School takes all reports of intimidation, violence, harassment, and bullying seriously. If you feel that you have been subjected to any form of intimidation, violence, harassment, or bullying, you need to tell a teacher, the principal, or another St. Mary's staff member. All complaints will be investigated in a timely manner and as confidentially as possible. (Policy SP-21)

WEAPONS

It is the policy of St. Mary's School to forbid the possession, custody, and use of unauthorized weapons by staff, students or other persons on school property or during school sponsored activities.

The term "weapon" may also include, but is not limited to the following: Any firearm, knife, explosive, or object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any "look-alike" object that resembles an object that has a potentially violent use, if, under the surrounding circumstances as determined by the administrator, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon. (Policy SP-19)

OTHER ILLEGAL OR INAPPROPRIATE MATERIALS

At no time will alcohol, tobacco products, drugs, drug paraphernalia, pornographic materials, or other hazardous or illegal items be allowed in St. Mary's School or on school property. School Administration may grant an exception if it is for educational purposes, the benefit of the school, or extenuating circumstances. (Policy SP-19)

GENDER IDENTITY

All Catholic schools in the Diocese of Winona-Rochester have implemented a gender identity policy effective July 2022. If you would like to read the policy in its entirety, please contact the office.

PARENT INVOLVEMENT

Parental involvement is essential to a successful school and educational program. These organizations are available to the parents/guardians:

- School Advisory (meet on the 4th Tuesday of the month)
- Home and School
- Music Boosters
- Sports Boosters
- Auction Committee
- Sustainability Committee
- Facilities/Long Range Planning Committee
- Volunteer Programs
- Parents & students gr. 5-8 assist with Steele County Free Fair Bingo Stand (August)

HOME AND SCHOOL

Each family is a member of Home and School – a group that brings the ‘fun spirit’ to St. Mary’s School! All parents are welcome. Home and School sponsors: Back to School Night, the Steele County Free Fair bingo booth tent, classroom parties, Christmas and birthday cards for the SMS staff, Super Bowl Sunday Bingo, Muffins with Moms, Donuts with Dads, teacher appreciation lunch, and much more!

SCHOOL ADVISORY

St. Mary’s Advisory Board is a consultative body, advisory to the pastors and principal. Policies, after formulation by the board, are officially enacted by the pastors and then implemented by the principal. The Advisory Board does not work with personnel issues; this is the responsibility of the administration and pastors.

St. Mary’s School Advisory Board welcomes parents to attend meetings and give feedback to the board on areas of concern or questions. The board will listen to you at the beginning of the meeting. The board will take these concerns to further study and review of current school policy as needed.

FUNDRAISERS

Fundraisers have the value of building community while giving parents/guardians and students the opportunities to contribute. The following are St. Mary’s fundraisers:

- ✓ Night of Knights Auction - Includes a silent and live auction with items made or donated by the public. (Spring)
- ✓ Scrip - Every K-8 family has an obligation to earn \$300 in Scrip profit from June 1-May 31. This is a **per family** goal, not a *per student* goal. Once you have reached your \$300 in Scrip profit, any additional profit is split 50-50 between SMS and your family. Any additional profit earned by a family will be automatically applied to reduce the next year’s tuition. If you do not have a student at SMS the following year, your profit will go to the SMS Scholarship fund. **You cannot get cash back.**
- ✓ Marathon – The Minnesota Marathon for Nonpublic Educations, Inc. is an organization of parents, educators and friends of Nonpublic Education who sponsor the MARATHON for Nonpublic Education. Participants in the MARATHON raise money and make a public demonstration of their support and belief in Nonpublic Education. All monies collected by participants are given directly to St. Mary’s School.

GRADES 6-8 STUDENT INFORMATION

GRADING

There are four grading periods in the school year. Students will be given two grades in each core class. An Academic Grade (A-F) and a Responsibility Grade (3-2-1). Students will only be given Responsibility Grades for Learning Labs.

Grading Beliefs:

1. The academic grade should communicate what a student knows and can do in relation to a set of standards/outcomes for a course.
2. Extra credit is not an indicator of what a student knows and can do, and will not be offered.
3. Behaviors should not be included in an academic grade.
4. Behaviors are important and will be communicated with a responsibility grade.
5. That homework is a valuable way to practice skills and concepts that are taught in the classroom.
6. Homework is a way for students and teachers to gauge if the skills and concepts are understood.
7. Homework is practice and should not be a part of the overall academic grade for a student.
8. Homework should be completed by the student.
9. Projects may be used to assess learning and will be treated as an assessment and not homework.

MISSING WORK DUE TO ABSENCE

It is the responsibility of the student to check online and with their teacher for any missed work. Students that struggle to complete the work must meet with their teacher to come up with a mutually agreed upon plan to get caught up on their work.

CHECKING STUDENT PROGRESS

Parents and students are able to monitor grades and homework at any time via our Student Information System (SIS). Please check and monitor this on a regular basis. Teachers will notify parents if there is a recurring issue with homework completion.

ACADEMIC GRADE

The Academic Grade will be based on evidence of mastery and learning of the course outcomes. The grade will be based on the following grading scale.

<u>GRADING SCALE</u>	
A	94-100
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

RESPONSIBILITY GRADE

The Responsibility Grade will assess student behavior, student engagement, and timeliness on assignments. The following rubric will be used for the Responsibility Grade:

Responsibility Grade Rubric					
	Meets Standard		Progress Towards Standard		Serious Error in Meeting Standard
Student Behavior					
3	Student behavior is appropriate and consistently meets the behavioral expectations of the class.	2	Student behavior is generally appropriate, but sometimes falls below the behavioral expectations in class.	1	Student behavior consistently falls below classroom expectations. This could include a pattern of poor behavior or a serious behavioral offense (i.e. cheating, insubordination, harassment, etc.)
Student Engagement					
3	Student is consistently engaged in class activities. Student participates in class discussions when asked.	2	Student is not consistently engaged in class activities. Student routinely loses focus or occasionally does not participate in the class activities.	1	Student is seldom engaged in regular classroom activities. Student is unable or unwilling to participate in class discussions due to disengagement.
Timeliness/Materials/Work Completion					
3	Student is consistently on time to class with appropriate materials. Student work is consistently on time and complete.	2	Student is not consistently on time or prepared with appropriate materials. Student work is not consistently on time or complete.	1	Student is often tardy to class or does not come with appropriate materials. Student work is seldom on time or often incomplete.

POWER HOURS

Throughout 6-7-8th grade, students are asked to perform **9 hours of service each quarter**. Power Hours (student volunteer hours) are an opportunity to practice living out the good news of the gospel. We feel that asking our students to dedicate an average of one hour each week to serving others is a great way to encourage our students to develop a habit of generously sharing their gifts and talents as disciples of Christ.

- **Students may start accumulating hours the summer before their sixth-grade year.**
- Typically, hours are to be turned in at the end of each month (the due date will be on the **POWER HOUR** form). *However, any hours completed over the summer may be turned in the first week of school. These hours will count toward a student's first quarter total.*
- All hours should be **recorded, reviewed, and signed by a parent or the supervisor** on the official **POWER HOUR** form and turned in to the religion teacher (Mrs. Ginskey 7th/8th or Mrs. Berkley 6th) at the end of each month.
- **All hours recorded must be *volunteer* hours - NOT paid hours.** If students do get paid, they can donate the money to charity and still count the activity as service!

- **Household chores do not count!** Helping aunts and uncles, grandmas and grandpas does count as **POWER HOURS**, but helping mom and dad does not- they should be doing this anyway!
- Official **POWER HOUR** forms can be found in Mrs. Ginskey's, Mrs. Berkley's, or the 6th-grade classroom, and email updates sent to parents. Any extra hours of service beyond the 9 recommended hours may result in extra credit points for religion class as long as all other religion assignments are completed.

Three categories of service and examples

*Students are required to perform at least 1 hour in two of the three categories per quarter.

- School
 - Student Council
 - Liturgy Band and Choir
 - Altar serving at SMS Masses
 - Assisting a teacher
 - Bingo tent at the SCFF in Aug.
 - Sweeping and cleaning after school
 - Auction set-up/clean-up
 - Yearbook
 - Volunteering at SAC
- Community
 - Food Shelf
 - Clothesline
 - Assisted living facility
 - Helping a neighbor
 - Babysitting for free
- Church
 - Singing in church choir
 - Helping with Sunday school, Children's Liturgy, or the nursery
 - Altar serving at weekend Masses
 - Cleaning or yard work at church

SERVANT LEADERS FOR LIFE

Servant Leaders for Life celebrates academic achievement, student responsibility, and service.

Each quarter students can earn this award by meeting the following criteria:

- Academic Grade: B- or above in all classes
- Responsibility Grade: average of 3 in all classes
- No "R" Time
- 9 + Power hours/quarter (in at least two of the three categories)

8TH GRADE SERVICE AWARDS

There are two awards that students can achieve by the end of 8th grade. These awards are announced at the Graduation Ceremony:

Spirit of St. Mary's School Service Award*

Requirements:

- 108 or more hours of total service including a minimum of 18 hours of school-related service
- at least 1 hour in each category (overall throughout the 3 years)



Jerry Kent Spirit of St. Mary's Service Award*

Requirements:

- 216 or more hours of total service including 36 hours of school-related service
- at least 9 hours per quarter all 3 years
- at least 1 hour in each category every quarter all 3 years

***Hours will be prorated for newcomers to our 6-7-8th grade program.**

LOCKERS

Students in grades 6-8 are issued a locker and a combination lock. Lockers are not to be shared. You are responsible for the care of your locker. You are encouraged to lock your locker. The school is not liable for stolen articles.

ELECTRONIC DEVICES

During the hours of 7:55 a.m.-2:35 p.m., all electronic devices are prohibited, unless a teacher has given the student permission to use them. At the start of each class, phones/other electronics are to be left in the student's locker or placed in the pocket chart found in each teacher's classroom. These devices can only be removed if the teacher gives permission during a class or upon exiting the classroom at the end of the class period. Electronics are to remain in the classroom pocket charts or locker when students go to lunch, church, or any other activities outside of the classroom. Teachers will lock classroom doors to ensure they are secured.

If a staff member sees a student using a device at any time throughout the school day without permission, it will be taken away and given to the dean. On the first offense the student can pick up their electronic from the dean. If a second offense occurs, a parent/guardian will have to make arrangements with the dean to pick it up. If a third offense occurs, a parent/guardian has to pick up phone again and student will have to serve an R Time.

ELECTRONIC DEVICES ON FIELD TRIPS

No electronic devices are allowed on field trips, including on bus rides to and from, unless otherwise specified by teachers for the use of educational purposes.

JR HIGH AFTER SCHOOL SUPERVISION

For health, safety and liability reasons, students need to be supervised at all times and will not be allowed to be in the school after dismissal without previous arrangements. Students participating

in after-school activities starting no later than 3:30 will report to an assigned classroom and will be supervised. For any activities that begin later than 3:30, students are expected to leave the building and return later for their activity. If you qualify for bus transportation, please use that option.

CO-CURRICULAR CLUBS AND ORGANIZATIONS

In addition to a fine educational program, there are many outstanding extra-curricular activities for your involvement at St. Mary's. Please get involved. Your growth as a well-rounded individual is vital to the student body. Below is a list of activities:

- Student Council – Grades 6-8
- Drama/Theater – Grades 6-8
- Safety Patrol - 5th Grade
- Sports - Grades 6-8

PHILOSOPHY OF ATHLETICS

St. Mary's School views athletics as an integral part of the educational process. St. Mary's will provide positive models of coaching excellence and sports programs that promote the ideals of sportsmanship, participation, competitiveness, high performance, and Christian character, with Christ as our witness. Through the administration, coaching staff, parents, and fans, the St. Mary's sports program strives to influence the student athlete in a positive manner. All programs enable each participant to compete primarily for the enjoyment, education, appreciation, and lifetime benefits of sports in a Christian atmosphere and not solely for winning or personal gains. Coaches are encouraged to give every team member the opportunity to participate. The intended outcomes of the St. Mary's Sports experience are:

- To learn and apply Christian character
- To promote school unity and spirit
- To improve individual skills in a sport through teamwork
- To continue demonstration of sportsmanship
- To enhance the image of St. Mary's School

We fully understand the importance of participating in extra-curricular activities, as they can help provide a well- rounded educational experience. It is our goal to have students achieve academically as well as participate fully in their activity. We hope that by working together and communicating, we can make this a successful experience for all.

ATHLETIC ELIGIBILITY

1. The student must be enrolled at St. Mary's School.
2. The student must have had a physical exam within the last three (3) years.
3. Students are expected to maintain a "C" (74%) in each class. Missing homework and/or a grade below a "C" in a class may result in missing a game or practice. Effort and progress toward improving the grade may be taken into consideration.
4. Students must behave in accordance with behavior expectations of the school.

NOTICE OF PEST CONTROL MATERIALS

St. Mary's School utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school building. Their program consists of:

1. Inspection and monitoring to determine whether pests are present and whether any treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

ASBESTOS NOTIFICATION

As a result of recent Federal legislation, each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a major plan for all asbestos-containing building materials. St. Mary's School is in full compliance with this law. St. Mary's School continues to maintain a safe and healthful environment for our students, staff, and parents.

Asbestos was used extensively during World War II in the construction industry and was also widely used in many factories, buildings, and hospitals across the nation. In all cases, asbestos products work very well to provide fire safety. Since then, concern has been raised that, with time, asbestos-containing materials can break down and allow particles into the air. Heavy exposure to asbestos particles has been linked to certain forms of cancer. Earlier Federal laws were passed requiring school districts to identify areas at which materials containing friable asbestos were used. More recent legislation (ASHERA) required identification of all asbestos-containing materials and a plan to manage those materials.

In keeping with this legislation, accredited inspectors inspected all buildings owned or leased by the school districts and independent laboratories analyzed samples. Based upon these inspections, the school prepared and the state-approved comprehensive management plans for handling asbestos located within buildings.

St. Mary's School has asbestos-containing materials within it, which are either under repair, removal, or being maintained on a regular basis.

Federal law requires periodic walk-throughs called surveillance every six months of each building containing asbestos. The last inspection at St. Mary's was in January 2016. Also, the law requires that all buildings be re-inspected every three years. Short-term workers (outside contractor's example, telephone repair workers, electricians, and exterminators) are provided with information regarding the location of asbestos that they may come into contact with. All short-term workers shall contact the head custodial maintenance person before working within the building.

St. Mary's School has a list of locations; types of asbestos-containing materials found in the school building and a description and timetable for the proper management. A copy of the Asbestos

Management Plan is available for you to view in the school office. Copies are available at \$.10 per page. Questions related to the plan should be directed to Thad Dahling, a designated asbestos management programmer through the Institute of Environmental Assessment.