



Carondelet
CATHOLIC SCHOOL

Parent/Student Handbook

Carondelet Catholic School

Minneapolis, Minnesota

2023-2024

www.carondeletcatholicschool.com

**Upper Campus (3-8)
3210 West 51st Street
Minneapolis, MN 55410**

**Lower Campus (Prek-2)
2900 West 44th Street
Minneapolis, MN 55410**

612-927-8673

PARENT/STUDENT HANDBOOK

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Mission and Philosophy Statements

Carondelet Catholic School is the parish school of Christ the King and St. Thomas the Apostle. We are a community dedicated to educating the whole child by providing a strong academic program, teaching Christian values, and preparing students for a life of learning and service.

We believe . . .

- in a Catholic, Christ-centered environment where Christian values are taught, modeled, learned and lived.
- it is important to provide a friendly and non-threatening atmosphere where creativity, uniqueness and self-esteem of each person are nurtured.
- in promoting life-long learning, personal development, growth in the faith, and encouraging responsible, value-based choices.
- in educating the whole-child: spiritually; academically; intellectually; physically; emotionally; and socially.
- in educational opportunities that allow for diversity, where learning styles are honored, all individual differences are respected, and children are taught at appropriate developmental levels.
- all children are capable of learning and being creative, independent, and critical thinkers.
- in challenging the students to be active stewards by sharing their time, talents, leadership, and creativity in the faith community.
- learning is not confined to the school building or to textbooks.
- in education that builds skills and experiences that prepare students for living in the future as responsible adults in a humanly diverse global community.

Carondelet Catholic School Leadership

Paula Leider, Principal
pleider@carondelet-mpls.org

Rev. Erich Rutten, Canonical Administrator
erutten@stthomasmpls.org

Becky Harris, Assistant Principal
bharris@carondelet-mpls.org

Rich Oberlies, Board Chair

Kathryn Martin, Assistant Principal
kmartin@carondelet-mpls.org

GENERAL SCHOOL INFORMATION

A partnership between Families and School

Carondelet Catholic School believes that a high quality education begins with a partnership between families and the school. Healthy partnerships consist of productive communication, agreed upon expectations, and consistent interactions.

Additionally, we expect our members to act respectfully and responsibly with others. In any form of collaboration, disagreement and concern may happen. Good communication becomes essential in resolving issues. Productive communication involving disagreement or concern should not occur when children are present. Mutual respect will benefit everyone.

The following guidelines are to be used to guide communication between parents/guardians and school staff.

Please partner with us by:

- Reinforcing school policy and authority
- Talking and acting respectfully toward staff members
- Demonstrating positive support for our staff in front of children
- Contacting the staff member directly involved in the concern
- Setting appointments with staff members for meetings
- Come to meetings with an open mind
- Asking for all sides of the story before making conclusions
- Develop relationships with your child's teachers
- Being active members of the community by volunteering, attending events, participating in fundraising, and joining committees at both the school and our parish partners.
- Joining Home and School
- Ensuring your child attends school consistently and is on time for school daily by planning appointments and vacations outside of school time.
- Attending conferences, completing appropriate forms, utilize google classroom and your family portal on FACTS to support your student academically, and read the weekly newsletters.

Our staff will partner with you through:

- Reinforcing school policy and authority
- Talking and acting responsibly toward parents/guardians
- Contacting parents /guardians directly involved in the concern and will not breach confidentiality by discussing other students with parents
- Maintaining records and assessments for students and communicating that progress with families.
- Maintaining professionalism and confidentiality
- Demonstrating positive support for students and will not allow disagreements in front of students.
- Allowing time for scheduled meetings and will make an effort to respond to parents within 72 hours of a request for information.

SCHOOL HOURS**Lower Campus****9:10 am to 3:50 pm****Upper Campus****9:00-4:00 pm****OFFICE HOURS**

Both campus office hours are from 8:00 am to 4:30 pm on days when school is in session. Voice mail is available for any message 24 hours a day. When leaving a message, please include your name and phone number. The general office phone number is 612-927-8673.

ACCREDITATION

The Minnesota Nonpublic School Accrediting Association (MNSAA) accredits Carondelet and annual reports are submitted to this agency in order to meet association standards. Curriculum evaluation is an ongoing process at Carondelet. Programs are selected after careful study and consultation on the part of the faculty. Our current strategic plan is posted on our website and on FACTS.

ADMISSION POLICY

Carondelet offers an educational program for children from Pre-Kindergarten through Grade 8. Sponsored by the Catholic parishes of Christ the King and St. Thomas the Apostle, the school serves children from both parish communities and any other children whose families value education within the context of a Christian environment. Admission is made through formal registration. Carondelet does not discriminate on the basis of race, color, national origin, sex, gender or disability. Carondelet reserves the right to refuse admittance if it is determined that a child's needs cannot be adequately met.

Attempts are made to limit our class size to 20-25 students in a homeroom. After that, a waiting list is kept, notifying parents as soon as an opening is available.

Admission preference is given to members of our parishes, siblings of current students, members of other Catholic parishes, and applicable openings in our programs.

Kindergarten and new family registration is held in January. Current family registration is held each year in March. Dates are announced in the parish bulletins and the school weekly newsletter.

Families applying for admission will pay a non refundable \$250 application fee per family, which will include their registration fee for the year. All families returning to Carondelet will pay a non refundable registration fee of \$250.

Continuous Enrollment

Carondelet participates in continuous enrollment. Families in grades PreK- 8 are automatically re-enrolled in March of each year. Families will be expected to update their family information in March, and will be charged automatically on April 1st for their registration fees. Families who elect to withdraw must do so by April 1 in writing to both the principal and the director of admissions in order to avoid paying the non refundable registration fee.

Transfer Students

For students wishing to transfer into Carondelet from another school, the following criteria will need to be met prior to admittance:

- The parent/guardian and student will need to understand and agree to the academic and behavioral expectations outlined in the Carondelet Parent/Student Handbook.
- Parents/guardians will need to commit to the tuition and expense obligations related to the school year.
- Student records, including any special education and/or behavioral service plans, must be provided to Carondelet prior to admittance decision.
- For the benefit of both the student and school, all students transferring to Carondelet will be on a probationary period for the first 60 days. Based on the academic and behavioral feedback from the student's teachers we will determine whether the student is able to abide by the rules and expectations of the school and whether the school can meet the student's needs. (An extension may be granted up to 90 days if it is necessary.)

Applications and Enrollment

All enrollment for Carondelet Catholic School is completed electronically through our student information system. Please refer to the link on our website. Please contact our office if you need assistance in completing the required enrollment process.

Kindergarten

Children entering kindergarten must be five years of age by September 1 of the year in which they enroll.

Health/physical form, immunization records and birth certificate are required to complete the registration.

Each year Kindergarten sessions will be determined according to the number of registered students. Priority enrollment is given to siblings of current Carondelet students followed by parishioners of either Christ the King or St. Thomas the Apostle according to the length of membership. If enrollment is full, students will be placed on a wait-list and notified as a place becomes available. Carondelet does not discriminate on the basis of race, color, national origin, sex, and disability.

Required forms for admission

Students in all grades must provide a copy of student's birth certificate, immunization record, and a current health summary signed by their doctor in order to complete enrollment. An updated health summary must be provided to the school upon any new developments of medical or mental health issues. Preschool students must have all of these documents provided to the school BEFORE attending school on the first day.

TUITION/BILLING SYSTEM

Tuition is an exchange for the service of providing education by Carondelet Catholic School. The Carondelet Board of Directors establishes tuition. Families are expected to pay the full amount of tuition in a timely manner. Carondelet is not a loan company and needs tuition payments to help meet its financial obligations.

In March, families receive notification of the tuition schedule for the upcoming school year. On April 1st all families will be charged a \$250 non-refundable registration fee for the subsequent year. If families are planning to withdraw, they must contact the school in writing before April 1st of each year. This fee is automatically charged in our incidental billing system on FACTS, our financial and student information system.

During initial enrollment, families will select a payment plan in FACTS, which will automatically rollover to the next school year. Carondelet participates in continuous enrollment, therefore, families will not need to complete enrollment each year and their payment plan will be enforced from the date of enrollment through 8th grade Graduation. There is a yearly \$50 fee to execute payment plans on FACTS.

Carondelet requires online payment through ACH or credit card for all tuition payments and incidental billing. Families can see their balances for incidental billing and tuition by selecting Financial and then Financial Home in their family profile.

Incidental billing will include items such as field trips, milk program, band fees, lunches not paid for when ordered, and other miscellaneous fees. All of these fees must be paid via the FACTS incidental payment system.

It is understood that life events can affect a family's ability to stay current with tuition. It is the family's responsibility to contact the principal or the business office to make special arrangements. These agreements must be made in writing. Families will be held accountable for the arrangements they make. Failure to keep the arrangements may result in the dismissal of a student.

Supporting our Mission through Stewardship Gifts

In order to maintain tuition that is affordable to our families, we seek creative ways to fund Carondelet Catholic School including marketing to increase enrollment, growing our Help a Student Program, and connecting with alumni and other resources.

Tuition pays only a portion of the amount needed to educate a child at Carondelet Catholic School. The actual cost of educating a student is over \$11,000. Fundraising fills the gaps between Tuition, Parish Investments, and our expenses each year. We encourage all families to participate fully in our fundraising efforts throughout the school year.

EARLY WITHDRAWAL

Carondelet Catholic School carefully budgets for how many students will be in attendance during each school year. When a student is withdrawn from school prior to the end of the contract year, it seriously impacts the school budget. Therefore, the following payments will be required.

Withdrawal by this Date	Percentage of Total Tuition Due
April 30 of year prior	0%
May 1- July 31	25%
August 1- December 31	50%
After January 1st	100%

Families must withdraw with written notice prior to April 1st to avoid these fees.

Any exceptions from this policy would be considered on a case-by-case basis with the final decision made by the principal in consultation with the canonical administrator.

To officially withdraw from Carondelet Catholic School, a parent/guardian must inform the school office in writing by the dates listed above.

TUITION AND PARISH MEMBERSHIP

To qualify for in-parish tuition, families must be members of either Christ the King or St. Thomas the Apostle parish. Parish membership requires:

- Registration through the parish office
- Participation in parish liturgies
- Volunteering in parish ministries
- Completing an annual parish pledge card and remaining current on parish contributions

CHRIST THE KING MEMBERSHIP

Those who wish to become members of Christ the King parish are invited to contact the parish office, or stop by the Welcome Desk in the church gathering space. You will be contacted by a parishioner who will welcome you, assist you in completing parish registration, explain volunteer opportunities in the parish and provide other general information.

Christ the King parish subsidizes parishioner children tuition at approximately \$1,200 per child. Christ

the King parish requests parishioner families support that tuition subsidy through their parish stewardship pledge. Christ the King requires a minimum \$600/yr. stewardship pledge per child in order to qualify for the parishioner tuition discount. It is understood that families may encounter financial hardships and alternative stewardship levels can be accommodated by contacting the Christ the King parish office.

Upon completion of this process, a family qualifies for parishioner tuition at the school. To begin the process of registration, please call the parish office at 612-920-5030.

ST. THOMAS THE APOSTLE MEMBERSHIP

Those who wish to become members of Saint Thomas the Apostle parish are invited to participate in the Welcoming ministry. This process begins with the completion of a parish registration form. New members are welcomed by a member of the Parish Pastoral Council. This includes introducing new member(s) to parish ministries, explaining general parish information, and inviting new members to attend a Welcome Sunday Mass followed by a coffee and donut reception.

Upon completion of this process, a family qualifies for parishioner tuition at the school. To begin the process of registration, please call the parish center at 612-922-0041.

GOVERNANCE OF CARONDELET CATHOLIC SCHOOL

Board of Directors

The Carondelet Catholic School Board of Directors serves as an advisory council to the principal. Members are drawn primarily from Christ the King and St. Thomas the Apostle parishes, with the majority of its members being parents or guardians of school students. The Canonical Administrator, appointed by the Archbishop, serves as an ex-officio member of the Board of Directors along with the school Principal. The responsibilities of the Board include: policy development, finance, and long-term development and planning. The

Board generally meets on a monthly basis during the academic year. The Board uses a consensus model for decision-making.

Principal

As the chief administrator of the school, the principal is responsible for the day to day operation of the school and is hired by and is accountable to the pastors of the parishes of Christ the King and St. Thomas the Apostle. The Board of Directors participates in the selection process. The principal's role is to provide religious, educational and organizational leadership, including overseeing the activities of the Board of Directors and the Home and School Association. Responsibilities include, but are not limited to, the implementation of faculty and student policies, curriculum development, recruitment, hiring and supervision of school personnel, monitoring the well-being of the students and faculty, formulating and monitoring of the annual budget, school fundraisers, marketing and the endowment fund and communicating to the various stakeholders.

STUDENT INFORMATION SYSTEM

FACTS, our web-based student information system, is available to all Carondelet families. Any PC or Mac system with an Internet browser can access information and use specific tools. Parents of all Carondelet students can access attendance, assignments and grades. All progress reports (report cards) will be available online. Many teachers use the system to post assignments via Google Classroom. Every family may access their Family Portal account after setting up a username and password. We will send out tutorials for FACTS as needed.

WEATHER AND EMERGENCY CLOSINGS

School closings due to inclement weather will be announced on WCCO-TV and radio stations, and by email. Carondelet will be closed if the Minneapolis Public Schools are closed because of unsafe road conditions due to snow or ice. At the administrator's discretion, Carondelet may remain open if Minneapolis Public Schools are closed due to cold weather. No announcement means that school is in session.

Appropriate winter clothing and boots are to be worn because children go outside every day for recess.

ACADEMIC PROGRAM**CURRICULUM AND EDUCATIONAL PROGRAMS**

Carondelet Catholic School is accredited by the Minnesota Nonpublic School Accrediting Association (MNSAA). As an accredited school, we are required to meet the legal requirements of the State of Minnesota under the MN Compulsory Instruction Statute (120A.22).

As required, Carondelet provides instruction in the following subject areas:

- 1) communication skills including reading and writing, literature and fine arts;
- 2) mathematics and science;
- 3) social studies including history, geography and government;
- 4) health and physical education.

Our standard program of study also includes religion, spelling, Spanish, music, Physical education, STEM and art. Instructional time spent in each subject varies depending on grade level.

The rigorous Carondelet kindergarten through eighth grade curriculum is aligned with the Minnesota State Academic Standards. Our students are immersed in traditional thought that has shaped our civilization, and exposed to questions and technologies they will deal with in today's world.

In addition to the academic curriculum, the school sponsors many other activities to enrich student experiences. These include community service projects, plays, beginning & concert band, jazz band, Junior Achievement (when possible), science competitions or community-based projects, history fair, field trips, chess club, math club, art masterpiece program, and interscholastic sports.

Special education services are available through the Minneapolis Nonpublic School/Special Education Program. Students may qualify to receive support classes for speech, hearing-impairment, academic, behavior, or physical development. The referral is a combined home and school effort to provide a student with the optimum-learning environment. For further information, see the **Special Learning Needs** section.

As set forth in the Compulsory Instruction Law, Carondelet teachers must meet at least one of the following requirements:

- 1) hold a valid Minnesota teaching license in the field and for the grade level taught;
- 2) be directly supervised by a person holding a valid Minnesota teaching license;
- 3) successfully complete a teacher competency examination;
- 4) provide instruction in a school that is accredited by a recognized accrediting agency; or
- 5) hold a baccalaureate degree.

To help students develop strong safety skills within a faith-filled environment, our Kindergarten through Grade 5 students use a research-based program from the Monique Burr Foundation, *Child Safety Matters*, that uses 5 Safety Rules to educate and empower students with strategies for preventing, recognizing, and responding to unsafe situations, including bullying, cyberbullying, online dangers, and all types of child abuse and exploitation, while our 6th through 8th graders use NetSmartz, an interactive, educational program of the National Center for Missing & Exploited Children® (NCMEC) that provides age-appropriate resources to help teach children how to be safer on- and offline. These programs teach elementary and middle school students skills that will help them be safe from dangerous or abusive situations. They also learn how to ask for help when needed. Parents who do not wish that their child participate in the program and who choose to assume the full responsibility for educating their child about personal safety may complete a Parent Option Form. Forms are requested through the principal or assistant principal.

HOMEWORK

Homework is useful in reinforcing skills and concepts learned in class and in helping students develop responsibility. **Some type of homework is to be done daily.** Time allotment for homework depends on the type of assignment and on the age and grade of the student. No definite time limit can be determined for all since children work at different rates. However, a guideline of 10 minutes per grade level should be expected.

Students in the upper grades may be given long-term assignments and projects. Homework can be an important link between home and school. Parents are asked to make homework a priority, set a daily time for homework, identify a quiet, well supplied study area and reinforce their child's positive study habits. Parents should notify the teacher if their children are not able to complete the homework in a reasonable amount of time so adjustments can be made.

It is the student's responsibility to procure and complete work missed during an absence. Requests for assignments are to be made in the morning identifying who will come for the materials. Teachers will have assignments ready for pick-up after school hours. Please consider if a child is too ill to come to school, they may be too ill to do homework as well.

CHEATING/FORGING/PLAGIARISM

Each student is expected to do his/her best in each class. Cheating is not acceptable and a student who has cheated will not receive credit for that particular assignment or test and may receive a detention.

Parents/guardians will be notified of any cheating offense. Plagiarism and forgery are against the law and are considered cheating.

BOOKS AND SUPPLIES

Families are required to replace lost or damaged materials at full cost of replacement.

BAND

Students in grades 4-8 are invited to participate in the school band program. Instrument lessons are scheduled for one day a week. The band teacher arranges the schedule rotating the lessons so that the same class is not missed each week. Students who take band lessons are excused from classes for their lesson, however, they are responsible for making up the class work that they miss. Ensemble band meets once a week on Wednesdays for both beginning band and middle school band.

CLASSROOM PLACEMENT

Classroom placements are made at the conclusion of each academic year by a child's current teacher and her/his grade level partners in cooperation with the administration. Thoughtful consideration is given to each child's learning style, relationship with classmates, composition of the class and the known teaching styles and strategies of the teachers in the next grade. Therefore, requests for classroom placements are highly discouraged.

CLASSROOM GUIDELINES

Each classroom teacher establishes guidelines for classroom behavior. Consequences for minor misconduct or infractions are managed by the classroom teachers. Teachers integrate the components of Responsive Classroom/Developmental Design (morning meeting, rules & logical consequences) to strengthen the learning environment at Carondelet.

MIDDLE SCHOOL ACADEMIC POLICIES

In order to best achieve success within the classroom, students are expected to come prepared, ready to learn, and on time for each of their classes.

- *Late assignments:* students should expect homework each night. Homework is expected to be completed and turned in on its due date (typically, daily work is due the next class period). Students who do not turn their homework in on time will receive the following consequences:
 - Students have until the unit ends to get their missing homework done.
 - If the homework comes in after the end of the unit, it will be entered into the gradebook as a 0.

- For projects, students will be deducted 10% each day it's late.
- **Tardies:** Middle School students who are tardy to their classes will receive consequences the following consequences:
 - Three tardies to school or class in one week will result in a 30 minute detention.
 - Three tardies to a single class will result in a 30 minute detention.
 - Three tardies to advisory will also result in detention.
- **Absence Work Policy:** Students will have until the end of a unit to turn in daily work missed during an absence. Tests, quizzes and projects must be made up within two days after an absence to avoid penalty. If students do not makeup their quiz or test after the two days, it is a 0. If a student does not turn in their project within two days, it is considered late.

FIELD TRIPS

Field trips are an important part of our educational program. All grades will have the opportunity to explore the curriculum through field trips. Parents are responsible for all field trip fees.

REPORTING TO PARENTS

Two Parent-Teacher conference sessions are scheduled during the school year -- one in the fall and one in late winter. Dates and times are on the school online calendar.

Parents or teachers may request additional conferences should questions arise concerning a child's academic progress or behavior.

Progress reports are made available online through your Family Portal account at the end of each trimester. The progress report is a relative measure rather than an exact measure of student achievement. Interest should be in the progress the child is making rather than in a comparison with others.

Teachers will notify families if a child is in danger of failing a subject or of dropping two or more letter grades below the mark received on the last report card. Students failing to meet the requirements of a particular grade may be required to complete missing or unsatisfactory work before official notification of passing to the next grade is issued.

Retention in a grade, while rare, may be considered if a student has lost considerable school time because of illness, if a student is not making satisfactory academic progress, or if a student has accumulated 20 or more days of unexcused absence. Whenever a child is to be retained, parents will be actively involved in the decision several months before the end of the school year.

If a recommendation is made to retain a student and parents/guardians reject it, the parents/guardians sign a written acknowledgment of the school's recommendation.

SPECIAL LEARNING NEEDS

Carondelet holds its Christian emphasis and desire for academic excellence as complementary goals. Our faculty is committed to providing the opportunity for success to all students and is able to offer accommodations to students in an effort to help them compensate for their disabilities in ways that enable them to fulfill the coursework required of all students in a respectful environment.

The special needs of Carondelet students may be addressed within the school, sometimes with the guidance of the public school district.

1. School-Based Intervention Plans. When a classroom teacher has a concern about a student with a special academic or behavioral need, they will contact the parent. If further consultation is needed, the teacher will meet with the school-based Child Study team and the Special Services Facilitator to incorporate various interventions and create strategies to help the student. The Child Study team is composed of a variety of teachers who have training or experience with students who have learning differences and may have familiarity with the student. Teachers will implement and continue to evaluate the proposed strategies in consultation with the family. The family will be informed of progress or lack thereof as the year proceeds.

2. Individual Service Plans. If a student continues to struggle despite the above attempts, the classroom teacher and/or the Special Services Facilitator may recommend parents have an outside assessment done, either privately or through the public school district. Written parent/guardian permission will be required if the assessment is to be completed by the public school district. The Special Services Facilitator may help parents with this process. Once an assessment has been requested, the public school district will assemble a team of clinicians to provide a comprehensive academic and behavioral assessment. After the assessment is complete, the public school district will set up a meeting to report on the results. If the child meets qualification criteria for special education services through the public school district, the evaluation team will develop an Individualized School Program (ISP). The ISP includes a list of goals designed to help the student achieve demonstrable progress in specific areas and delineates whether the child will receive direct or indirect services to assist the child in achieving the goals of the ISP. Indirect service is provided at the non-public site. Direct service is provided off-site and transportation is provided by the public school.

3. School-Based Individual Learning Plan. Should a diagnosis within one of the categories of disability recognized by the state be made for the student and the student does not qualify for educational services through the public school district, the parents, teachers, and the Special Services Facilitator will meet to determine whether continuing without Special Education Services results in an adverse impact on learning and school performance for the student. If not, the teacher will continue to employ strategies and interventions to provide the opportunity for the child to learn.

If there is determined to be an adverse impact on learning and school performance, the Special Services Facilitator may create a formal intervention called an Individual Learning Plan (ILP). The ILP will contain a list of educationally appropriate accommodations specific to the child's learning needs that Carondelet is able to provide. The ILP will be reviewed by the parents, teachers, Special Services Facilitator and student, when appropriate.

Additionally, the ILP will be reviewed at the beginning of the year and formally reviewed again in May.

Any progress and revisions may be made to the ILP in May and that plan will move with the student and be presented to the next year's grade teachers in the fall. Additionally, parents and the homeroom teacher will meet during the regularly scheduled parent/teacher conference times. This process continues on until the student completes their Carondelet education; it is determined that the Individual Learning Plan is no longer needed; or it is determined that Carondelet is not able to offer accommodations necessary to provide the opportunity for success.

Students with an ILP (or success plan) may have accommodations that include assistive technology, the use of fidgets to help with focus, preferential seating, extra time for assignments or tests, permission to chew gum, etc. Accommodations are developed with input from medical professionals and special educators, and based on individual student learning needs. Accommodations do not change what students are expected to learn, but support students' abilities to learn in the classroom by removing obstacles related to a learning difficulty. Classroom accommodations might be compared to the use of eyeglasses, or a hearing aid and are meant to make learning accessible to all.

When it is determined that Carondelet cannot provide the resources needed for the child's education, the family of the student will be guided to a school that may meet the child's needs.

SCHOOL RECORDS

The school shall collect and maintain the records of students while they attend Carondelet. To transfer records, parents/guardians are asked to inform the campus office as soon as possible when transferring a child to another school. If tuition and other financial obligations of the student are paid in full, school records will be sent directly to the new school upon request of that school. Parents/guardians must sign a release authorizing the transfer of records to the student's new school.

Parent/guardian and student understand, acknowledge, and agree that in the event tuition or other obligations have not been paid in full, Carondelet shall have the right to withhold all records, including grades and academic transcript.

In keeping with the MN Family Educational Rights and Privacy Act, no one except appropriate school personnel and/or parents/guardians of minors shall have access to individual pupil records without either a subpoena or appropriate written authorization from the parent/guardian (in the case of a minor student).

Parents/guardians may ask to review the contents of any records or data collected regarding their child. Parents or legal guardians are asked to make an appointment with the campus secretary prior to reviewing a child's record.

GRADUATION

Eighth grade graduation is a culmination of our strong academic program. The graduation is celebrated with an evening prayer service during the last week of the school year. Students are eligible for graduation if:

- They have received passing grades (in most cases, C- or better) in each core subject area. Exceptions may be made at the discretion of the teachers;
- They have worked up to their ability and have shown a desire to learn; o All tuition and fees are fully paid. Graduation certificates will not be issued until all accounts are paid in full.

Those failing to meet the academic requirements will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony. At the discretion of the principal, students may be required to attend summer school to improve in a particular subject area or to complete unsatisfactory work before they are issued a certificate of graduation. Parents/guardians will be notified as soon as possible that their child may not graduate. The school will work with the student and parents/guardians in an effort to achieve graduation status.

ATTENDANCE

Students are expected to attend school daily. Presence in the classroom is critical to ensure maximum student growth in all academic areas, socially and emotionally. Parents/guardians are encouraged to avoid taking students out of school for vacations and appointments.

A **full day absence** will be recorded when a student is not in attendance for the day or is in attendance for less than 1 (one) hour of instructional time. A **partial day absence** will be recorded when a student misses 1 (one) hour or less of instructional time during the day (up to 45 minutes for half day kindergarten). A **half-day absence** will be recorded when a student misses more than 1 (one) hour of instructional time during the day (more than 45 minutes for half day kindergarten). Instructional time includes the entire school day with the exception of lunch and/or recess.

When an **absence** is necessary, custodial parents/legal guardians must notify the school office by calling **(612-927-8673)** or emailing the attendance line by **9:30 am each morning** of a student's absence. The attendance email is attendance@carondelet-mpls.org. If notification is not made, the campus secretary will contact the parent/guardian to inquire about a student's absence. **The school must be notified if a student has contracted a contagious disease such as strep infection, pertussis (whooping cough), or COVID-19.**

If the previous procedure is followed, it is not necessary to send a written excuse when a student returns to school. If the procedure is not followed, parents/guardians are to contact the campus office either by email, phone call or written note by the time the student returns to school.

Written confirmation from a doctor stating the nature of continued absence and that the student is healthy enough to return to school must be submitted if a student is absent for 5 or more days in a three week period.

When returning to school from an illness, students are to work with their teachers to learn what was missed. Students are responsible for material covered in class during their absence. Accommodations will be made for students who are not able to make up work due to an illness. Middle School students

are responsible for checking Google Classroom to see what they have missed during their absence. Middle School students will have up to two days to complete work that has been missed.

Appointments

Whenever possible, parents are encouraged to schedule their children's medical and dental appointments after school. The parent should notify the teacher and office that the child has an appointment. Students must be signed out in the office when leaving during the school day. Students will be required to make up work they have missed. Assignments will be given to the student upon return.

Family Vacations and Homework

Vacations are strongly discouraged while school is in session. Taking students out of school often gives the child the message that school is unimportant, interrupts learning and interferes with important assessments. If a family vacation must be planned while school is in session, notify the school office in writing at least one week in advance. Schoolwork will not be assigned ahead of time for students who anticipate being out of class. Students will be expected to turn in completed assignments no later than two days after students return from vacation. Middle school students will be expected to check Google Classroom for work assigned while away from school. Middle school teachers are expected to post all assignments and materials to google classroom to facilitate these expectations.

School Tardies

Students who are not in their seats in their homerooms at 9:00 a.m. (Upper Campus) or 9:10 a.m. (Lower Campus) are considered **tardy** and are expected to report to the campus office for an admission slip to class. Parents/guardians aware of a student's tardiness are asked to call the campus office or send an email giving the student's name, date, time and reason for arriving late.

Please make every effort to ensure your child understands the importance of being ready for class on time. Students late to class are a disruption to other students as well as teachers. Also, they are missing class time. If the number of tardies becomes a problem, administration will contact parents and a conference will be held to determine future action. If the pattern of excessive tardiness continues, it may be considered a case of truancy or educational neglect by Hennepin County.

Middle School students who are tardy to their classes will receive consequences the following consequences:

- ***Three tardies to school or any class including advisory will result in a 30 minute detention to be served in the next detention period.*** Failure to serve detention will result in further disciplinary action.

Early Dismissals

A **written request** from the custodial parent/legal guardian is required for a student to **leave school prior to dismissal times** (3:50 pm at the Lower; 4:00 pm at the Upper). The request is to indicate the reason(s) and time for early dismissal as well as the identity of the person coming for the student. We ask that you make every attempt to schedule medical and dental appointments before/after school hours, on weekends or on school release days.

Parents assume full responsibility for students not in school. Students excused early from school are to

be picked up and signed out in the campus office.

Family Vacations and Homework

Vacations are strongly discouraged while school is in session. Taking students out of school often gives the child the message that school is unimportant, interrupts learning and interferes with important assessments. If a family vacation must be planned while school is in session, notify the school office in writing at least one week in advance. Depending on the length of the absence and teacher availability, schoolwork may not be assigned ahead of time for students who anticipate being out of class. Students will be expected to turn in completed assignments on the day they return to school (or on the due date set by the teacher). Reasonable accommodations will be made for students who require more time to complete makeup work. Middle school students will be expected to check Google Classroom for work assigned while away from school.

Truancy

A student absent without a valid excuse is truant. This is an unexcused absence and parents will be notified. Work must be made up. Repeated truancy may be cause for disciplinary action. Students are truant if they:

1. Leave school without signing out in the office;
2. Are absent from school without a valid excuse;
3. Obtain a pass to go to a certain place and do not report there;
4. Are absent from class without permission.

Minnesota truancy law states that any elementary school child missing three full days without a valid excuse is considered "continually" truant. If a middle school or junior high school student misses three or more class periods on three days, he or she is considered "continually" truant. Please note that the State of Minnesota holds the parents of repeatedly truant children liable to investigation and prosecution for child neglect.

A "habitual" truant means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school or junior high school. The names of truant children must be referred to the designated public school official.

A single truancy violation will result in the following:

- The parents will be required to participate in a conference with the principal and homeroom teacher before the child will be readmitted to school.
- The child shall be placed on in-school suspension for at least the length of the truancy violation. The purpose of this suspension is to make-up lost class work.
- The child may be required to meet with the school counselor.
- The parents will need to communicate with the principal and/or homeroom teacher on the student's progress.
- A second truancy violation will result in more serious sanctions, up to and including expulsion from school.

CAMPUS LIFE

ARRIVAL and DISMISSAL PROCEDURES

Arrival

Children may arrive at school beginning at 8:55 am at the Upper Campus and 9:05 am at the Lower Campus. Teachers need time to prepare for classes and attend meetings and are not available to supervise children before then. Please do not leave students unattended at dropoff. There is no supervision before doors open.

Dropping students off at the Lower Campus: Pull in the 44th St. driveway and stay to the right on the way in and travel to the lower parking lot and loop around next to the playground and drive up the hill. Then turn right at the first aisle. Drop students off when you are the front car near the 44th St. entrance to the school. Follow the road to the far aisle and proceed out of the parking lot by exiting to the right onto 44th Street. Please do not turn left onto 44th Street. There will be no parking allowed on the upper level lot during student drop-off. Parents are not permitted to enter the building during drop off. (This does not apply to Club Saint drop-offs before 8:55 am.)

Dropping students off at the Upper Campus: Pull into the lot from the Zenith Ave. side of the building using the driveway farthest from the building and nearest 50th St. Form a one-way line that loops through the horseshoe near the church doors and pull up along the back side of the playground (facing Zenith). Drop students off when you are the front car near the playground. If you need to come in the building, pull into a legal parking spot and walk in with your child. Out of respect for our neighbors, and to keep all our children safe during the busy drop off time, **do not drop off on York Ave. between the alleyway and 51st Street on the front side of the school.**

Dismissal at Lower Campus

Walkers

Parents of K-2 walkers may meet their children at the 44th Street door at 3:50 pm daily. Please do not walk to the main entrance as your child will meet you at the 44th Street door.

Preschool Students (regardless of mode of transportation) will dismiss from the lower parking lot and playground. Please park your vehicle in the parking spots near the playground and collect your child from their teacher in the playground area. Upon loading, please join the car line and loop through the dismissal carline. Please do not skip the loop as this will clog the flow of traffic and is unsafe for our students. If you are picking up older siblings, they will be waiting for you in the car dismissal line.

Car Riders

Parents of car riders should enter the parking lot, drive down the hill following the loop of traffic to loop around and back up the hill, turning right to follow the car line. Please continue to pull forward. Once you cannot pull forward anymore, a teacher will load your child into your car. If your child needs help to buckle, please pull into the area along 44th Street. **Please ensure that your family name is posted at the top of your passenger side windshield.**

Dismissal at Upper Campus***Walkers***

Parents of 3-8 walkers should ensure that their child can get to and from school on their own. If you are picking up your child as a walker, please meet them at the 51st Street door of the school. Please obey the school patrol flags at all times. Additionally, if your student must cross Xerxes or 50th, please ensure they cross either at the 50th and Xerxes light or the Zenith and 50th. They should not cross without the light to ensure their safety.

Please use the car line at Upper Campus if you intend to drive to school and drop your child off or pick your child up as a walker. We strongly encourage you to use the car link. The car line creates a safe environment for your child, and avoids excessive traffic which jeopardizes student safety. If you do choose to drop students off several blocks away, please walk your child to the school and meet them at the school to pick them up.

Car riders

Please follow the traffic flow into the parking lot loop by entering the lot from Zenith and wind your way through the parking lot. Please remain in the line until you reach the end of the parking lot along the playground. You must enter the lot by turning right, and you must turn right out of the parking lot at York.

Bikers at both Campuses

Students may bike to school but are to walk their bikes, scooters, skateboards and inline skates on the school/church block. **Students must wear helmets. If a student rides a bike to school without a helmet, the student will not be allowed to ride it home until he or she has a helmet.** For safety reasons, headphones/earbuds are not to be worn while riding on the bus, waiting in the bus line, or riding a bike, scooter, skateboard or inline skates. The student assumes full responsibility for any loss or damage to their bike, scooter, inline skates or skateboard.

Bikes are to be parked and locked in the racks on the west side of the Upper Campus or near the playground on the Lower Campus.

Students may not leave either campus once they have arrived unless accompanied by their parent/legal guardian. Should this be necessary, the student's parent/guardian must sign the student out in the campus office. Children who walk to school or ride their bikes are to go directly home when dismissed. They are to use the sidewalks and not walk or ride on people's lawns or take shortcuts.

All of these regulations are made for the safety and welfare of each child. In addition, parents are asked to stress with their children not to accept rides from strangers, and to develop an action plan with their children in case a stranger approaches them.

BUSING

For the 2022-2023 school year, Carondelet will partner with the MPLS School District to provide afternoon bussing ONLY. Students who live within the boundaries set by MPLS School District may elect to use bussing in the afternoon. Pick up at Lower Campus is at 4:20 pm and at 4:25 at Upper Campus. Students

waiting for the bus will be supervised by Carondelet Staff.

ELECTRONIC DEVICES

As stated in our acceptable use policy, Carondelet believes that technology at school is to be used for educational purposes only. Personal electronic devices are not permitted in the halls, classrooms, lunchrooms, churches, playgrounds, or during the school day or school sponsored events and activities. The school day includes any time a student is in the care of a school employee. School personnel will take any personal electronic devices that are visible, heard or in use, and notify the student's parents to retrieve them from the school office.

Electronic devices prohibited include, but are not limited to:

- Smart watches (Prek-5 are not allowed to wear smart watches to school, MS students may wear them, but they MUST be on airplane mode.)
- Cell phones
- Tablets
- Internet enabled e-readers
- Headphones when not approved for use by a teacher
- Computers

EXTENDED DAY (CLUB SAINT)

Club Saint provides recreational and creative activities in a safe and comfortable environment in a convenient before and after school program for Carondelet K-4 students. Club Saint is available for registered participants and does not serve as a drop off center. Registration priority will be given to K; 1st, 2nd, & 3rd graders; 4th & 5th graders with younger siblings enrolled in Club Saint; or previously enrolled in Club Saint as space permits. All other registrations will be on a waitlist and accepted as openings are available.

Club Saint is open before school from 7:30-9:00 a.m. and after school hours until 6 p.m., as well as teacher in-service and compensatory days and some vacation days during the school year.

Club Saint is located at both campuses. For more information or to register, call the Club Saint office at 612-920-8711 or the School office at 612-927-8673.

FIRE, TORNADO AND CRISIS DRILLS

Fire drills are required by law. A fire evacuation plan is posted in each room. Several fire drills are held every year. Students are instructed to walk out the designated exits in silence and to close the windows and doors as they exit. Teachers take roll call when arriving outside.

The school has a tornado evacuation plan for both campuses. A minimum of one tornado drill is held every year.

Lockdown/ALICE Drills are required by law. The school has lockdown procedures when there is danger

outside or inside both or one campus. Lockdown procedures are readily available in each classroom and are practiced several times during every academic year.

FOOD

Carelessness with food presents a problem with cleaning, sanitation, and damage to furniture and floor; therefore, no food or drink is to be taken outside the lunchrooms.

Middle School Students may NOT store any food, candy or any other food items, other than lunch.

Parents are STRONGLY discouraged from having food delivered to students for lunch. Carondelet offers a hot lunch program for all students, and parents are encouraged to use that program if they do not wish to send a cold lunch.

Gum chewing is not allowed on school premises unless special permission has been granted. Students are not to have pop during lunch.

Out of concern for students with life-threatening allergies and overall general wellness, NO BIRTHDAY TREATS ARE ALLOWED. Individual teachers or classrooms will decide on age-appropriate ways to recognize birthdays within the classroom.

All other classroom celebrations are to be scheduled through the principal or assistant principal.

HOME AND SCHOOL ASSOCIATION (HSA)

The Home and School Association is a support organization whose mission is to assist the administration and teachers by organizing parent volunteers in the implementation of approved student related school and classroom projects. Responsibilities of the HSA include hospitality/refreshments for various student/teacher events, classroom celebrations and other social events such as the Pops & Lollies Dance, the Mom/Son Ballgame, Muffins with Moms and Donuts with Dads. The principal oversees the activities of the Home and School Association. The core group of the HSA meets every other month during the school year.

COMMUNICATION

A weekly newsletter via parent email and the school's website will inform parents of school functions and activities. We ask parents to stress the importance that any additional information that is handed out in school must be brought home. We encourage parents to return to school any forms by the designated deadline. Any other notices, if deemed appropriate, must be produced by the sponsor and sent home in paper form. The school's website will be used for academic achievements of alumni, parish events and activities directly connected to the school.

An announcement section and a month-by-month calendar of events are available on FACTS Family Portal.

The public address systems will be used for announcements that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary. **Any messages to be announced are cleared with the principal.**

The most efficient way to contact a teacher is via email. Our email addresses use this formula: first initial followed by last name@carondelet-mpls.org. You may also reach teachers by calling the school office leaving your name, telephone number and the best time the teacher may reach you. Teachers will return your email or call in a timely fashion, as their teaching schedule allows.

LIBRARY

The library's mission is to provide an environment where emphasis is placed on the appreciation of literature and to assist students in the development of skills needed for lifelong learning.

Students in grades K-5 have one scheduled library class per week and teachers may also take their classes to use the library as needed. Books are loaned to students in Grades K-2 for a one week period, students in grades 3-8 may keep books for two weeks. Students are responsible for damaged and lost books.

For more information, please reference OPAC - Library Book Catalog at <https://carondelet-mpls.follettdestiny.com>

LOCKERS

School lockers are school property. The school personnel may inspect locker interiors at any time, for any reason, without notice and without student consent. Students may not use locks on the lockers. Fines will be charged for damaged lockers.

LOST AND FOUND

Lost and found articles are collected and kept in the Upper Campus locker room or the Lower Campus office. The school is not responsible for any loss of personal property. Personal belongings are to be marked with the student's name. Several times a year articles are displayed for students to claim. Items not claimed are given to charity.

LUNCH PROGRAM

For the 2022-2023 school year, Carondelet will offer AgraCulture's hot lunch program. Menus will be provided on FACTS for families to order lunch. All lunch fees must be paid at time of order.

MILK

Carondelet has hosts an annual milk program. An annual milk fee will be automatically billed to your family's school account at the rate of \$40 per student. The annual card is good for one milk per day. If students would like an additional milk, they can purchase an additional daily milk for another \$40 per year. Families may opt out of the annual milk program by emailing Julie Stoeger at jstoeger@carondelet-mpls.org.

MONEY

When money is brought to school, it needs to be in an envelope marked with the student's name and the intended purpose for the money. Students are encouraged to immediately hand the envelope to the office personnel or homeroom teacher. Money is not to be kept in a child's desk, backpack, locker or left in the locker room during gym time. The student assumes responsibility for the loss of money.

STUDENT COUNCIL

Carondelet Student Council is organized to enable students to grow in their sense of ownership and responsibility for creating and maintaining school spirit. Two representatives are elected from each homeroom in grades 5 through 8. Students are elected to the offices of President, Vice President, Treasurer and Secretary prior to their eighth grade year.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever regular teachers are unable to be in school. A substitute teacher is to be treated with the same respect as the regularly employed teacher.

TELEPHONE

Please finalize any plans that you might have for your children and give them instructions before they leave for school in the morning. **Students will be called to the phone only for emergency calls.** Instruct your child that only necessary phone calls are to be made from school. A child making a call during the day needs written permission from the teacher.

Students may not phone home to make arrangements to go home with a friend or to have parents/guardians bring forgotten permission slips, homework, books, sports equipment or band instruments. In case of an emergency, the campus secretary will place a call to parents on behalf of the student. **Students may not use smart watches, cell phones, text messages or email to contact parents or guardians during the school day.**

WORSHIP

Carondelet students in grades 3 through 8 participate in school liturgies every Wednesday. We celebrate weekly. Students at the Lower Campus celebrate weekly prayer services during Ordinary Time, with increased opportunity for prayer during Advent and Lent. School liturgies are an excellent opportunity for communal prayer and are important to our identity as a Catholic school. However, they do not replace attendance at Sunday Mass.

We invite family members and friends to join us for school Masses and prayer services.

Entering and Exiting the Worship Space

- Move silently to your assigned seating or back to your classroom, escorted by your teacher.
- Before the service begins, sit quietly, say a prayer, and wait for the mass or prayer service to begin.
- If entering after the service begins, enter quietly and respectfully take your seat with your class.

During the service

- Face forward and pay attention to what is going on at the Altar.
- Follow along with the service, singing and responding in an appropriate manner and at an appropriate volume.

Sign of Peace

- During the sign of peace, greet 4 to 5 others in close proximity to you, shake their hands gently and say "Peace be with you".

Communion

- With your hands folded, walk patiently and respectfully towards the Eucharistic Minister.
- Bow your head, put your hands out one over the other to receive the host. When the Eucharistic Minister says "Body of Christ", respond "Amen" before placing the host on your tongue.
- If the chalice is offered, take it firmly and carefully in your hands and take a small sip. The Eucharistic Minister will say "Blood of Christ" before handing you the chalice and you respond "Amen".
- Students who do not wish to receive communion are encouraged to come forward to the Eucharistic Minister with their arms crossed over their chest to receive a blessing.
- Quietly return to your seat and participate in silent prayer.

PARENT INVOLVEMENT

Parent Volunteers: Parent assistance is greatly appreciated and creates a special community spirit. Parent volunteers are invited to help teachers with special projects in the classrooms, art adventure program, science competitions or community-based projects, inventors fair, history fair, field trips, fundraisers, sports program, musicals, playground and lunchroom supervision.

Home and School Association: All parents are considered members of the Home and School Association. A list of committees and volunteer opportunities is sent home in August. Please see page 27 for more information on Home and School.

Board of Directors: Please see Governance section.

All volunteers are required to complete a Background Check, attend a VIRTUS training session and sign a Volunteer Code of Conduct form as mandated by the Archdiocese of St. Paul and Minneapolis and to update every three years.

Parents are invited to attend and participate in the Prayer Services/Masses at each respective Campus. A seating area will be set aside for parent use.

PERSONAL PROPERTY

School insurance does not cover loss of personal possessions. The school is not responsible for cell phones, iPads, iPods, cameras, watches, jewelry, cash, etc. Please encourage the students to be responsible for these items when in their possession.

SACRAMENTS

A child's initiation into the Catholic community begins at Baptism and is completed with the celebration of Confirmation. Initiation is a parish event, not a school event. It is about a child becoming a full member of the Church within the parish community where the child's family has membership and worships regularly. Readiness for First Communion depends on and is linked intimately to: the faith of the parents, the religious nurture children receive in their home, and regular family participation in Sunday Eucharist. As part of religious education in the school, children are taught about the initiation sacraments.

Both parishes of Christ the King and St. Thomas the Apostle provide family-centered preparation programs for the celebration of sacraments. Parents who want their child to receive the sacraments are expected to take part in this program. Information regarding this program is sent to parishioners from each parish office. For sacramental program information:

St. Thomas the Apostle: Parish Office 612-922-0041

Christ the King: Parish Center 612-920-5030

Families who have children in Carondelet, but are not members of either parish, need to make arrangements to prepare for and celebrate the sacraments in their own parish.

Parents, by means of the religious practices of the family, introduce their children to the penitential life of the Church. As part of religious education in the school, children are taught about the sacrament of Penance, the mercy of God, the meaning of sin, ways of being forgiven and how to be a forgiving person.

Parents can prepare their children for the Sacrament of Reconciliation by celebrating rituals of forgiveness at home. Both Christ the King and St. Thomas the Apostle provide family-centered preparation programs for the Sacrament of Reconciliation. Information regarding this program is sent to parishioners from each parish office.

SCHOOL PATROLS

For the 2022-2023 school year, school patrols are assigned from our 5th grade students and are posted at the Upper Campus only. The corners of 51st and York and 51st and Zenith will have school patrols.

RECESS

Carondelet Catholic School recognizes recess provides an opportunity for physical activity, fosters an enjoyment of movement and exercise, and aids social development. When weather permits, recess will be held outdoors. Students must dress appropriately for outdoor weather including: hats, mittens, winter coats, snow pants, etc. Students in kindergarten through eighth grade will be provided with a recess time each day. When weather prohibits going outdoors, recess will be held in the classrooms. In the event the gym is occupied, recess will be held in the classrooms. Recess will be held indoors if it is raining or the temperature/wind chill factor is below zero degrees.

Children may stay inside for the following reasons only: a note from your doctor stating a physical reason.

Expectations for Recess

- Respect the supervisors on duty.
- Students should exhibit Christian behavior
- Play respectfully, say good things about others and use good words.
- Leave snow, rocks, sticks, and dirt on the ground.
- Food is not allowed out on the playground except by teacher permission.
- For safety reasons, hard balls and metal or wooden bats may not be used.
- No fighting, pushing, tackling, etc. is allowed.
- Use playground equipment properly. For example, no one is to slide down the slide while standing; no one is to jump off a swing while it is in motion, no climbing on top of the slide tunnel etc.

Extra Curricular Activities

Extracurricular is defined as programs and activities that take place outside the regular classroom and general academic programs. Carondelet Catholic School recognizes the importance of these activities as a means for developing social and leadership skills in our young people, as well as for offering opportunities to broaden interests and abilities.

Students in K-8 have the opportunity to participate in a variety of academic, social, and athletic extracurricular activities. Students who participate in extracurricular activities must keep current with their academic responsibilities and progress.

Students who violate the school's discipline policies may not be allowed to participate in extracurricular activities.

Attendance at school on the day of an event is required to participate in extracurricular activities.

Activities may include, but are not limited to:

- Patrols, Drama Club, Band, Quiz Bowl, Robotics, Running Club, Zooms, Chess Club, Sewing Club, School Play, Band (4-8)

Carondelet offers the following extracurricular athletic opportunities throughout the school year. These activities are based on both student interest and available volunteers to coach.

Carondelet is part of the South Side Youth Organization (SSYO).

- Fall: girls volleyball, boys and girls soccer
- Winter: boys and girls basketball
- Spring: girls softball, boys baseball

School attendance is required for participation in any after school activity (i.e.: sports, drama club). Tuition payments must be current and prepayment is required for students to participate in extracurricular activities.

VISITORS

Visitors to our campus must have a specific purpose as a volunteer or presenter, and have prior permission from the administrative team. Parents/guardians may drop off items for their children, but may not enter the building.

TECHNOLOGY POLICY

Principles that Guide use of Technology at Carondelet Catholic School Technology offers us, the students and teachers, great opportunities to improve the quality, breadth, and ease of our work. We also realize that it profoundly affects the way in which people relate to the world, the way they think, and the way they act. Technology, specifically electronic technology, has its own inner logic and style and therefore must be employed with creativity and care. We want the new technology to help us reach our goals more effectively; we do not want it to change our goals without our being aware of the change. Therefore as we think about what technology to import into the school, we make every effort to use it in ways that serve our purposes. We continually consult the following Principles that Guide the Use of Technology at Carondelet.

- 1) Technology provides tools, which we use to accomplish the basic educational mission of the school. That is, technology should highlight rather than obscure the central features of what we are doing.
- 2) Decisions about what technology to purchase and employ are governed by whether or not it furthers the goals of the program at the high level in which the program is now conducted.
- 3) We should employ the technology in ways that are consistent with the ethical posture of the school.
- 4) Carondelet will provide equitable opportunities for all students to use and benefit from new technology.

General Policies for Acceptable Use

(A separate policy especially for middle school students in the 1:1 program must be signed by students and parents.)

Members of the Carondelet community who publish information on the Internet or send electronic mail under the Carondelet domain act as representatives of Carondelet Catholic School and are expected to follow the same rules, good manners, and common sense that are used in all school settings. Anyone who is unsure of what constitutes 'appropriate behavior' should ask, "Will my actions reflect positively on the Carondelet Community?"

Using Carondelet's technology resources including ipads, chromebooks, and smartboards, etc. is a privilege. Students who violate this acceptable use policy may result in a loss of this privilege. All technology resources belonging to Carondelet are limited in use to school approved activities only. This includes email, internet browsing, and any other activity on a school device. Our devices are not to be used for personal use in any way.

The student should have no expectation of privacy at any time while using school resources, nor at home when it pertains to school business.

Students are not permitted to:

- Access, submit, publish, display, post or send material that is profane, obscene, discriminatory toward others, or inappropriate in a Catholic educational setting;
- Take a picture, video or audio recording of any person without their consent;
- Post images or information about members of the Carondelet community without their consent or in the case of a minor, their parent's consent;
- Harass another person (with harassment defined as persistent actions that distress others);
- Use accounts or files assigned to others;
- Vandalize or damage Carondelet computers or network related resources;
- Engage in social media outlets such as Facebook, Instagram, Twitter, chatrooms, virtual worlds and other public forums during the school day;
- Use personal cell phone, tablet, or other personal electronic device to connect to the internet at Carondelet Catholic School;
- Share user IDs and passwords required to access shared documents, email and other programs;
- Fill out online forms or give out personal information about themselves, where they live or attend school;
- Use the network in a fashion inconsistent with directions from teachers and other staff;
- Use cell phones or send text messages during the school day.
- Use technology or network resources to play games of any kind on the school device.
- Store devices improperly.

The Carondelet community will not use the computing resources to engage in any illegal act or violate any local, state, or federal statute or law. Improper use or distribution of information is prohibited, including but not limited to: copyright violations, software piracy, deliberate falsification, and plagiarism.

Frivolous or improper use of Carondelet's computing resources is prohibited. This includes harassing others, accessing inappropriate and/or pornographic data, or playing games during the school day.

Electronic communication may be construed as a form of harassment. Electronic communication is to be treated like communications on the telephone or through the mail. This means members of the Carondelet community may not send, distribute, post, or display offensive or threatening material, forge email messages and/or send chain letters.

Members of the Carondelet community will respect others' rights to freedom from harassment or intimidation. This means they may not send abusive or unwanted material to others, messages to unwilling recipients, and may not disrupt the work of others. The proper use of technology resources and the educational value to be gained from them is the responsibility of students, parents, and staff of Carondelet.

As stated in our acceptable use policy, Carondelet believes that technology at school is to be used for educational purposes only. Cell phones are not permitted in the halls, classrooms, restrooms, lunchrooms, churches, bus lines, playgrounds, on field trips or during the school day or school sponsored events and activities. The school day includes any time a student is in the care of a school employee. School personnel will take any personal electronic devices that are visible, heard or in use, and notify the student's parents to retrieve them from the school office.

DRESS CODE

Carondelet Catholic School is a pre-professional environment where our students are learning and growing toward college and career readiness. As such, CCS adheres to a professional dress setting with uniforms and a dress code for non-uniform days. All aspects of this dress for success expectation applies to all students while participating in any programming both on and off campus. The Catholic School uniform symbolizes respect for authority and order, as well as the idea of basic equality in the eyes of God. Carondelet students should wear their uniforms in a manner that reflects pride in themselves and in their school.

Students are to arrive and leave school dressed in the appropriate school uniform. All clothing is to be clean and in good repair.

Approved School Uniforms are required and include the following:

SHIRTS

White or navy polo shirts

*Long or short sleeve

*With or without Carondelet logo

*Polos with logo available only through Educational Outfitters

BLOUSES

White with Peter Pan collar

*Long or short sleeve

PANTS

Khaki

*Cotton twill school uniform pants (no skin-tight pants, pants leggings or jeggings)

SHORTS

Khaki (tan, not stone)

*Twill shorts (no cargos) Must reach between the top of the knee and the bottom of student's fingertips when arms are at the side

SKIRTS/SKORTS/JUMPERS

Khaki or navy plaid #57

*Plaid skirts/Skorts/Jumpers available through Educational Outfitters or Land's End

SWEATERS/SWEATSHIRTS

Navy blue

*Vest, cardigan or pullover with or without School Logo *Crewneck (no hoods) with or without School Logo available through Educational Outfitters

SOCKS

Any, but must be worn

TIGHTS/ LEGGINGS

White, Navy or Black

*Full length, straight leg, under skirt or jumper only.

SHOES

Any tennis, velcro, buckle or tie shoe that fits foot securely

*No open toe or backless shoes will be allowed

Additional guidelines for both in and out of uniform days:

- All items of clothing must be sized to fit, not oversized, undersized or skin-tight (no athletic tights or leggings worn as pants alone)
- All pants must come down to the top of the ankle, be worn at the waist, hemmed and not touch the floor
- Shorts and skirts must be worn at the waist and hems may not be rolled
- The hems of skirts, shorts and skorts must fall between the ends of the fingertips (when arms are hanging at one's sides) and the top of the knee.
- Navy, white or gray short sleeve t-shirts may be worn under polo shirts; T-shirts must be free from any graphics or lettering and may not hang out from the outer garment at hemline or sleeve
- T-shirts must be tucked in
- Long-sleeve t-shirts may not be worn under short sleeve polo shirts
- Socks are to be worn at all times
- Rain or snow boots are for outdoors only. Regular shoes must be worn in the classroom.

What is not uniform for all students:

- Cargo-style pants or shorts
- Pants, shorts, skirts, skorts or jumpers with embroidery
- Shirts, sweaters, vests or sweatshirts with decorative beads or sequins.

- Shirts worn inside out
- Sweaters, sweatshirts or shirts tied around the waist
- Hooded sweatshirts or sweaters
- Leggings (Solid navy, white or black leggings under skirt are allowed).
- Open-back, slip-on shoes; slides, clogs, beach, Crocs-type or heelys o
- Chains, multiple bracelets, multiple necklaces, multiple earrings or multiple rings
- Dangling earrings or face jewelry

Dress Code for OUT OF UNIFORM days for both girls and boys

On out of uniform days we follow many of the same guidelines seen in the uniform policy:

- All items of clothing must be sized to fit, not oversized, undersized or skin-tight (no athletic tights worn as pants)
- Shorts and skirts must be worn at the waist and hems may not be rolled. The hems of skirts, shorts and skorts must fall between the ends of the fingertips (when arms are hanging at one's sides) and the top of the knee.
- Shirts, blouses, and dresses must have sleeves and a modest neckline
- Socks are to be worn at all times with securely fitting shoes

Students who are not in uniform or in accepted dress code on non-uniform days will be required to change their clothing and may risk loss of out of uniform privileges for a period of time to be determined by the assistant principals or principal.

BEHAVIOR EXPECTATIONS

The purpose of Carondelet Catholic School is to promote intellectual, spiritual, personal and social growth. The strength of our community is built on the principles of trust, cooperation, faith and respect for the rights and property of each member.

- Respect others
- Be prompt and prepared for class
- Be in proper uniform
- Listen and follow directions
- Challenge yourself to do your best
- Display a positive attitude

Students are to follow the rules and policies governing school behavior, respect each other and the authority of school personnel, and act in a manner so that every person at Carondelet Catholic School is respected, safe and can teach/learn in a friendly and welcoming environment. Parental support is an important part of the behavior plan. A Student Behavioral Contract will be sent home in early fall to be read and signed by student(s) and parent(s) and returned to homeroom teachers.

Since it is a goal of Carondelet Catholic School to maintain a learning environment which provides a safe,

secure setting for students, faculty and administrators, the school will take such action it deems necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in the school under certain circumstances. All disciplinary actions will be determined by the classroom teacher, a team of teachers, or school administrators.

Specific Expectations

Carondelet has developed expectations for all members of our school community based on Gospel values, self-discipline, and respect for others. Students are expected to use these standards to guide them in choosing appropriate behavior.

1. Show respect for others
 - a. Treat each person fairly
 - b. Respect different talents and points of view
 - c. Be sensitive, kind, and courteous to others
 - d. Listen carefully to others
 - e. Respect the property of others
 - f. Respond with respect and appropriate language to all faculty, staff and guests
2. Use strengths to enrich and serve our community
 - a. Take pleasure in helping others
 - b. Work cooperatively with others
 - c. Work with others to care for our physical environment
3. Demonstrate integrity
 - a. Do what is right
 - b. Stand up to negative pressure
 - c. Practice and promote honesty
 - d. Work hard and persevere
 - e. Do your own work (no plagiarism or cheating)
 - f. Admit mistakes
 - g. Fulfill your commitments
4. Develop Decision-making skills
 - a. Think before acting
 - b. Practice self control
 - c. Realize how decisions affect others
 - d. Accept responsibility for one's choice
5. Resolve conflict peacefully
 - a. Learn when to confront, when to compromise, and when to give in
 - b. Solve disagreements by talking, listening carefully, and compromising.
 - c. Avoid physical and verbal aggression
 - d. Work toward fair solutions to conflicts
 - e. Communicate honestly with others

DISCIPLINE POLICY

At Carondelet Catholic School, we know that students make mistakes and that mistakes are opportunities to learn. In partnership with CSCOE's Peace of Mind 2.0 Initiative, we are dedicated to fostering the growth

of the whole child.

Our discipline model is designed to provide students opportunities to recognize when mistakes happen, verbalize how to make changes so behaviors that affect others negatively can be learned from, and have the opportunity to repair any relationships that may need it.

Our policy honors the whole child and provides guidance as students grow and mature. This policy is tailored to each grade level as students become more aware of the impact of their behavior on others.

At the elementary level, students may be asked to reflect on their mistake and work to restore relationships in the classroom, or if warranted, with an administrator or school counselor. Students at the intermediate level may spend time outside of the classroom as part of the restoration and discipline process. Middle school students will be asked to serve detention outside of school.

Continued violations of school rules may result in:

- Conference with the student
- Conference with parents or guardians
- Conference with school counselor
- Conference with student parent/guardians, and principal
- Suspension
- Expulsion from school

Physical Contact

Physical contact is defined as a student putting his or her hands on another student - whether the intent to harm is apparent or not.

Students who engage in physical contact with another student will immediately be removed from the situation and administration will be informed and help to decipher what happened.

Depending on the severity of the situation, a student who initiates or responds to physical contact may:

1. Be asked to remain out of class for a certain period of time.
2. Be asked to call home to inform parents of the situation.
3. Be asked to go home for the remainder of the day.

Parents will be notified in any case where a student is removed from class due to physical contact.

Drugs

A mood-altering chemical includes any substance such as drugs, inhalants, or alcohol that substantially changes the behavior of the person taking them.

Any student attending Carondelet Catholic School who:

1. is found buying, selling or giving away mood altering chemicals

2. is found under the influence of mood altering chemicals
3. is found in possession of mood altering chemicals
4. displays behavior characteristic of possible chemical abuse or
5. is suspected by the principal of participating in illegal drug activity, either use or possession while on school grounds or attending any school sponsored event will be subject to the following consequences:
 - Parent/Guardian will be notified immediately of the infraction
 - The student will be removed from the classroom or activity
 - Students who are found in possession of, buying, selling, or giving away mood altering chemicals will be turned over to law enforcement officials in compliance with Minnesota statutes
 - Students in violation of number 1, 2, or 3 above will be expelled immediately
 - Students in violation of number 4 or 5 may be required to get a professional evaluation, which may include, but is not limited to, drug testing, even if involvement with a mood-altering chemical has not been documented.

Appropriate action, which may include expulsion, will be taken based on evaluation results.

Tobacco Usage

The use of tobacco by a student in any form during school hours, on school grounds, while riding a school bus, or while attending any school sponsored function will result in confiscation of the tobacco product, reporting to the police and disciplinary action by the principal as follows:

- First Offense: The parent will be notified of the offense and a police report will be filed. Suspension may be imposed.
- Second Offense: A disciplinary conference with the student, parent and principal. A police report will be filed. Suspension from school may be recommended.
- Third Offense: Expulsion from school

Weapons

Carondelet Catholic School has the goal of establishing a Christian environment throughout the school in which students feel safe, secure, happy and have a maximum opportunity to learn.

In accomplishing this goal, the school takes the position of no tolerance of weapons and look-alike weapons in school, on school grounds, at school activities or events, at bus stops, or on school buses.

All weapons or items that have the appearance of a weapon are prohibited.

"Weapon" means any firearm whether loaded or unloaded; any substance or device designed as a weapon through its use is capable of threatening or bodily harm; or any device that is used to threaten, terrorize, or cause bodily harm. This includes firecrackers, other flammable materials (matches, lighters, etc.), or laser pens.

If a weapon is found on the premises, the following action will take place:

- Confiscation of the weapon (if it can be done safely, or call 911 for assistance).
- Notify principal

After the incident is investigated, the following may happen:

- Notification of parent/guardian from school.
- Possible involvement of police with recommendation to charge.
- Current law makes it a gross misdemeanor to possess, keep or store a weapon or replica weapon on school property. It is a felony to use any weapon or replica weapon on school property.
- Discussion with regard to suspension or expulsion.
- State law prohibits the carrying of any type of weapon on school grounds, including concealed weapons. Therefore, the above policy will apply to all adults as well as children.
- Fake weapons or props for academic activities such as performances, school plays or assemblies are permitted with prior approval of the teachers responsible for the activity. The fake weapons or props may not be capable of firing any projectiles, must be under the control or supervision of the teacher, and must be stored when not in use for the activity.

HARASSMENT AND BULLYING POLICY

Carondelet Catholic School provides a learning and working environment that is free from harassment for all students, faculty, staff, principal, parents, vendors, volunteers, coaches, guests, and others, who act on our behalf.

It applies whenever and wherever a school program takes place.

Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school program.

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation.

Harassment includes but is not limited to a continual behavior of:

- Any bullying, harassment, or intimidation that involves physical aggression
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting or exploiting
- Spreading hurtful rumors or gossip
- Cyber Bullying

One particular category of harassment, sexual harassment, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- teasing or joking of asexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- subtle pressure for sexual activity;
- intentional brushing against a person's body;
- display of offensive pictures, posters, or other graphics;
- leering, inappropriate patting or pinching, and other forms of unwelcome touching;
- otherwise creating a hostile, intimidating, or offensive environment.

BULLYING

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, virtues. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect from all.

Bullying and Retaliation are not to be tolerated. Carondelet Catholic School is committed to making the school a safe and caring place for all students to learn and grow.

We strive to praise people, give up put-downs, seek wise people, notice and speak up about hurts they have caused, right wrongs, and help others. When we do these things, students will be safe and protected, be respected, be able to learn, have their concerns heard, and be treated with kindness and caring. Everyone in the school family is expected to treat each other with respect and to refuse to tolerate bullying in any form.

Bullying is a deliberate, repeated, unwanted, aggressive or passive aggressive behavior that results in physical, emotional, or psychological harm toward another.

Examples of Bullying Behaviors include, but are not limited to:

- Verbal Harassment-calling someone by any name not their own, making songs, poems, notes of a negative or unkind manner, using offensive language to describe or attack a person or spreading rumors. Put-downs, insulting someone's race, culture, gender, size or appearance. Spreading rumors.
- Physical Harassment-any unwanted touch, using objects to make contact with another person (i.e.: throwing objects, contact by pushing or shoving one person into another. Hurting someone physically by hitting, tripping, pushing and kicking.).
- Emotional Abuse-the hurting of feelings by using consistently negative or unwanted behavior (i.e.: exclusion, isolation, imitation or intimidation).

- Teasing, “making fun of”, or mocking another person in word (verbal or written) or deed. Teasing in a harmful manner
- Cyber-Bullying-using modes of technology (cell phone, social networking websites, blogs, emails) to display any of the above behavior.

Faculty and staff will do the following to prevent bullying and help children feel safe:

- Teach students social skills to address bullying.
- Notice and reward positive behavior.
- Closely supervise students throughout the school day.
- Watch for signs of bullying and stop it when it occurs.
- Investigate reported bullying incidents.
- Enforce consequences for bullying.
- Help students understand that reporting bullying is not only acceptable, but a positive choice.
- Enforce consequences for retaliation against students who report bullying.

Students will be taught to do the following to prevent bullying:

- Act respectfully, responsibly and safely.
- Try to include everyone in activities, especially those who are often left out.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Report bullying to an adult.

What children do to report an incident of bullying:

- Talk to a teacher, an administrator, or an adult at school.
- Write a note to a teacher or administrator.
- Tell someone at home.

What parents do if they think their child is bullying or being bullied:

- Work in partnership with the classroom teacher by discussing the situation.
- Notify the principal if the situation does not stop.
- Honor and support the privacy and confidentiality of all individuals.
- Never, for any reason, confront any other child.
- Utilize the Conflict Resolution Procedure.

Reports of bullying will be handled immediately. Parents will be notified and consequences will be issued.

The following actions may be taken in each instance of reported bullying.

- Social Probation-the student may not attend any dances, sporting events or school activities until the whole of the consequence has been completed.
- Community Service-the student will be asked to contribute to the larger population of Carondelet by providing some type of community service. Activities could range from helping to educate younger students about bullying/friendships skills, making posters to advertise behavior expectations at school or writing essays about prevalent social justice topics. Students may be asked to help out around school as well.
- Parent Meeting/Notification-the student and parents will be asked to meet with member(s) of the

Carondelet administration, teaching and/or counseling staff. At this meeting, a plan will be made to address the report of bullying.

CYBERBULLYING

Sometimes referred to as internet bullying or electronic bullying consists of harassment through electronic devices and may result in a substantial interference with the educational environment or the rights of others.

It may involve, but is not limited to:

- Sending mean, vulgar or threatening messages or images
- Posting sensitive and/or private information about another person to the web
- Pretending to be someone else in order to make that person look bad
- Intentionally excluding someone from an online group

Any member of the Carondelet Catholic School community who experiences or witnesses sexual, electronic or any form of harassment must deal with the situation immediately by:

- Advising those involved that the behavior is inappropriate and should stop.
- If the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to an appropriate official (teacher, principal, or in the case of a complaint against the principal or parish business administrator, to the pastor).
- The complainant also has the right to fill out a bullying, harassment or intimidation form

The principal or a designated person will assume responsibility for investigation of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment.

An investigative report documenting interviews, conclusions and recommendations will be completed.

Based on the investigation, appropriate action, including, but not limited to counseling, disciplinary warning or other disciplinary action, will be taken.

The alleged harasser, the victim, and, if either is a minor, their parents will be advised of the outcome of the investigation, in writing. In cases involving minors, a report to the Child Protection Agency or to the police will be filed if required by state law.

The alleged harasser will be warned, in writing, that retaliation or intimidation toward anyone who makes a complaint or assists in the investigatory process will not be tolerated.

The complainant will be invited to report recurrences or retaliation, and the situation monitored as the principal deems appropriate.

Consequences for bullying behaviors of any kind will depend on the circumstance. Carondelet Catholic School administration will have the final say. Students may be excused from activities, be subject to schedule changes and/or be suspended from classes in or out of school.

SUSPENSION/EXPULSION POLICY

It is a goal of Carondelet Catholic School to maintain a learning environment which provides a safe, secure setting for students, faculty and administrators. The school will take such action it deems necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in the school under certain circumstances.

Carondelet Catholic School shall retain the sole discretion to determine the nature, extent or duration of any such removal from class, suspension or expulsion of a student under this plan. Where it appears that the student will create an immediate and substantial danger to the student or others, or property around the student, the classroom teacher has authority to remove the student from the room immediately. The classroom teacher may not, in so removing a student, use unreasonable physical force that causes or may tend to cause bodily harm or emotional harm.

CHILD ABUSE AND NEGLECT

All employees of Carondelet Catholic School who have knowledge of or reasonable cause to believe that a student is the victim of physical or sexual abuse/neglect are required under Minnesota law to report the suspected case to the local law enforcement agency or social service agency. This is to be done if they know or have reason to believe there is abuse or neglect presently or has been within the past three years.

Neglect is defined as the failure to provide food, clothing, shelter, medical care or prenatal exposure to controlled substances.

Abuse can be physical, verbal, sexual or emotional maltreatment.

Anyone may report suspected abuse or neglect. The 24-hour Hennepin County Child Protection line is 612-348-3552. For information about Parents Anonymous or to talk to someone if you are about to hurt your child, call the 24-hour Child Abuse Prevention Hotline, 612-347-2223.

SCHOOL-RELATED ISSUES

Subsidiarity, a social teaching of our Church, places the human person as the principle subject and object of every social organization, and holds that human affairs are best handled at the lowest possible level, closest to the affected persons. At Carondelet concerns and issues are to be resolved person-to-person as close to the source as possible. If there is no resolution, the concern is brought to the next level of administration using the conflict resolution process below.

School personnel or curriculum issues presented to the Board of Directors are referred to the principal.

Conflict Resolution

Carondelet Catholic School recognizes the freedom of all members of our school community to voice their concerns in an appropriate and respectful manner to the appropriate school personnel. The school has a responsibility to facilitate communication and to provide procedural direction to parties who initiate complaints or concerns in accordance with this policy and regulations. All parties in a conflict situation shall be treated with respect and have the responsibility to treat each other with fairness, dignity and respect.

All parties in a conflict situation must recognize and respect the protocol, especially the principle of “first contact.”

Definitions

First contact-The person who has the concern has a responsibility to begin addressing the concern directly with the person/s with whom they have the concern first before taking their concern elsewhere.

Grievant-Member of the school community seeking relief

Respondent-The person with whom the grievant has a complaint, dispute, or disagreement.

School community-Students, parents, and/or guardians

Rules and procedures

All parties in a conflict situation shall be treated with respect and have the responsibility to treat each other with fairness, dignity and respect.

In the event of the school community have unresolved complaints, disputes or disagreements, the following procedure is used:

- A. If the conflict is not resolved through first contact, the grievant shall meet with the respondent and the respondent’s immediate supervisor to try to resolve the dispute.
- B. If the conflict is not resolved under (A), the grievant shall meet with the school principal to try to resolve the dispute.
- C. If the conflict is not resolved under (B), the grievant shall submit in writing the unresolved conflict appeal again to the school principal within ten business days of the discussion. After which, the principal shall make a response in writing within ten business days and hold a conference with the grievant to resolve the matter.
- D. If the conflict is not resolved under (C) the grievant shall submit in writing the unresolved conflict to the Canonical administrator within ten business days of the conference with the principal (C). After review, the Canonical Administrator shall make a response through communication with the grievant.

Wellness Policy

Carondelet Catholic School is an environment that protects and promotes students' health, well-being, ability to learn, healthy eating habits and physical activity. Carondelet Catholic School recognizes that nutrition education and physical education are essential components of the educational process, and that good health fosters staff and student attendance and education. The school encourages the involvement of students, parents, teachers, food service staff, and other interested parties in implementing, monitoring and reviewing our school Wellness Policy.

All students need access to healthy foods and opportunities to be physically active in order to learn, grow and thrive.

- Carondelet Catholic School will provide students with a minimum of 20 minutes to eat in a clean, safe, and pleasant setting. An allergy sensitive area will be available to students when needed.
- Carondelet Catholic School will encourage all students to make age appropriate, healthy selections of food and beverages.
- Food service personnel shall adhere to all federal, state and local food safety and security guidelines.
- The school will provide student access to hand sanitizer or washing before students eat any meals or snacks.
- Carondelet Catholic School will not provide or encourage soda consumption during the school day.
- Carondelet Catholic School will not withhold foods or beverages as punishment.
- Everyone has access to free water. Students and staff are encouraged to have water bottles every day.
- Carondelet Catholic School aims to provide opportunities for every student to develop knowledge and skills for specific physical activities, maintain physical fitness, participate in regular physical activity, and understand the short and long-term benefits of a physically active lifestyle.
- Carondelet Catholic School will provide physical education class as part of its curriculum to students Preschool-8.
- Carondelet Catholic School will provide recess to students in grades Preschool-8.
- Carondelet Catholic School will provide opportunities for students to participate in after school sports to encourage physical activity outside of the school day.
- Carondelet Catholic School will encourage students and parents to pack healthy school lunches and snacks.

Treats/ Snack

As a school staff, we also will not offer candy as rewards, incentives, or treats in the classrooms and no food based Birthday Treats will be distributed. (see food policy).

HEALTH POLICIES

Nursing Services

A part-time Minneapolis Public School nurse spends time on each campus during the year. She supervises the health program, which includes vision screening, hearing tests, first aid and notification of parents or guardians in case of an emergency illness.

Health Records

A health record is kept from the time each child begins school until they exit, usually at graduation. It is required that the student have a physical before entering kindergarten or first grade, and again before entering seventh grade. Parents are asked to inform the school office of important health information.

Accident or Injury

If an accident occurs, first aid will be administered and parents will be notified. If a serious accident occurs and parents cannot be contacted, paramedics will be called at the expense of the parents, and the child taken to the nearest hospital. It is important that parents keep the office up to date on emergency medical treatments including up-to-date phone numbers. **Please inform the campus office(s) of any change in work/cell/emergency numbers.**

Any accident or injury during school time, or at any event sponsored by the school, is to be reported immediately to the person in charge and to the campus office. The parent's own medical insurance will still be the student's primary insurance. If a parent wishes to submit a claim form through an Archdiocesan plan, forms are available from the business office. The school and the Archdiocese merely act as a medium in supplying the blank claim form and assume no liability, either for the injury or the subsequent negotiations with the company.

Illnesses

If a child becomes too ill to remain in school, parents will be contacted. Children are to be picked up in the office. No child will be permitted to leave the school grounds unless the parent has been contacted and is aware that the child is on the way home.

Children who are ill are to remain at home. Do not send children back to school until they have fully recovered and are able to go outdoors during recess. Please do not ask that your child be kept indoors during recess.

Students who are ill are expected to stay home until they are 24 hours fever free (a fever is defined as a temperature of 100.4 F or higher) without medication, 24 hours free of vomiting or diarrhea, and/or their cold or flu-like symptoms have improved. Students who have been prescribed antibiotics must complete 24 hours after their first dose before returning to school.

Students who have been tested for a **strep infection** are to remain at home for 24 hours until the lab results are known.

Students who have been tested for COVID-19 are to remain home until the lab results are known. If tested positive, students must remain home from school for 5 calendar days after the onset of symptoms. They

may return to school on day 6, wearing a mask through day 10.

Medications

The school is not permitted to give students any medication without written permission from the parent and written instructions from the doctor. This includes over the counter medicines. Short-term medications need not be given at school. Medications prescribed three times daily may be taken in the morning, after school and at bedtime. Doctors prescribing medication to be taken during school hours are to write medication orders for the school that include the time to administer the medication, dosage, and a termination date for administering the medication. If your child must have medication administered during school hours, please obtain a consent form from the office. School personnel may administer medication (including over-the-counter products) **only if the written order of a licensed physician and written authorization of the parent are on file in the school office.** All medication is to be sent to school in the original labeled bottle from the pharmacy or store.

Immunizations

All immunization dates are to be submitted to the school prior to the fall start date. Parent/guardian is responsible for providing this information in writing to the campus office, and to include additional immunizations each year as the family's physician administers them to the student. All new students from other school systems need to present a record of their immunizations when registering. Current immunizations are required for grade K and 7.

Athletic Program

Athletic Program Philosophy

As stated in our mission statement, it is our philosophy to educate the whole child. Athletics exist to complement our overall educational program. To that end, our athletic program has been designed to offer learning and growth experiences that extend beyond the classroom.

Athletic Program Goals

Our athletic program provides opportunities for learning experiences outside of the classroom for those students in Grades 5-8. Volleyball is available for girls in grade 4 and Basketball is available for girls and boys in grade 4. Our primary goals are:

- To nurture each student-athlete's personal growth and development so that they can achieve their full potential;
- To promote friendships, school spirit, and team unity;
- To help student-athletes develop self-discipline, self-confidence, responsible team play and cooperation, and, above all, to learn and model good sportsmanship.

Athletic Activities Offered

Girls

Fall: Volleyball (mid-August – late October), grades 4-8

Winter: Basketball (early November – late March), grades 4-8

Spring: Softball (early April – late May), grades 5-8

Boys

Fall: Soccer (mid-August – late October), grades 5-8

Winter: Basketball (early November – late March), grades 4-8

Spring: Baseball (early April – late May), grades 5-8

Participation

With approximately 130 students in grades 5-8, the number of teams in any sport can vary based on the number of athletes interested in participating and facility accommodations. Each student-athlete will be given opportunities to improve and develop skills, as well as preparing to handle competitive situations. Student-athletes will inherently move from a learning environment (Grades 5/6) to an increasingly competitive environment (Grades 7/8). While we want our teams to be successful, a winning record does not always measure success. At Carondelet, our overriding priority is to provide student-athletes the opportunity to participate. Student-athletes who attend practices and put forth the required effort will play in games. The amount of playing time will be determined by a student-athlete's attendance, actions, effort, attitude, and conduct. While every effort will be made to provide a reasonable amount of playing time, it will not necessarily be equal.

Sportsmanship Policy

Participation in Carondelet athletics is a privilege, and requires that student-athletes conduct themselves in a positive, appropriate and Christian manner while representing our school. As responsible adults, coaches, volunteers and spectators are expected to set a good example for our students. Student-athletes, coaches, volunteers or spectators who violate this policy are subject to removal from the activity at the sole discretion of the Principal or Athletic Director. Establishing and practicing the values of sportsmanship, ethical behavior, integrity, good citizenship and high behavioral standards should permeate all of the activities in which our student-athletes compete.

Code of Ethics for Student Athletes**School Work**

Rule: All student-athletes are required to maintain a minimum of a C- average in these classes: Social Studies, Math, ELA, Theology, and Science. Student-athletes, parents, and the Athletic Director will be notified at the middle and end of each grading period if a student athlete falls below a C- average.

Consequence: Any student-athlete falling below a C- average will be suspended immediately from the team or activity for one week until the time of re-evaluation (re-evaluation will take place every week). Student-athletes must have a C- average or a signed plan from their teacher/teachers before they are allowed to regain their athletic participation status.

Rule: A student receiving a failing grade in any class at mid or final grading period will not be allowed to participate in extracurricular activities.

Consequence: Any student-athlete receiving a failing grade in any subject will be suspended from the team for a minimum of two weeks and cannot rejoin the team until he/she has brought their grade to at least a C-. For a player to be reinstated, he/she must complete and sign a sports eligibility form and return it to the Athletic Director. If, after the two week suspension, the grade is not improved to at least a C-, or have a signed working plan with the teacher, the student-athlete will be out for the rest of the season.

Note: Any student-athlete with numerous missing assignments may be held out of athletic competition until the work is made up. An adequate warning will precede any action in this area. They will have a period of two weeks to turn in all of their missing work before suspension will occur. After that two week period, suspension from the activity may be applied.

School Behavior

Rule: All student-athletes are expected to abide by all school rules.

Consequence: Any student-athlete receiving two detentions related to behavioral incidents in one grading period or season will be suspended from participating in sports for the next two games. Any player receiving a third detention related to behavior during a season will be removed from the school team in which they are involved.

Expectations of Coaches

- Coaches will set a good example for student-athletes and the school community.
- Coaches will assist each student-athlete toward developing his or her potential.
- Coaches will do their best to ensure that each student-athlete understands his or her role on the team and has a good experience during the season.
- Coaches will treat their own student-athletes, opponents and officials with respect.
- Coaches will abide by all rules set forth by the SSYO league.

Expectations of Parents

- Parents will be supportive of their student-athletes and other team members.
- Parents will respect the judgment and strategy of the coaches.
- Parents will respect the judgment and interpretations of the officials.
- Parents will follow the grievance procedure outlined in this handbook if conflicts arise.
- Parents will abide by all rules set forth by the SSYO league.

Negative Behavior

In addition to expectations related to sportsmanship, the misbehavior by any team member that in any way reflects negatively on the school, team, parish, or community will not be tolerated and may result in his or her suspension from the team, at the sole discretion of the Athletic Director and Principal.

Specific to basketball - Any player who receives a technical foul during a game or tournament game (for negative behavior) will be disqualified from playing the remainder of that game, and may be suspended from participating in the next game. Eligibility for the next game will be determined by the Athletic Director and the Principal. Repeated violations may result in exclusion from the remainder of the season.

School Attendance Policy

All student-athletes participating in an athletic activity must attend a full day of school the day of the activity in order to be eligible to participate in that activity. This rule applies to practices, scrimmages, games, tournaments and all other extracurricular activities. Students who participate in a school-sponsored event (retreat, field trip, testing) will not be considered absent. Extenuating circumstances (family emergency, funeral, doctor's appointment) will be taken into consideration by the administration and participation may be allowed.

Forming Multiple Teams

Frequently, student participation will require that more than one team, per gender per grade, be formed in a given sport. It is our philosophy that in doing so, participants should be divided as equally as possible when forming multiple teams. The only exceptions will be at the Varsity level (Grades 7/8). Players will be evaluated and placed on teams at the appropriate level. In all other situations, the final number of teams and how they are formed will ultimately be determined by the number of coaches and participants who sign up by the registration deadline. The Athletic Director will have final authority and sole discretion in all matters related to team formation.

Practice and Game Attendance

Attendance and participation at games and practices is mandatory. Unexcused absences may result in reduced playing time. Extenuating circumstances (family emergency, funeral, doctor's appointment) will be taken into consideration.

Middle School Students Wishing to Participate in High School Athletics

Students who desire to participate in high school athletics must follow the process below and qualify for eligibility:

1. Contact the Carondelet Principal and Athletic Director to inquire about eligibility.
2. Students may only participate at the high school varsity level in volleyball, basketball, soccer, baseball, and softball.
3. Students may participate in other sports at any high school level (9th and above) if they are in good academic and behavioral standing, and they will not miss more than two class periods per week in order to participate in the athletic activity.

Carondelet Catholic School has a partnership agreement with Holy Angels High School, as our closest high school, for all high school sports, thus students can only participate in athletics with Holy Angels.

(Minneapolis Public Schools has a policy that prohibits any athletic partnerships with non-public schools.)

Registration Process

Carondelet families will be notified of sports registration well in advance of deadlines via the weekly newsletter. The SSYO league requires that we register our teams months in advance of each season's start in order to accommodate scheduling and facilities use. To meet those league deadlines, it is imperative that participants register by the required deadline dates. For soccer and volleyball, the registration deadline is late April. For basketball, the deadline is mid-September. For spring sports, registration happens in mid-January. A late fee will automatically be charged for any registration that does not meet

the deadline. In those cases, it will be at the sole discretion of the Athletic Director to determine if the late registration can or cannot be accommodated based on existing roster size. Roster spots will not be guaranteed for registrations turned in after the deadline.

Conflict Grievance Procedure

In order to allow for an expression of differences that sometimes occurs in athletics, the following standardized and widely accepted grievance procedure will be used to address conflicts:

- The student-athlete should request a meeting with the coach. This meeting should be at a time other than immediately before or after a practice or game. This meeting is strictly between the athlete and coach.
- If the conflict is not resolved in the first step, the student-athlete and parents together should request a conference with the coach at a time outside of practice or game.
- If the conflict is not resolved in Step 2, the parent, student-athlete and coach should then meet with the Athletic Director.
- If the conflict is still not resolved, the parents may then request a meeting with the Principal or Assistant Principal.

These steps must be followed in this specific sequence.

PARENT STUDENT HANDBOOK ACKNOWLEDGEMENT

We acknowledge that we have received the 2023-2024 Carondelet Catholic School Parent/Student Handbook and understand that it contains important information about school policies and procedures. We understand it is not intended to cover every situation that may arise, but to serve as a general guide and reference. We understand it is our responsibility to be familiar with the information in the handbook and to abide by school policies.

Parent/Guardian(s) Signature Date

Student 1

Signature Date

Student 2

Signature Date

Student 3

Signature Date

Student 4

Signature Date

Please return to either campus office by September 14, 2023 or within two weeks of reception of this Parent/Student Handbook after that date.