

St. Michael Catholic School
2025-2026 Parent/Student Handbook
Grades K-8



Living for Christ. Learning for Life.
150 years of Excellence!

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Appendix

St. Michael Catholic School (StMCS) retains the right to change, modify, suspend, or interpret any policies, whether written or not, without notice, at its discretion. Nothing in this Student-Parent Handbook should be construed as a contract between you and StMCS. All changes will be reflected in the online handbook. Only significant changes will be formally communicated to families.

SCHOOL CONTACT INFORMATION

SCHOOL ADDRESS AND PHONE NUMBERS

ST MICHAEL CATHOLIC SCHOOL
14 MAIN ST N
ST MICHAEL, MN 55376

School Office (763) 497-3887
Fax (763) 497-9159
Parish Center (763) 497-2745

School Website www.stmcatholicsschool.org

Voicemail is available for most staff.

Every employee is available by email. See the website for a complete directory.

OFFICE STAFF

<u>Position</u>	<u>Name</u>	<u>E-mail</u>
Pastor	Father Brian Park	frpark@stmcatholicchurch.org
Principal	Heidi Gallus	hgallus@stmcatholicsschool.org
Assistant Principal	Ben Sartori	bsartori@stmcatholicsschool.org
Director of Student Services	Kate Firnstahl	kfirnstahl@stmcatholicsschool.org
Director of Student Programs	Melissa Schlafke	mschlafke@stmcatholicsschool.org
Director of Catholic Identity	Melissa Zachman	mzachman@stmcatholicsschool.org
Secretary	Keri Schoen	kschoen@stmcatholicsschool.org
Administrative Assistant	Anne Mathena	amathena@stmcatholicsschool.org
Administrative Support	Lisa Zipp	lzipp@stmcatholicsschool.org
School Nurse	Mary Rooney	mrooney@stmcatholicsschool.org
Health & Admin Para	Danise Dembouski	ddembouski@stmcatholicsschool.org

STAFF DIRECTORY

Staff Directory can be located on the school website.

INTRODUCTION

OUR MISSION

At St. Michael Catholic School, we strive to be a people ***“Living for Christ ~ Learning for Life.”***

St. Michael Catholic School supports parents in the education of the whole child by instilling Catholic teachings, nourishing faith in Jesus Christ, and strengthening individual commitment to holiness and academic excellence.

PHILOSOPHY

Following the belief that Christ is the foundation of the whole educational enterprise in a Catholic school, St. Michael Catholic School (StMCS) is committed to assisting parents in the education of their children. We strive to educate the whole child – attending to the spiritual, moral, intellectual, emotional, and physical needs of each student in response to the Gospel of Jesus as it comes to us through scripture and the tradition of the Catholic Church.

StMCS seeks to nourish faith in Jesus Christ by providing an environment of respect and Divine love based on Christian values. We believe service and leadership opportunities strengthen student commitment to lifelong learning and growth in holiness. We foster academic excellence through the use of research-based curriculum materials, innovative instructional practices and integration of technology.

LIVING FOR CHRIST. LEARNING FOR LIFE.

Believing that Christ is the heart of our educational environment, we begin each week by gathering together to worship God, welcome one another and celebrate our accomplishments during a time called Weekly Welcome Worship. We celebrate Mass weekly. This spiritual foundation sets the stage for greater learning and helps our students grow religiously, intellectually, and morally.

Highlights include:

- Religious topics and activities integrated throughout the curriculum
- Sacramental preparation for First Reconciliation and First Holy Communion in second grade
- Up-to-date, research-based resources utilized in all subject areas
- High-tech tools including Chromebooks, access to iPads in grade K-4 and Chromebooks in middle level and SMART Board technology in every classroom
- Hands-on, inquiry-based science classes
- Full-time specialists for music, physical education, and technology and Spanish
- Reading and Math specialists
- Service learning opportunities
- Educationally relevant field trips for all levels
- Community-building atmosphere based on the Responsive Classroom philosophy

ACCREDITATION

Fully accredited by the Minnesota Non-Public School Accrediting Association (MNSAA), StMCS offers a challenging curriculum, fosters a love of learning and brings out the best in each student. Annual reports are submitted to MNSAA in order to meet Association standards and every seven years we apply for full renewal of our accredited status. The renewal process includes an intensive self-study and the development of a school strategic plan and concludes with a three-day onsite visitation conducted by a team of eight or more education professionals approved by MNSAA. The team completes a thorough review of the school's self-study and strategic plan and interviews all staff and several stakeholders. The team reports back to the MNSAA Board of Directors who then rules on our accredited status. The self-study, school strategic plan and team report are all available for review by any interested parent. Contact the office to review copies of these documents.

PARTNERSHIP WITH PARENTS/GUARDIANS

In accordance with Catholic teaching, StMCS believes that parents/guardians are *the* primary educators of their children. With this in mind, the relationship between StMCS and parents/guardians is of the utmost importance. See Appendix M

SCHOOL HISTORY

StMCS has educated children for nearly 150 years. Quality Catholic education has been thriving in St. Michael since the School Sisters of Notre Dame opened the first school in 1876. An advertisement for the boarding school found in the December 1877 "Wright County Eagle" stated that the school would offer "a course of instruction that embraces the various branches of a solid, useful and polite education." Our commitment to academics, respect and faith has a long history and grows every year. We welcome you to participate in this rich tradition!

St. Michael, the Archangel, is our patron saint. We remember his feast day on September 29 each year.

Prayer to St. Michael the Archangel

**Saint Michael, the Archangel, defend us in battle.
Be our safeguard against the wickedness and snares of
the devil. May God rebuke him, we humbly pray; and do
thou, O prince of the heavenly host, by the power of God
cast into hell Satan and all the evil spirits who prowl
throughout the world seeking the ruin of souls.**

Amen.

ENROLLMENT POLICIES and PROCEDURES

NON-DISCRIMINATION POLICY

It is the policy of St. Michael Catholic School that we will welcome qualified students from all backgrounds and without regard to race, color, sex, marital status, disability, age, national origin, and status with regard to public assistance, and any other classifications protected by applicable law that do not violate teachings of the Catholic Church, as defined by the Catechism of the Catholic Church.

This policy does not prohibit giving Catholic students priority for admission.

StMCS has the right and duty to conduct its programs and activities in a manner that is consistent with its Catholic identity. Accordingly, nothing in this handbook precludes the ability of the school to act in conformance with its Catholic beliefs and identity, including undertaking appropriate actions with respect to students and/or parents who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. See Appendix M for Policies 108 - 110

APPLICATION PROCEDURE

Each new family must complete an application and pay a \$300 down payment.

Note: Down payments will be applied to tuition upon enrollment.

ADMISSION/ENROLLMENT

Those applying to StMCS will be enrolled as class space permits according to StMCS *Enrollment Procedures* found in Appendix A.

StMCS requires that educational records from school settings previously attended be provided to the school at the time of enrollment. Records are reviewed and assessments may be administered to any student enrolling in Grades 1-8 as deemed appropriate by our educational team. Assessments are given to determine best classroom placement for students new to our school. All kindergarten students participate in an informal assessment process led by our primary staff during kindergarten round-up each spring. Results may be used for instructional planning.

EARLY ENTRANCE TO KINDERGARTEN

StMCS maintains traditional entrance criteria for enrollment into elementary schools consistent with state guidelines. Children enrolling in Kindergarten must be five years of age on or before September 1st of the calendar year in which they will be enrolled. If a child's birth date falls on a date after September 1st but before October 31st, parents/guardians may request consideration for early entrance. All requests must be submitted in writing to the school administration no later than June 15th of the year of enrollment. Requests will be considered for admission on an individual basis. All children accepted for early entrance will be on a probationary status. The educational team will review academic growth, social growth, and maturity after each trimester to ensure appropriate placement.

ANNUAL REGISTRATION

Registration opens in January each year and all associated fees are due at that time. Current families that miss the registration deadline risk losing their classroom placement.

CLASSROOM PLACEMENT

Teachers take into account a student's educational and behavioral needs when recommending classroom assignments for a new school year. Administration approves class lists for the next grade level.

Parent input regarding class placement will be considered for compelling educational reasons and must be addressed to the school administration and received in writing in the school office by **May 15**. Requests may be discussed with the current teacher but ultimately must be made by the school administration. The assignment of a student to a particular teacher/class is ultimately the decision of staff/administration, and StMCS makes no promises or guarantees that parent requests can be met.

CLASS SIZE

StMCS has a typical class size of between 18-24, and strives to maintain class sizes to approximately that range. If a particular class size drops below the financial break-even point, other considerations will be addressed to deal with the financial shortfall. Administrative discretion may be used to alter class size at any time.

TRANSFER STUDENTS

In general, new students may be accepted after the beginning of the school year if there is adequate space in the class and if there is no perceived disturbance to the classroom. Admission to the school will be contingent upon receipt of student academic and health records and completion of any placement assessments. A conference will be held with the school administration to determine the best classroom or grade level placement for the incoming student. Prior to admission, the school and the parent of the student(s) shall agree on the tuition and other expense obligations.

WITHDRAWAL of STUDENTS

See Appendix A for details.

STUDENT RECORDS

The school shall collect and maintain the records of all students. No one except appropriate school personnel, parents of minors, and students who have reached legal age, shall have access to individual student records without either a subpoena or appropriate written authorization either from the parent (in the case of a minor student), or from the adult former student.

In accordance with state and federal laws, parents are entitled to see their child's records. An appointment with the school administration shall be made in advance to review records.

"Records or data" is defined by any or all of the following:

1. Identifying data
2. Academic work completed
3. Level of achievement (grades, standardized achievement test scores)
4. Attendance data
5. Scores on standardized testing
6. Health data (separate records kept in health room)
7. Family background information
8. Teacher or counselor ratings and observation
9. Verified reports of serious or recurrent behavior patterns or disciplinary actions, including suspension, exclusionary discipline and expulsion. (in accordance with data practices under chapter 13 and the Family Educational Rights and Privacy Act of 1974, United States Code, title 20, section 1232(g).

SCHOOL SCHEDULES and CALENDARS

ACADEMIC CALENDAR

Generally speaking, StMCS follows the academic calendar of St. Michael-Albertville Public Schools. On occasion, StMCS may have slight differences for days in or out of session. When STMA is not in session, school bus transportation is not available. Parents are expected to provide transportation on days when StMCS is in session and STMA is not. School days made up due to emergency weather closings are determined by the STMA School Board for the district. StMCS reserves the right to make decisions in the best interest of our school community regarding make-up time.

DAILY SCHEDULE

School Office Hours 7:00 am - 3:00 pm

Staff Hours 7:00 am - 3:00 pm

7:15	Doors Open & Students May Be Dropped Off (<u>Hallway supervision begins at 7:15</u>)
7:25	Bell Rings - Students proceed to classrooms
7:35	Classes Begin
10:37-11:17	Middle Level Recess and Lunch
11:20-12:05	Grades K-1 Recess and Lunch
11:55-12:40	Grades 2-4 Recess and Lunch
1:55	Dismissal Bell

GRADE LEVEL SCHEDULES

Each classroom has its own unique schedule within the overall daily routines. Teachers will share class schedules at the start of each year. Middle level has a bell-driven schedule, and students switch classrooms for every subject. Wednesday schedules are adjusted K-8, and class times are compressed due to weekly Mass.

SCHOOL RITUALS

WEEKLY WELCOME and WORSHIP

We gather as an entire school community at 7:45 am the first day of the week to worship God, welcome one another, and celebrate our accomplishments. During this time we pray, as a community, sing songs of praise, read scripture, special intentions, celebrate feast days and share prayer honoring the liturgical season. We recognize student and staff birthdays by singing a song of blessing to all who will be celebrating a special day during the week. Weekly Welcome and Worship is also a forum to share announcements and honor student accomplishments from school or extra-curricular events

MASS and PRAYER OPPORTUNITIES

School Masses are celebrated every Wednesday and all Holy Days of Obligation. The school participates in daily morning prayer and classes pray together regularly.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is recited daily.

MORNING MEETING/"GOD" TIME

Morning meeting allows K-4 students and teachers to connect, create community, and foster faith through active participation in activities. GOD Time (Gathering of Disciples) is a middle level, multi-aged homeroom period that begins and ends each day. This time together instills the importance of faith, prayer, and community within our school.

SCHOOL PROCEDURES

PARENT RESPONSIBILITIES

The relationship between StMCS and parents/guardians is of the utmost importance. Parents'/guardians' failure to comply with these policies, or a breakdown in the school-parent/guardian relationship, may result in the student no longer attending the school.

All parents are expected to:

1. Be familiar with information contained in school handbooks and newsletters.
2. Inform the school office by telephone or email when your child will be absent or will have a change in schedule by 7:45 am. No student may leave the premises at any time for any purpose without permission from the parent.
3. Inform the school in writing of:
 - a. parental status and custodial constraints; provide court orders as needed
 - b. change in transportation routine (also notify bus company if applicable)
 - c. change in address, phone number, emergency contact numbers, daycare, etc.
 - d. arrangements that might affect communication with the school
4. Meet the financial obligation of tuition, fees, lunch accounts, and other applicable accounts.
5. Meet admission and registration requirements. (See Appendix A)
6. Comply with:
 - a. policies and regulations
 - b. goals and objectives of the school as identified in this school handbook
7. Meet family commitments for volunteering and fundraising. (See Appendix I)
8. Support and cooperate with StMCS in creating an environment in which all children are able to experience StMCS's motto: "Living for Christ. Learning for Life."

Parental Cooperation: St. Michael Catholic School is able to create a Catholic learning environment through parental support and cooperation. Parental support, cooperation, and respect of school personnel are expected. Lack of support and cooperation with the school, its personnel and policies and public rejection of the laws, norms, and teachings of the Catholic Church may warrant student withdrawal on grounds of parental behavior."

Parental Cooperation – Dismissal Due to Parental Actions: Under normal circumstances, a student will not be deprived of a Catholic education on grounds relating to the attitude or actions of the parents. Yet, a situation could arise in which the uncooperative or disruptive attitude of parents may diminish the effectiveness of the school such that continued enrollment of the student is impossible. Such situations include, but are not limited to actions, verbal or physical, by a parent or other person, which insults or abuses a teacher, administrator, coach, or staff member of the school.

ARRIVAL/DISMISSAL PROCEDURES

To ensure the safety of ALL STUDENTS, please adhere to the following procedures:

School doors open at 7:15 daily. Classes begin at 7:35.

Parking Lot Drop Off: Follow the enter/exit signs and one-way traffic flow, stopping at the drop-off cones for unloading. Please have students ready with backpacks in hand to make an efficient exit. If children need assistance to get out of a vehicle, parents are welcome to park and help their children cross at the crosswalk aligned with the awning at Door B.

First Street Drop-Off: Middle level students may also be dropped off along the sidewalk on First Street. Students will enter through the gate and follow the path to Door D. ***Be aware that this is designed primarily for bus drop-off, and buses must have the right of way.***

ALLOW EXTRA TIME FOR TRAVELING TO SCHOOL & ENTERING/EXITING OUR LOT. YOUR PLANNING & COOPERATION IS CRUCIAL FOR AN EXPEDIENT AND SAFE PROCESS. WATCH FOR SIGNS AND VOLUNTEERS TO DIRECT YOU.

Afternoon Bus Riders: Procedures are in place to assist students in locating their correct bus at the end of the day, both here and at the public elementary school building. Our staff will accompany bus riders from here to the transfer location each day during the first week as needed.

Parking Lot Pick-Up: Plan to **arrive no later than 1:55 each day** to pick up your children. Follow the directions of staff as you arrive. Please stay with your vehicle and wait for children to be dismissed. Also, please keep animals inside your vehicle. Students not picked up by 2:05 will be escorted to Kids Club, and a fee of \$15 per child will be assessed for the first ½ hour and \$10 per child for each ½ hour after that.

Walkers: Parents shall notify the school if a student will be walking after school instead of using the bus. All student walkers meet at the end of each school day and are checked off by a staff member. Walkers are then escorted as a group to the appropriate crosswalk and crossed by a staff member.

Bike Riders: Parents shall notify the school if a student will be riding a bike instead of using the bus. Student bike riders are expected to follow the rules of the road and are strongly encouraged to wear a helmet. A bike rack is located near Door B.

Mid-day Pick-up: When picking up a student mid-day, parents report to the office to meet and pick up their child. Students must be checked out by office staff before they are allowed to leave during the school day. Also, if your child will be leaving with anyone other than a family member at day's end, please send a note to school.

PARKING LOT VIDEO

See [videos](#) on website.

DRESS CODE

The StMCS Dress Code exists to encourage a community spirit and to enhance school and personal pride. It is provided as a means of focusing on the student as a unique person while diminishing the importance of external factors, such as clothing style. It is expected that all students arrive at school each day dressed according to these guidelines, unless otherwise notified by school staff. It is expected that students maintain a neat, clean, modest, and appropriate appearance which supports the teachings of the Catholic Church. Students not properly attired will be sent to the office to obtain proper clothing from the uniform room. The staff reserves the right to decide whether uniform or non-uniform attire is appropriate.

See Appendix B: Dress Code

SCHOOL SUPPLIES

Parents are expected to provide school supplies for their child as requested each year. A list of needed supplies will be provided annually. Those who wish to order supplies (rather than purchasing all items from a store) may do so through an outside vendor. Information on this will be provided by the school. Supplies will be shipped directly to families. This is not a fundraiser, and there is no mark up on the items to benefit the school.

SCHOOL BREAKFAST, LUNCH, AND MILK PROGRAMS

Milk is provided for kindergarten students during their mid-morning snack break through the Federal Milk Program.

StMCS participates in the Free School Meals for Kids Program. All students are welcome to eat breakfast served from 7:15-7:25 on Mondays, Tuesdays, Thursdays, and Fridays. Due to Mass on Wednesdays, students may eat breakfast following Mass if they sign up for it (see August communications). Lunch is provided each day during the allotted lunch times per grade level. Milk is served free with all meals.

Milk may be purchased separately. Students bringing their own lunch should refrain from sodas and caffeinated beverages.

Lunch at school is part of the total learning process and good conduct is expected. Table manners and lunchroom conduct is discussed as a regular part of respecting others. The school has a computerized lunch program. Each student is assigned an ID that will be scanned on the computer as they enter the lunchroom. Prices are determined prior to the beginning of each school year. Families will be charged a replacement fee on lost or damaged cards.

MIDDLE LEVEL LUNCH AND A LA CARTE

Good nutrition, including a healthy lunch, is an important part of being ready to learn each day. Students are expected to bring or purchase a healthy lunch each day.

Middle level students may purchase a la carte items, including second entrees, with parent approval. A la carte is not a substitute for a healthy lunch. Students must either have purchased hot lunch or have a cold lunch before shopping the a la carte line. Students must also have a positive lunch account balance in order to purchase extra items. There is a 2-item limit per day per student. Second entrees must be ordered at the beginning of the day when students order their hot lunch.

LUNCH PAYMENTS

If students will be purchasing additional milk, a la carte, or second entrees, there must be a positive balance in their lunch account. Parents may view their family lunch account balance and purchase history by going to the cafeteria section in Sycamore, our parent portal system. Parents can choose to receive an automated email notification when their family lunch account balance is low by setting up an alert in the parent portal system. Parents may add money through Sycamore or by sending cash/check to the school office.

See the Lunch Program Policy Appendix J

LUNCHROOM BEHAVIOR

St. Michael Catholic School supports healthy, well-rounded student habits throughout the day. Student behaviors that are both healthy and respectful are expected at all times including the lunchroom where use of polite table manners and common courtesy are essential. This also includes the respect of all visitors, staff, and fellow students. Students are also asked to:

- Walk at all times, keeping hands and feet to self in line and at the table.
- Use common table manners. (i.e. no throwing food, popping bags, tossing/crunching bottles, or touching others food or tray, etc.)
- Remain seated with one person per seat at the table.
- Clean up after oneself, including the floor if needed. Place trash and trays/silverware in proper places.
- Consume food and drinks in the cafeteria.
- Follow directions as they are given.

Logical consequences will be asked of students struggling to show respect. These may include: staying back to help staff with clean up, going to the end of the lunch line or dining separately from friends. Consequences are determined by staff to help assist in understanding and encouraging respectful behavior. Elevated consequences, in accordance with StMCS discipline policies, may result due to frequency or level of infraction.

PARTICIPATION IN RECESS

If students are well enough to attend school, they are expected to go outside for recess. Students will go outside unless it is raining or the wind chill is -1 degree or colder. Students are expected to dress appropriately for each season. Parents are asked to check the weather and monitor their students' dress.

Middle level students may have options for recess. Choices vary from going outside to staying indoors for various activities. Options occasionally change and will always be made known to students.

TELEPHONE USAGE

As a rule, neither teachers nor students are called to the phone during instructional hours. Messages may be left with office personnel or on the teacher's voice mail. Children are allowed to use the phone only in cases of necessity and with staff permission.

LOST AND FOUND

Lost items will be kept in wooden lost and found benches. Encourage students to check for lost items at school when something is missing. Label all outerwear, sweaters, and sweatshirts with your child's name.

LOCKERS

All students, K-8, will be assigned a school locker. Lockers are provided for the convenience of students and are the property of StMCS. Lockers should not be written on, damaged, or used to house obscene or illegal items. Students are expected to use their assigned lockers for the duration of the school year. School staff and administration reserves the right to inspect student lockers at any time.

Students in grades 6-8 are provided with a locker *and* combination lock. Locker assignments and distribution of locks/combinations are handled by school staff. All items are school property and at no time does the school relinquish its exclusive control of lockers provided for the convenience of the students. The school will not be held responsible for missing property and will not investigate missing items taken from a "rigged" or unlocked locker where locks have been issued. Students should not keep money or valuable property in lockers and should never share locker combinations.

School staff or authorities may unlock lockers and conduct inspections of the interior of lockers for any reason, at any time, without notice, without student consent and without a search warrant. The personal possessions within a school locker may be searched only when school authorities suspect that the search will uncover evidence of a violation of law or school rules. School authorities must provide notice of the search to the student whose locker was searched as soon as possible after the search of a student's personal possessions, unless disclosure would impede an ongoing investigation by police or school officials.

SCHOOL MATERIALS

School textbooks, media resources, and other instructional materials are expensive. Children are expected to take care of the items issued to them. School personnel will assess the cost for material that either is not returned to school or has been damaged. Parents are responsible for paying this cost.

MONEY AND VALUABLES

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money. School insurance does not cover loss of personal possessions; therefore, students are not to bring music players, hand-held video games, cameras, cell phones, etc.

TOYS AND PLAYGROUND EQUIPMENT

Students may bring clearly labeled playground equipment to school such as jump ropes, baseballs, gloves, footballs, etc. Students should not bring collectable items of any type to school. StMCS will not be responsible for the loss or damage of these items.

VOLUNTEERS

Volunteers are always welcome at StMCS. Volunteers are needed in the cafeteria, on the playground, and in classrooms. Each August, the online volunteer sign-up opens.

The United States Council of Catholic Bishops (USCCB) adopted policies dealing with the problem of sexual misconduct in the Catholic Church. Among those policies is a **requirement that all volunteer parents, grandparents, or siblings over the age of 18 (essentially any adult volunteers) who work with our children and young adults must have completed an Archdiocesan Background Check, sign a Code of Conduct, and attend a VIRTUS training session (the “Essential Three,” or “E3”).** This is a safety precaution for you and your child, for the school and the entire parish community. If criminal convictions are found or other unfavorable information is obtained, the school administration team or designee will evaluate the records and information to make a suitability determination. These requirements also apply to all field trip chaperones. All E3 credentials must be maintained for all volunteers and employees. If the credentials are overdue, service will not be permitted. Contact the office for more information.

Volunteers and visitors to the school must sign in at the office and wear a visitor badge. If an individual is in the building without proper authorization, school personnel will ask who they are and their purpose in the building. Unauthorized persons may be asked to leave.

FIELD TRIPS AND CHAPERONES

Field trips are considered part of the school day to which school policies and procedures apply for all. Generally, each grade goes on one educational/cultural trip and one recreational trip annually.

Chaperones are needed for nearly every field trip. Each chaperone must comply with all volunteer requirements as explained above. Chaperones are expected to participate with and supervise the students to whom they are assigned and accept direction from the teacher or other StMCS staff. If chaperones encounter situations that are cause for concern while on a field trip, they are asked to work immediately and directly with the attending staff members. In the event an issue arises with the supervising school staff, chaperones are expected to contact the school office immediately.

Unless otherwise requested by the school staff, all chaperones are expected to use the transportation provided by the school. Chaperone supervision is needed from the start to the finish of each trip, including the bus ride.

Only children of the class involved, the teacher, and designated adult chaperones are eligible to attend. Children who are not members of the class, including the other children of chaperones or staff members are not eligible to attend. For safety reasons, family members or acquaintances of students that show up in a public place where students are attending a field trip cannot be included in any part of the day. See Volunteer expectations in Appendix N.

BIRTHDAY CELEBRATIONS

StMCS loves birthdays and celebrating our students. In support of the health and wellness of all, and taking into consideration that classrooms have daily snack time, we will cheerfully celebrate birthdays without edible treats or beverages.

We have a school-wide tradition of honoring and blessing all students at Weekly Welcome and Worship and granting a non-uniform code day for the birthday person. Each teacher or grade level will also celebrate in ways unique to their group to make each child's day super special.

ATTENDANCE

REQUIREMENTS

It is the policy of StMCS to adhere to all State of Minnesota regulations concerning school attendance. Minnesota state statute requires that children attend school from age 7, or upon enrollment in school, until age 16 when they can drop out with parent permission. All students are required to attend school every day and every class period, and to be on time for class. Students are expected to be in school unless there is a legitimate and excused reason.

Students perform best when they attend school regularly. We believe that regular class attendance increases the student's probability for successful performance and fosters the development of punctuality, self-discipline and responsibility. School attendance is mandatory in order to participate in an after school event such as an activity or concert. Excessive absences often result in poor schoolwork. All work missed due to absences must be made up (see "Make-up Work for Absences").

SCHOOL HOURS

Classes at StMCS begin each day at 7:35 am. School ends at 1:55 pm.

EARLY DISMISSAL

If a student needs to leave school early, parents/guardians must notify the school office in advance. All early dismissal requests should be submitted by completing the [online attendance form](#) **before 1:00 PM** on the day of dismissal.

To ensure minimal classroom disruption and maintain campus safety, **all early dismissals must occur no later than 1:30 PM**. Students will not be dismissed early after this time unless there is an emergency.

Parents must check in at the front office to sign their child out before leaving campus.

ABSENCES

For the safety of students, all absences are verified. Parents are asked to report all absences by completing this [online attendance form](#). Absences not verified by parents will result in a phone call by school personnel. If contact does not occur by 1:55 PM, absences are unexcused.

EXCUSED ABSENCES

Excused absences and tardies include but are not limited to: student illness, medical, dental, and mental health appointments which cannot be scheduled outside of school hours, serious illness or death of a family member, court appearances, and family vacations (*up to 5 days within one school year*). Any illness beyond three consecutive days may need a doctor's note upon return in order to be excused. Students are still accountable for the information covered during an excused absence.

UNEXCUSED ABSENCES

Unexcused absences and tardies include absence for any reason other than those considered excused, including but not limited to: need for sleep, oversleeping, missing the bus, running late, did not want to go to school, babysitting, electing to stay home from a field trip, and other incidences as determined by administration. Unexcused absences result in students missing important class material, discussions, or activities that cannot be made up. Students are still accountable for the information covered during an unexcused absence.

Whenever a student arrives more than 60 minutes after the starting time or leaves more than 60 minutes before the end of the school day, it will be considered a half-day absence.

Guidelines used to record absences and tardies are:

Arrival	7:36 a.m. - 8:34 a.m.	Tardy
Arrival	8:35 a.m. - 10:50 a.m.	½ day absent
Arrival	after 10:51 a.m.	1 day absent
Departure	before 10:50 a.m.	1 day absent
Departure	before 1:00 p.m.	½ day absent

TARDINESS

A key to success is being present for the entire school day. Being late means students are not present for the same experiences as their peers, which is a disadvantage both socially and potentially academically. Tardiness also has a negative impact on the classroom, as it is a distraction for the entire group when students are late.

Students who arrive at school after the 7:35 a.m. bell must be accompanied by a parent who signs them in at the main office. Students who arrive in the classroom after the 7:35 a.m. bell are considered tardy and will need to obtain a tardy slip from the office. Excessive unexcused tardies will result in the following:

- 4 unexcused tardies = early intervention letter
- 6 unexcused tardies = phone call to parents from administration
- 8 unexcused tardies = planning meeting with administration

EXTENDED ABSENCES and CHRONIC ABSENTEEISM

Some absences cannot be avoided. However, students and parents must realize that regular attendance, diligence, and application to study contribute to the students' success in academic endeavors. Even excused absences often result in lower grades for absent students because nothing can replace students' presence in class for learning and school achievement. An extended absence is defined as **three or more consecutive missed school days**. Students are discouraged from missing school to take trips during the school year or leaving school prior to the normal closing date.

1. Schoolwork will be provided upon their return to school, and students are expected to complete all assignments. Students are generally given one day for each day missed to turn in their make-up work.
2. It is the responsibility of middle level students to make appointments with teachers, as teachers aren't typically able to meet with them in the middle of class. K-4 teachers will connect with students.
3. Students are generally given one day for each day missed to turn in their make-up work. Teachers make the final decision as to the time allowed to complete missing work. (i.e. If a student misses 3 consecutive days, they have 3 days to turn in completed work.)

Parental Responsibility for Extended Absences: It is the responsibility of the student to complete make-up work as assigned. Parents may need to procure a tutor for the extended absence for all missed class work, as teachers are not expected to reteach subject matter that has been missed. Until missed assignments are received by the teacher, students will not receive credit for missed work which is not made up. Once assignments are submitted, they will be graded and the student will then receive a grade for the assignment(s).

Chronic Absenteeism: Absences, even those that are excused, will be considered excessive or chronic when they exceed 10% of the grading period. *Regardless of whether absences are unexcused or excused, chronic absenteeism puts students at risk for poor school performance and school dropout.*¹ When the chronic absenteeism threshold is surpassed, the

¹ As found within <https://www.aappublications.org>

school will assess its ability to meet the educational needs of the student. Upon this assessment, the school will communicate with parents either in writing or through a conference with the administrative team.

Excessive Absences

- 1-3 unexcused absences = parents contacted by administration & intervention letter sent
- 5 unexcused absences = student support plan & referral to attend Attendance Intervention Meeting (Wright County Educational Neglect)
- 7-10 unexcused absences = assessment opened to Wright County social workers

Middle Level Tardiness

Students who are late for GOD Time (homeroom) at 7:35 a.m. must report to the office before being admitted to class. Tardies for periods 2-8 will be handled via the classroom teacher. A student who has four unexcused tardies to classes will be assigned one session of detention on the next designated day. Each additional tardy will result in additional detentions. Excessive tardiness may result in more severe consequences. Tardy tracking starts over at each trimester break. Detention may be assigned before school, after school, or during recess/lunch. Since detentions are prearranged, there are no excuses for missing. Skipping detention may be considered truancy.

TRUANCY

Students are considered truant when they miss any portion of the school day without approval from parents or school administration. Students will be considered truant if they:

- Miss school without knowledge of a parent
- Leave school anytime during the school day without authorization
- Are absent from class without permission or do not attend classes while enrolled in school
- Falsify or forge an absence note

Consequences for truancy may include a meeting with the school administration, parent notification and/or conference, a county truancy referral, detention, suspension, or expulsion.

PROCEDURES FOR ABSENCES

Whenever possible, please make appointments (dentist, doctor, etc.) after school hours so as not to interfere with the school day. Families are asked to try and schedule vacations in conjunction with school breaks.

For the safety of students, all absences are verified. Parents are asked to report all absences by submitting the online form *before* 7:45 a.m. Absences not verified by parents will result in a phone call by school personnel. If contact does not occur by 1:55 PM, absences are unexcused.

When an absence is necessary, please follow these steps:

1. Parents are asked to report all absences by completing the [online attendance form](#) by 7:45 a.m. each day of a student's absence.
2. Upon return to school, students will make immediate plans to complete all make-up work.
3. Dismissal during the day will be allowed only if parents contact the school and the child is signed out in the school office. Early dismissal will only be allowed up until 1:30 p.m. Communication for any early dismissal must be received by 1:00 p.m.
4. If an absence is due to travel or some other planned reason, parents should notify the school office prior to the absence by completing the [online attendance form](#).

Work may or may not be issued by teachers ahead of time for students who anticipate being out of school. Missed work will be given upon return. See “Make-up Work for Absences” for more information.

ILLNESS DURING THE SCHOOL DAY

The school nurse or office staff shall approve the dismissal of a student who becomes ill or injured. If a parent is unable to come for the student, they must make arrangements for another authorized person to pick up the student as soon as possible. Parents must check out students at the office.

VACATIONS

Families are strongly encouraged to make vacation plans in conjunction with the school calendar to eliminate or minimize student absences. If students must miss school for a family trip, parents are expected to notify the school at least 48 hours ahead of time through the [online attendance form](#). Schoolwork will be provided upon their return to school and students are expected to complete all assignments. Students are generally given one day for each day missed to turn in their make-up work. Vacations taken near the end of a grading period may result in a delayed report card or incomplete grades.

HOMEBOUND INSTRUCTION

In the event that a student is absent due to long-term illness, homebound instruction may be necessary. The school administration or another designee will conference with parents in conjunction with the classroom teacher to determine the need for and the specifics of arrangements. Parents may need to procure a tutor for the extended absence or arrange for an alternate education plan.

MAKE-UP WORK FOR ABSENCES

When a child is absent, parents can request homework by notifying the school office by 7:45 a.m. When ample notice is given and when possible, teachers will have work ready at the end of the school day. Make-up work is expected to be completed in a timely fashion. Students are generally given one day for each day missed to turn in their make-up work. Teachers make the final decision as to the time allowed to complete missing work. (i.e. If a student misses 3 consecutive days, they have 3 days to turn in completed work.)

MIDDLE LEVEL MAKE-UP WORK

When a 5th or 6th grade student is absent, homework requests must be made by 7:45 a.m. Assignments will be available at 2:15 p.m. Books must be picked up by the parent from their child’s locker. Homework cannot be sent home with siblings.

When a 7th or 8th grade student is absent, students need to check teacher websites for homework. Upon return, students are responsible for obtaining make-up work from their teachers. Students are expected to communicate with their teachers in advance of a planned extended absence.

PHYSICAL EDUCATION PARTICIPATION

Any student who needs to miss physical education for more than three consecutive days must have a written note signed by a health care provider indicating the reason for missing class and the date they can be expected to resume participation. In some cases, a statement signed by the health care provider may be required for return to participation. All notes must be given to the school nurse who will provide copies to necessary staff.

COMMUNICATION

The school has several established methods of communicating with parents to promote understanding of the school's mission, programs, and goals. The primary purpose of the communication tools listed below is to inform families about school information and activities. These avenues may also be used to publicize general parish activities and events. Information from known public organizations, such as sports clubs, may be included at the discretion of the school administration or designee if they are believed to be of broad general interest to school families. StMCS has not vetted and does not endorse or recommend any particular group that may communicate through the school and has no liability for anyone's decision to participate or not participate in any activities or events they may promote.

Individual families or students will not be allowed to send invitations or other communications through these means, be they personal or business related. This is necessary to maintain a proper professional separation between our responsibilities to children at our school and outside of it. StMCS cannot take the position of judging whether individual parent communication requests are appropriate. School parents are asked to use other means to communicate. A directory with basic contact information for most school families is available on the parent portal. (Family information is withheld if requested.)

FAMILY E-FOLDER

The Family E-Folder is the primary way information is communicated from the school to the parent. The e-folder is shared weekly digitally to families and contains information that pertains to the whole school. When necessary, there is also a red family folder that is sent home with the youngest child on Thursdays. Please be sure to return it the following school day. The folder may also be used to return notes, permission slips, school lunch payments, etc.

MIDDLE LEVEL NEWSLETTERS

The Middle Level Newsletter can be found each week on the middle level website. It also contains dates for tests, projects, and other important information.

PEEK OF THE WEEK and STUDENT HOMEWORK FOLDERS

Weekly communication, often called the "Peek of the Week," and student homework folders are standard classroom communication tools for Grades K-4. This is the teacher's tool to communicate to parents. Each grade level will communicate the procedures related to these tools at the beginning of the school year. Invitations to parties or other personal communication will not be included in this folder.

WEBSITE, PHONE, EMAIL

The school website provides contact information for all staff as well as updated calendars and forms needed for school use. Parents are encouraged to call or email staff with questions or concerns. Phone calls during instructional time will be routed to voicemail.

STUDENT PLANNERS

Planners are provided to students in grades K-8. The purpose of the planner in grades K-4 is to help students become organized, responsible and to communicate with parents. Planners will be taken home daily by students. Students are responsible for sharing planners with parents, obtaining parent signatures, and bringing planners to school the following day. Parent signature verifies that the planner has been read and that homework is complete. They are expected to be signed on a daily basis. Middle level student planners are a tool to assist with student organization for assignments, tests, and other activities as needed by students. Expectations for parent signature may vary by teacher or student. Each student is responsible to bring their planner on a daily basis, if it is lost they will be required to purchase a new one from the office.

PARENT PORTAL

We use an electronic grade book and allow parent access to grades in grades 3-8. Our technology coordinator will provide parents with the necessary password information to access your child's grades on a continuous basis. The parent portal is called Sycamore. Please see the website for more details. You may reach out to the technology team at school with further questions. Parents are expected to keep up-to-date with the portal by checking it often. As new work is assigned and corrected, grades can sometimes shift daily. Questions or concerns regarding student grades may be directed to the teacher via phone or email anytime.

REPORT CARDS

Report Cards are issued at the end of each academic trimester. An e-signature is expected, indicating that you've received the report card(s) for your student(s).

Parent/teacher conferences are held in the fall and spring for grades K-4, and in the fall, winter, and spring for middle level. A request for an additional conference may be made by parents or teachers as the need arises.

A non-custodial parent's request to attend parent-teacher conferences will be granted unless a valid court order prohibits or limits the release of such information to the non-custodial parent.

CUSTODIAL ARRANGEMENTS

In cases where parents are separated or divorced and one parent has sole physical custody, the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. It is the responsibility of the custodial parent to provide the school with court documents. A copy of the signed and stamped court order must be brought to school, including any revisions/updates that affect custody or visitation rights.

The school will make a copy of the court order and return the original. In addition, the office will notify the various school personnel who work with your child that your child is not to be signed out of school by the non-custodial parent or without the express consent of the custodial parent.

If a parent's legal counsel chooses to subpoena a member of the school staff or administration regarding any legal items there will be a charge of \$500/hour, to the extent allowable by law.

RESOLVING CONCERNS

To help with lines of communication between teachers and parents, the following actions should be taken:

1. If the parent has a concern about what is happening in the classroom, please make an appointment with the teacher.
2. If you have met with the teacher and are not satisfied, make an appointment with the school administration. At that time, a meeting with the teacher, student, parents and principal or designee may be called.
3. If parents have continued concerns after meeting with the principal or designee, an appointment with the pastor may be requested.

GRIEVANCE PROCEDURE

If a grievance between parent or a student and a teacher or school administrator should arise, the following grievance procedure shall apply:

1. The parent or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.

2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher/staff member) or with a person designated by the pastor (if the grievance involves the school administrator).
3. If the grievance is still not resolved, the parent or student (grievant) will meet with the pastor or person designated by the pastor.

All grievances will be addressed in a timely manner.

FAITH FORMATION

RELIGION CURRICULUM

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is the policy of StMCS that all students, including non-Catholics, attend religious instruction and liturgies. In addition to each student's formation in the foundational tenets of our Catholic Faith, StMCS students also participate in formation surrounding the basic tenets of Christian Anthropology based on St. John Paul II's Theology of the Body. See *Prayer Scope and Sequence* in Appendix C

MASS PLANNING AND PARTICIPATION

Classes at StMCS take turns preparing the liturgy for the weekly school Mass which is held every Wednesday at 7:40 a.m. at our main church. Students attend Mass on Holy Days of Obligation as well.

Students in the lower grades are paired with a "Mass Buddy" from an upper grade who sits with them during Mass and provides assistance when necessary. Parents and grandparents are invited to attend the school Mass. Seating for guests and parish members is separate from our student body.

SACRAMENTAL PREPARATION

The Sacraments of Reconciliation and First Holy Communion are received during 2nd grade. Preparation for these Sacraments takes place in the classroom and through parent and student work at home.

Led by our Parish Faith Formation team, 8th graders pursue the Sacrament of Confirmation at their respective parish and are invited to begin a 5-year journey with a Discipleship Group that is available for support and connection throughout high school.

While non-Catholic students will participate in instruction, they will not receive the Sacrament(s) unless they are planning to enter the Catholic Church.

SERVICE LEARNING OPPORTUNITIES

Each year, we strive to reach out to the community beyond our school. Throughout the year, our students are invited to participate in projects, collections and service opportunities to strengthen their understanding of our obligation to joyfully help one another. Our student council also helps with the coordination and implementation of school-wide service experiences. We do our best to find meaningful, relevant service opportunities for our students. Opportunities to serve others have included serving food at Sharing and Caring Hands, prayer for our clergy, food and toy collection for an area food shelf, altar serving, as well as other service projects.

Middle Level Service Hours – All middle level students must log hours of service during their middle school years. Students should have at least three different service activities each year, with at least one in support of the Church (e.g., altar server, Fall Festival volunteer).

The number of service hours required each year will vary by grade level:

5th Grade will need 5 hours.

6th Grade will need 5 hours.

7th Grade will need 10 hours.

8th Grade will need 10 hours.

By the end of 8th grade, students will need to have accumulated 30+ service hours.

CATHOLIC SCHOOLS WEEK

Beginning the last Sunday in January each year, we celebrate our Catholic School along with Catholic Schools across the nation. The week is centered around a specific theme and begins with a Catholic Schools Week Mass on Sunday in our parish. Special activities are planned throughout the week in celebration of our Catholic identity.

CURRICULUM and ASSESSMENT

CURRICULUM RESOURCE LIST

See StMCS Curriculum Resources in Appendix D.

Teachers are continually adapting and improving instruction and often supplement this list with additional materials.

See StMCS Curriculum Philosophy Statements in Appendix O.

SPECIALIST CLASSES

Becoming Your Best: Students in grades 7 and 8 participate in an interactive class with lessons to help them become their best mental, spiritual, and physical self.

LEAP: Students in K through 1, actively participate in activities that develop and/or enhance visual perception, eye-hand coordination, auditory skills, and large and fine muscle skills. This class builds the foundational skills needed for physical education in future grades. It combines movement with literacy and numeracy.

Music: Skill and music appreciation are emphasized in the music program grades K-6. Liturgical music is part of the curriculum. Several times a year music programs and concerts will be provided by students. This is part of the curriculum and participation is expected. Choir participation is an option for grades 5-8.

Physical Education: A development of proper nutrition, general fitness, sports skill, and sportsmanship with a Christian spirit are the major concepts of this program for student grades 2-8. Students are required to participate in all physical education classes as scheduled unless they have a written statement from a parent or doctor excluding them.

Spanish: In our foreign language program, students will gain an understanding of the culture, customs, and traditions associated with Spanish speaking people for all students, Kindergarten through eighth grade. They will come to recognize and appreciate similarities and differences with their own culture. Students will be able to communicate and understand that languages have structure and this structure varies from the English language. Middle level Spanish moves at a rigorous pace.

Technology: A variety of technology tools exist throughout the building. Students will receive direct instruction on a variety of devices and various applications. Computer classes are scheduled for grades K-4 and technology is purposefully integrated into all middle level subject areas grades 5-8.

ENRICHMENT

St. Michael Catholic School has a long history of providing enriching opportunities across the grades through our faith-based learning experiences and core classes. Many of our offerings go above and beyond the norm and aim to stretch student thinking and expand learning. As an accredited, mission-driven school, we seek to continuously improve options for all students to strengthen commitment to holiness and academic excellence.

BAND & CHOIR

Opportunities to learn an instrument and participate in band and/or choir are available to middle level students in partnership with STMA.

ASSESSMENT PHILOSOPHY

Adhering to our mission to educate the whole child, St. Michael Catholic School has an intentional and balanced assessment program to measure learner growth over time. Tied to standards of learning, assessments provide students with frequent and varied ways to demonstrate their understanding through both formative and summative measures.

Currently, StMCS uses NWEA Measures of Academic Progress (MAP) as our most comprehensive, norm-referenced, standards-based tool. Individual and school performance on these assessments help us to determine how well our students are learning, and where to make adjustments in our curriculum. In addition to standardized assessments, all teachers use classroom assessments.

Assessment is an ongoing process of evaluating, measuring, and documenting student learning. Results are used to provide feedback, promote student achievement, plan instruction, improve programs, and inform parents.

STANDARDIZED TESTING

Students in grades K-4 are given the AIMSweb test three times each year. Currently, StMCS uses NWEA Measures of Academic Progress (MAP) as our most comprehensive, norm-referenced, standards-based tool. Individual and school performance on these assessments help us to determine how well our students are learning, and where to make adjustments in our curriculum. Students in grades 2-8 also take the Assessment of Religious Knowledge (ARK) which measures and enhances religious knowledge and beliefs of students. In addition to standardized assessments, all teachers use classroom assessments. These tools provide important information from which teachers gather data for instructional decisions. All students are expected to participate in these assessments. In the event a parent chooses to opt out of the AIMSweb or MAP assessments, a written request is needed to be filed with administration 2 weeks prior to EACH testing session. If an opt out note is not received 2 weeks prior to the assessment, students will be expected to take part.

ACADEMIC SUPPORT PROGRAM

Students who demonstrate a need for additional help in reading and math are serviced by StMCS support personnel. This service may be provided in or outside the classroom in small groups or to individuals.

SPECIAL EDUCATION SERVICES

St. Michael-Albertville Public Schools provide special education services for qualifying students. These services are provided by licensed staff from the public school. Speech, Deaf/Hard of Hearing, and Visually Impaired Service are presently conducted on-site. The public school provides these services and has the right to change the location at any time. The district only offers special education services in academic areas off-site. StMCS students that qualify for these services would need to bus to receive their special education instruction if parents agree to the IEP (Individual Educational Plan) and services suggested.

Parents of students that qualify for an IEP and choose not to have their child bussed to the public school have an option to partner with StMCS staff for support. This would require parents to revoke their rights to special education services through the district. If parents revoke their child's IEP, we then may create a StEP (St. Michael Education Plan) which would document the services that we can provide at StMCS. Once a child is placed on a StEP Plan at StMCS, we partner with the family by meeting annually to review their child's StEP Plan. At our yearly StEP meeting, parents, teachers, and support staff are present to share the areas of growth and strengths of the child.

EXCEPTIONAL LEARNERS

At StMCS, we serve our exceptional learners through a strong partnership with parents, recognizing each child's unique strengths and areas of growth. Through this partnership, the administration and the student services team—which includes Reading, Math, and Learning Specialists, counselors, and classroom teachers—work collaboratively to ensure our support nurtures the integral human development of each student at StMCS.

Our student support includes both in-class assistance and small group instruction through push-in and pull-out models. We also offer after-school programming designed to challenge, enrich, and strengthen student skills. It's important to note that our resources differ from those available in surrounding schools. StMCS does not offer a formal Special Education Program, nor are we a government-funded institution like public school special education or gifted and talented services. Additionally, we are not able to provide one-to-one student support.

While we strive to meet a wide range of student needs, there may be situations that fall outside our scope. In such cases, families may choose to support those needs independently while continuing to be part of our faith-filled school community.

Our exceptional learner plan is rooted in knowing each student as they are today, partnering with parents, and walking alongside them as they become the young men and women God created them to be.

FIELD TRIPS

Field trips are part of the educational program. Field trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips and parents will be notified when the trip is scheduled. Electing to stay home from a field trip will result in an unexcused absence.

Insurance regulations of the Archdiocese require the use of the parent authorization form EACH TIME the students participate in a field trip. Failure to sign the form means that the student may not go on the field trip and must stay at school. PHONE CALLS TO OR FROM PARENT/ GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.

Only children of the class involved, the teacher, and designated adult chaperones are eligible to attend. Children who are not members of the class, including the children of chaperones and faculty members are not eligible to attend.

GUEST SPEAKERS AND ASSEMBLIES

Throughout the year, assemblies may be held with invited resource guests to enhance the students' learning opportunities. Guest speakers invited and topics discussed will be consistent with the mission, philosophy, and objectives of our school.

ACADEMIC PRACTICES and POLICIES

HOMEWORK

Homework refers to required tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent, child, and teacher. In order for homework to be effective, each participant (ie., teacher, student and parent) must understand and be committed to carrying out his/her responsibility. If any of the three do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the learning.

TEACHER RESPONSIBILITIES

- Communicate to students and parents homework goals and expectations.
- Set clear and concise expectations regarding the assignment, deadlines for returning the work to school and evaluation of homework.
- Strive to coordinate homework assignments with other teachers with whom students work, and who may assign homework.
- Assign appropriate homework according to students' academic needs.
- Teachers will enter/update grades in the student information system regularly.

STUDENT RESPONSIBILITIES

- Know and understand the purpose of the homework assignment.
- Copy assignments into the assignment notebook/planner, understand directions and know what is required for completion of the assignment.
- Complete and return assignments on time.
- Understand when some assignments are to be completed independently or when a team effort is acceptable.
- Do quality work and complete assignments neatly.
- Understand that cheating is a serious matter and consequences result from academic dishonesty.
(See "Cheating" under the Behavior and Discipline section of the StMCS Handbook.)
Students will regularly check grades in the student information system.

PARENT RESPONSIBILITIES

- Maintain a positive attitude towards learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements.
- Help your child find a study area that is quiet and relatively free of distractions.
- Be patient with your child and praise him/her for any effort made.
- If the child has trouble understanding directions, help her/him with explanations. **DO NOT DO THE HOMEWORK FOR THE CHILD.**
- Look over the assignment to affirm completion and quality.
- Check teacher webpages and agendas to confirm deadlines, due dates, and homework.
- Support the teacher and the child. Get both sides of a story before making a judgment.
- Refer to the online grading system regularly throughout the trimester

MIDDLE LEVEL LATE WORK

5th and 6th Grade

- If an assignment is due on the last day of the trimester, students will be given one additional day to complete.
- If a student has an excused absence, he/she will receive an incomplete until completion of work.

- Deadlines will be communicated via the planner, newsletter, or individual teacher webpages.

7th and 8th Grade

- All assignments must be turned in by deadlines as determined by individual teachers.
- Deadlines will be communicated via the planner, newsletter, or individual teacher webpages.
- Assignments turned in after the deadline will be reduced by 20%, if turned in after the test, a zero will be given.
- If an assignment is due on the last day of the trimester, students will be given one additional day to complete.
- If a student has an excused absence, he/she will receive an incomplete until completion of work.

Middle level students with late work may be required to complete assignments during their lunch and recess time. Students in grades 5-8 may be required to serve detention for habitual late work. "Habitual" can be defined as: one student with late work to multiple teachers, multiple late assignments for the same teacher, and/or assignment(s) that have not been turned in after an extended period of time. Students will use the assigned detention time to work on completing the late work.

- If a student has an excused absence, he/she will receive an incomplete until completion of work.
- Deadlines will be communicated via the planner, newsletter, or individual teacher webpages.

GRADING

The following grading scale is used at StMCS:

A	100-93%	B-	82-80%	D+	69-67%
A-	92-90%	C+	79-77%	D	66-63%
B+	89-87%	C	76-73%	D-	62-60%
B	86-83%	C-	72-70%	F	59-0%

MIDDLE LEVEL HONOR ROLL

Middle Level students may be eligible to be recognized as an Honor Roll student based on their GPA on a 4.0 scale. Students achieving at least a 3.0 GPA will be eligible to be recognized on the "B" Honor Roll. Students achieving at least a 3.67 GPA will be eligible to be recognized on the "A" Honor Roll. Honor Rolls will be published at the end of each academic trimester.

MIDDLE LEVEL HONOR CODE

Each student is expected to be honest and follow the honor code. Each student and their parents receives and signs the honor code which states:

The academically honest student:

DOES

- Tell the truth
- Acknowledge the source of direct quotations
- Acknowledge reference materials in a bibliography
- Acknowledge help from parents, older students and friends
- Follow all assignment and testing rules
- Know what constitutes cheating and abides by the rules

DOES NOT

- Do homework for another student
- Give another student his/her own work to copy
- Copy from the homework of another student
- Hand in copied work as his/her own

- Hand in work completed by someone else
- Copy from another student during a test or quiz
- Use notes during a test unless allowed by a teacher
- Write notes in a convenient place and refer to them during a test or quiz
- Share quiz or test questions with someone who has not taken the assessment
- Sabotage or prevent others from completing their work
- Plagiarize another's words or ideas (including data downloaded from the Internet or artificial intelligence) in a research paper, report, essay, or other work

The StMCS Code of Student Conduct defines cheating as: Representing someone else's work as your own and/or any prohibited sharing of information between students regarding an assignment or assessment.

ACADEMIC/SOCIAL PROBATION

If a student begins to show serious decline in a particular subject and/or is not meeting the academic or behavioral expectations of StMCS, the teacher will notify the student, parent, and school administration. After discussion, the student may be placed on academic or behavioral probation. This may include recess/lunch detention, make-up work time before or after school, power hour, or other measures deemed appropriate by administration.

It will be determined by the school administration and teacher if the student on academic or behavioral probation will be allowed to participate in activities including but not limited to athletics, field trips, assemblies, and/or other special activities during the time of probation.

GRADE LEVEL ADVANCEMENT/RETENTION

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. Final decision regarding whether or not to retain will always be made in the best interest of the child. When considering retention as a possible alternative, below grade level work shall be the primary consideration. A student who continually falls significantly below grade level standards may be considered as a candidate for retention. When it is detected that a student appears to be functioning significantly below grade level, the parents/guardian will be informed immediately so that a remedial course of action can be pursued.

In addition to below grade level work serving as the main criterion for retention, the following other considerations may be taken into account:

1. Retention is considered more often during the primary years of school rather than retention at intermediate grades. This, however, does not rule out retention at the middle grades; there may be instances when this is a viable option.
2. Assessment of the benefits to the child spending another year in the same grade.
3. Some students, even though they are the right chronological age, may not be capable on a social or emotional basis to deal with peers or the subject matter of that grade.
4. Students who miss a considerable amount of school might be candidates for retention.
5. New students who register for school in the fall who seem to be grossly misplaced should be referred as soon as possible.
6. The attitude that the child has and how he/she would deal with being retained should be considered in retention determination.
7. Alternatives to retention will always be considered. The assistance of academic support staff may be a reasonable alternative.

Every effort will be made, at the earliest date possible, to notify parents of possible retention of their child. Initial communication of student difficulties should begin as early as fall Parent/Teacher Conferences although retention may not be mentioned at that point.

Ideally, by April 15, a meeting with the teacher, parents, school administration and any support teachers should be held to arrive at a decision on appropriate placement for the next school year.

If a recommendation is made to retain a child and it is rejected by parents, they will be required to sign a written acknowledgement of the school's recommendation. The school will determine the grade that it can best meet the students needs.

MIDDLE LEVEL RETENTION

StMCS realizes the importance of sequential advancement from grade to grade as a student progresses through the school system. Guidelines for advancement, as described above, have been established which must be met by all students in order to be promoted to the next grade level.

Middle level students (Grades 5-8) failing one or more classes may be required to attend summer programming at the cost of the parents. Students may also be required to repeat a grade. A conference with the student's parents/guardian, the student, teachers, and school administration will be held. The student support services team will review the academic status of the student and recommend corrective action the student must follow to achieve passing status. "Failed courses" is defined by a cumulative grade of 59% or lower.

In addition to the general guidelines for advancement/retention, the following guidelines also apply to Middle Level students:

1. Course failure will be based on student performance, academic progress, class participation, effort and attendance (chronic/excessive absenteeism and tardiness considered).
2. All cases of retention will be addressed for the educational benefit of the involved student.
3. At year's end, any incomplete grades for courses must be completed at the discretion of the timeline established by the teacher(s) and the school administration.
4. Consideration will be given to students with a STEP plan.

EIGHTH GRADE GRADUATION

Students are eligible for graduation if:

1. They have obtained a passing cumulative grade of 60% or better for each subject area.
2. They have worked up to their ability and have shown a desire to learn.
3. All tuition and fees have been fully paid.
4. Service hours are completed.

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 school administration, students may be required to attend summer programming at the cost of the parents to improve in a particular subject area or to complete unsatisfactory work before they are issued a certificate of graduation. Parents will be notified as soon as possible that their child may not be eligible to graduate. The school will work with the student and parents in an effort to achieve graduation status.

TECHNOLOGY

TECHNOLOGY, INSTRUCTION AND INTEGRATION

A variety of technology tools exist throughout the building. Students will receive direct instruction on a variety of devices and various applications. Technology classes are scheduled for grades K-4, and technology is purposefully integrated into all middle level subject areas.

ACCEPTABLE USE POLICY

St. Michael Catholic School (StMCS) offers the use of technology to broaden academic opportunities, enhance school curriculum, and increase students' technical knowledge. The use of technology at StMCS (including the Internet) is a privilege, not a right. Students must abide by the following policies and procedures to retain the privilege of using StMCS technology resources. Access to StMCS technology equipment and services is also a privilege, not a right.

StMCS makes no guarantees of any kind, either expressed or implied, for the use of the school's technology equipment or the services the school provides. StMCS is not responsible for any damages a user may suffer including, but not limited to, the loss of data resulting from delays or interruptions in service. StMCS is not responsible for the accuracy, nature, or quality of information obtained through school provided Internet access. In addition, StMCS is not responsible for personal property used to access school computers or networks, or for school provided Internet access. StMCS is not responsible for unauthorized financial obligations resulting from students' use of school technology equipment and services.

Hardware & Software

No one except an authorized StMCS technology specialist or staff member may attempt to alter hardware or software. Students may not install, or attempt to install, software on school computers unless directed to do so by a StMCS staff member.

Network, StMCS Server, Passwords, Settings

Students using school computers are logged onto the school's network. When connected to the network, all activity and Internet use is recorded. School officials are able to monitor and check records for inappropriate activity. Students may not hack into, or attempt to hack into, any areas of the secured network or servers. Students are allowed only on public areas of the network. Students may not share their passwords or use, or attempt to use, another person's password or online files and folders. Students may not change, or attempt to change, any network or security setting on StMCS hardware.

Internet Use & Safety

Students may not at any time access sites that are illegal, pornographic, or otherwise inappropriate. Students may not use school computers to access Instagram, Facebook, or other similar social networking sites unless directed by a staff member. Students may not distribute private information about themselves or others. StMCS reserves the right to monitor student Internet activity at any time. Students may not clear the history in the browser. Access to the Internet provides students with vast sources of information and resources. Students must adhere to all copyright laws.

Downloading

Downloading files from the Internet may be necessary at times. Students may not download any file or other content on a school computer without direct permission from a StMCS staff member.

Email, Messaging & Etiquette

Students are not to use email, messaging, chat or other similar programs during the school day unless given direct permission by a StMCS staff member. All messages or

communication of any kind sent from a school computer must contain only appropriate content and may not be used to bully, harass, intimidate, insult, threaten, or gossip. Using technology to engage in cyber bullying, cyber stalking, cyber harassment, etc., is unacceptable and strictly prohibited on and off campus. Messages that contain inappropriate pictures, pornography, or derogatory comments will result in consequences.

Files & Other Content

Hardware including all of its physical and digital contents are the property of StMCS. StMCS reserves the right to inspect all elements of the hardware and software at any time. Students are responsible for ensuring the content on any school computer they use is school appropriate. Students are to immediately report any inappropriate use, security risks, viruses, etc., to a StMCS staff member. Gaming software is not used or installed on school computers. Students are responsible for backing up their files they are working on each day.

Staff Discretion

At his/her discretion, a StMCS staff member may authorize students to use or access technology resources when it aligns with the academic objectives of the classroom.

Consequences

Consequences for failing to adhere to these policies include, but are not limited to fines, detention, suspension or expulsion. Cases of misuse, vandalism, theft, dishonesty, breach of the Technology Acceptable Use Policy, etc., may also result in the loss of privilege to use school hardware and software for a period of time, to be determined by StMCS staff and/or administrators.

Cell Phones, Smartwatches & Other Personal Electronic Devices

All electronic devices such as cell phones, smartwatches, radios, headphones, iPods/MP3 players, laser pens, hand-held games, digital cameras of any kind, etc. are not to be used or visible at any time during school hours including passing time, lunch, recess, and in bathrooms. This also applies during field trips and special events, as well as school sponsored activities held outside of school hours unless authorized by StMCS personnel. During these times and at these locations, all personal electronic devices must be turned off and kept out of sight.

“Use” of a cell phone or smartwatch includes, but is not limited to,

- making or receiving calls
- accessing and using internet, including email
- sending/receiving electronic messages
- taking photos
- making sound or video recordings
- playing games

If a student uses his/her electronic device during school hours or activities as defined above, the device will be confiscated. Offenses related to the use of cell phones or electronic devices will be addressed in the following manner:

First Offense: The device will be confiscated and may be picked up by the student at the end of the school day.

Second Offense: The device will be confiscated. A parent will be called and notified of possible future consequences. The device may be picked up by the student at the end of the school day.

Third Offense: The device will be confiscated and turned into the office. A parent must come to the office to meet with the principal before collecting the device.

Additional Offenses: The school reserves the right to retain the device for up to 14 days.

Cell phones may be used before or after the school day to communicate with parents. Students should not be messaging friends, using social media or taking photos while on school property.

Definitions

The term “users” refers to any person using StMCS electronic technologies/platforms. The term “Internet” refers to an electronic communications network that connects computer networks and organizational computer facilities around the world. The term “electronic technologies” refers to, but is not limited to, laptops and peripherals, iPads, printers, cameras, telephones, and the applications they support and/or access.

MEDIA and PUBLISHING

Throughout the school year your child’s picture may be taken because of classroom or activity participation. These pictures may be used for classroom displays, photo albums, newspaper articles, etc. Student names often accompany photographs. In addition, the StMCS website uses student photos without names. Families must complete a Media/Publishing Consent form. This form will be in the first family folder each fall and throughout the year in the school office.

MIDDLE LEVEL TABLET USAGE

StMCS embraces the use of technology in our classrooms and welcomes the use of electronic readers (e-Readers) to enhance student learning and interest in reading. StMCS is excited to see your child advance their reading skills while incorporating the evolving world of technology. However, this opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. The wide variety of hardware and software capabilities of available e-Readers make them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc.

Therefore, if your child chooses to read a novel using an e-Reader, they must follow the appropriate guidelines:

1. At no time, will e-Readers be used for anything other than reading. Students will not play games or access leisure applications of any kind during any class period.
2. All e-Readers must have cellular and network capabilities disabled while the device is at school.
3. Students will follow all school guidelines concerning the appropriate use of an electronic device. Also, e-Reader must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around nor be a source of any classroom disruption.
4. Students will not loan their e-Reader to other students or leave it unsupervised during the school day.

STUDENT SERVICES

HEALTH OFFICE

A school nurse or health aide will be on site during the school day to administer medications and deal with illnesses and injuries. To assist the school nurse or aide with emergencies and illnesses, parents are requested to complete Emergency and Health Information forms.

Hearing/vision screenings will be conducted and parents will be informed via letter if there is a concern.

For information regarding illnesses and school attendance, please review the Health Office webpage on the school's website.

LIBRARY

Students in grades K-4 have the opportunity to visit the library and check out books. Students are encouraged to check out books appropriate to their Accelerated Reader level.

The library will be open during lunch and GOD Time for students in Grades 5-8. Students must have a pass to use the library during these times. A large collection of middle level literature is available for check-out in the language arts classrooms.

Three items may be checked out at any one time. Books are checked out for two weeks. Overdue notices will be sent out regularly. Students with extremely overdue items will be asked to make a phone call home and a notice may be sent in the mail. If an item is lost, you are asked to replace the book with the same or similar title or a replacement charge equal to the cost of the book will apply. A charge may also be assessed for damaged materials. Gum, food, candy, and beverages are not allowed in the library.

SCHOOL PICTURES

Individual pictures take place during the first trimester for all students. Families may opt to also have spring pictures taken. Notification of picture days will be given well in advance of the photography session. While all students are asked to be photographed in the fall, there is no obligation to purchase pictures.

YEARBOOKS

The school publishes a yearbook each school year. Individual and classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Notification regarding the cost and time when the yearbook is available is sent to the parents through the e-folder.

D.A.R.E.

D.A.R.E. (Drug Awareness Resistance Education) is a program to help students in grade 5 recognize and resist the pressures that may influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs. D.A.R.E. also helps students learn a simple decision-making model to assess potentially harmful situations. Parents are involved through the student's workbook and by graduation attendance. Instruction is provided by the Wright County Sheriff's Department.

KIDS CLUB (After School Childcare)

Kids Club is an after school childcare program available to all StMCS students for an additional fee. Kids Club is a safe, respectful place where students will have fun and expand friendships through a variety of creative and physical activities. Kids Club offers students a wide variety of age appropriate activities. Students have a choice in activities each day. Interest centers include arts and crafts, literature, table games, science/nature, and active

indoor/outdoor areas. It is open until 5:30 pm Monday through Friday and is open 7:15 am to 5:30 pm on most non-school days. Kids Club also offers a summer program. Kids Club is a program of StMCS but has a separate handbook. See the school website for more information regarding this exceptional childcare option.

Please see the school website for more details about Kids Club.

PRESCHOOL

St. Michael Catholic Preschool supports parents in the education of the whole child by instilling Catholic teachings, nourishing faith in Jesus Christ, and strengthening individual commitment to holiness and academic excellence. Offering 2-day, 3-day and 5-day sessions, preschool provides a curriculum which supports parents in teaching the Catholic Faith and offers school readiness skills. Along with Catholic preschool curricula, units of instruction rich in language, mathematics, and movement, will prepare children for a positive start in Kindergarten. Childcare, called “Stay and Play,” is offered following preschool each day until 5:30 pm.

Please see the school website for more details about preschool.

EXTRA-CURRICULAR ACTIVITIES

GRADES 7-8 ATHLETICS at STMA (Including Weightlifting for Grades 6-8)

StMCS students in Grades 7-8 have the option to participate in the athletic programs provided by St. Michael-Albertville (STMA) Public Schools. Participating StMCS students are expected to follow district rules including those regarding attendance, fees, health information, and academic eligibility. StMCS students are also expected to follow the rules and expectations of the athletic program as well as those included in the StMCS Handbook. Students who do not meet behavioral expectations of STMA or StMCS may receive consequences from the athletic director, coach, and/or STMA and StMCS staff.

In partnership with the district, StMCS views participation in STMA athletics as an extension of the school day. Inappropriate behaviors exhibited at practices, games, or on the bus that could be subject to school day consequences at STMA may also apply/transfer to StMCS. Further, inappropriate behaviors exhibited at StMCS while staying after school for sports may result in the withholding of after school supervision and transportation privileges. The number of days missed will depend on the severity of the behavior and the resolution of the matter. Students participating in such athletics are expected to comply with all StMCS policies during practices, games, and transportation to and from such activities.

ACADEMIC ELIGIBILITY POLICY

The STMA Activities Director will distribute academic eligibility criteria for participation at the beginning of the season. Any questions/concerns regarding this issue should be directed to the Activities Director. To compete in any athletic activity at either STMA Middle School or High School, students need to be passing all of their classes.

Grades will be reviewed twice in each marking period, once at mid-point and at the end. Any student failing a class midway during a marking period will become ineligible to play their selected sport until they can show the STMA Athletic Director in writing that they are passing all classes. Any student, who receives a failing grade at the end of a marking period, will be ineligible to participate for a period of five school days in order to demonstrate a new direction. After five school days have elapsed, the student can regain eligibility if they are making adequate progress toward passing the class. If a student is not passing after this five-day period, they will be granted another five school days to get their grade in order. If they are still failing after the second five-day period, they will be ineligible until the next grading period.

Academic and behavioral expectations are continuously being assessed by StMCS. Thus, StMCS reserves the right to withhold after school sports supervision and transportation privileges at any point in the trimester for students who are not meeting the academic or behavioral expectations of our school. Appropriate notification of the student and parents along with demonstrated staff support will occur before withholding such privileges. The number of days missed will depend on the resolution of the matter.

Supervision and Transportation

Due to the time difference between when StMCS gets out and when sports begin, we provide after school supervision and transportation. There is a \$25.00 per season fee that will help cover our supervision cost. This fee will need to be submitted with your registration form in order for your child to start using this service. Please fill out the form found on our website at least 3 school days before service is requested. (example: Form is turned in on a Thursday, students may start riding the bus Tuesday of the following week.)

StMCS ENRICHMENT OPPORTUNITIES

A variety of opportunities are offered each year for students across all grades. Our StMCS enrichment program offers a variety of after-school activities for students of all ages. Student participation is encouraged. All school rules and consequences apply.

MIDDLE LEVEL ACTIVITY NIGHT

Middle Level Activity Nights (Grade 5-8) are designed for StMCS students only, no guests permitted. These nights provide organized activities that all middle level students are invited to attend and enjoy. Parents and staff chaperone all events.

All school rules and student expectations apply to this after school activity. Appropriate dress and behavior is required. Specific instructions are given regarding use of mobile phones and students are expected to comply. Students must remain on campus for the duration of the event unless picked up by a parent. Anyone not in compliance with the expectations can be asked to leave. If parents are delayed in picking up a student that has been dismissed, the student will be expected to sit with a staff member/chaperone until the parent or guardian arrives.

OFFERINGS BY OUTSIDE ORGANIZATIONS

A variety of outside organizations offer programs to students from our school. These groups often send communication through the Family Folder. They offer programs at our school and in other community buildings. Some offerings include SOAR Arts, various art programs, Family Youth Community Connections (FYCC), and STMA Community Education.

BEHAVIOR AND DISCIPLINE

PHILOSOPHY

StMCS embraces the philosophy of “The Responsive Classroom” approach to teaching and learning. The Responsive Classroom model fosters safe, challenging, and joyful classrooms and schools. Developed by classroom teachers, this approach consists of practical strategies for bringing together social and academic learning throughout the school day.

There are seven guiding principles of Responsive Classroom:

1. The social curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn: process and content go hand in hand.
3. The greatest cognitive growth occurs through social interaction.
4. To be successful academically and socially, children need a set of social skills: Cooperation, Assertion, Responsibility, Empathy, Self-control
5. Knowing the children we teach – individually, culturally, and developmentally – is as important as knowing the content we teach.
6. Knowing the families of the children we teach and working as partners is essential to children's education.
7. How the adults at school work together is as important as their individual competence: lasting change begins with the adult community.

Classroom practices that model the Responsive Classroom could include:

- Morning meeting
- Rule creation
- Interactive modeling
- Positive teacher language
- Logical consequences
- Collaborative problem solving
- Guided discovery
- Academic choice
- Classroom organization
- Working with families

EXPECTATIONS and RULES

THE “BE ATTITUDES” ***Be Respectful.*** ***Be Safe.*** ***Be Welcoming.***

These school wide expectations are our basic school rules. They are discussed in each grade level and in our specialist classes regularly. We talk about what the Be Attitudes “look like, sound like, and feel like” and what they do not. Some examples of the Be Attitudes:

Be Respectful

Examples, including but not limited to:

- Show respect to everyone and all property
- Follow directions in a timely manner and without argument
- Be attentive and respond appropriately when greeted or spoken to

Be Safe

Examples, including but not limited to:

- Follow school rules
- Use materials appropriately
- Display age-appropriate self-control
- Seek an adult when you see anyone being unsafe

- Avoid any type of physical horseplay and aggression that could cause injury

Be Welcoming

Examples, including but not limited to:

- Include others in play and group work as appropriate
- Be forgiving and willing to forgive
- Be kind to others
- Avoid excluding others
- Avoid teasing, bullying and harassing behaviors

CONSEQUENCES

Behaviors that do not uphold our school rules, interfere with learning, or create an offensive or unsafe environment will not be tolerated at StMCS. Being a good Christian means following the example of Jesus and living the Gospel values. Any student who is not in alignment with our expectations will be subject to appropriate disciplinary action, including but not limited to warning, remedial training, education or counseling, parent notification, detention, immediate dismissal, suspension, exclusion, or expulsion.

Progressive Discipline (Resets at the beginning of each trimester)

3 Behavioral/Academic Discipline Infractions = Detention & Parent Meeting

4th Behavioral/Academic Discipline Infraction = In School Suspension & Parent Meeting

5th Behavioral/Academic Discipline Infraction = Out of School Suspension & Parent Meeting

Administrative discretion will be used for each additional Behavior Discipline Infra

What does this look like:

- Disrespect to teachers or others – i.e. rudeness, back talk, not following directions etc.
- Consistent disruptive behavior – i.e. talking excessively, classroom interruptions, etc.
- Inappropriate noises, gestures, and language
- Destruction of school property – books, lockers, etc
- Recess behaviors – i.e. intentionally kicking balls on roof, kicking balls towards others, emptying shed with no intentions of picking up
- Repeated incomplete work
- Violations to honor code

Process might include:

- Counseling
- Restitution to the staff member for time taken away from their day. For example, cleaning up desks for writing on them.
- Law enforcement involvement

Minor Misconduct which includes but is not limited to: teasing, disobeying or disrespecting others (rolling of eyes, tone of voice, attitude, etc.), using inappropriate language (“substitute swear words”, sucks, etc.), and other violations of StMCS policies as determined in StMCS’s sole discretion to be “minor,” will result in consequences that may include the following:

- Verbal warning from a staff member (para-professional, teacher, and/or school administration)
- Sit somewhere in or immediately outside the room to regain self-control
- Process with a staff member through conversation and/or use of a problem-solving questionnaire
- Mediation of conflict with other student(s) and/or adult(s)
- Written letter of apology
- Remedial training or education with appropriate school personnel
- Loss of recess privileges or after school detention

Any consequence beyond a verbal warning or removal from the classroom may result in parent contact and documentation. Continuous minor misconduct may move the action and consequence into the major misconduct category.

Major Misconduct includes but is not limited to: repeated minor misconduct, cheating, plagiarism, breaking the Technology Acceptable Use Policy, blatant disrespect/refusing to follow adult direction, leaving school grounds without permission, lying, swearing/vulgar language, continuous verbal outbursts or other significant disruptions during instructional time, physical aggression/fighting, assault/violence, bullying, harassment, sexual harassment, stealing, property destruction/vandalism, bringing weapons, alcohol or drugs to school, endangering or potentially endangering self or others, the school or property, and any conduct or behavior on the part of the student which, in StMCS's sole discretion, constitutes Major Misconduct.

Consequences for major misconduct may include any combination of the following:

- A meeting with student, parents, administration and other necessary support persons as deemed appropriate by administration (clergy, school resource officer, counselor, classroom teacher, specialists, special education team members, activities director or para-professionals, etc.)
- Community service, dismissal, detention, suspension (in or out-of-school), probation, exclusion, or expulsion
- Remedial training or education with appropriate school personnel
- A written plan for resolving/repairing the misconduct with clearly stated goals and expectations along with a reasonable timeline for resolution (if goals are not met within the set timeline, further discipline including suspension or expulsion may occur)

REMOVAL FROM CLASS

Disruptive/non-cooperative students may be removed from class. This is different from "take a break" for minor misconduct. Such behavior may also be considered minor or major misconduct.

1. Teachers have the authority to remove a student from class if a student disrupts the learning of others, interferes with the teacher's ability to instruct, endangers persons or property, or violates school rules.
2. Teachers will contact office personnel/administration when removing a student from class.
3. The teacher will document removal from class. Parents will be notified by the teacher or administration.
4. A parent conference may be required to discuss the student's behavior and a plan for change.

SENT HOME/DISMISSAL with PARENT CONFERENCE

Dismissal is when a student is required to leave the school premises for the remainder of the school day and/or not being allowed to attend school for one specific day, pending a parent conference. This is not a suspension. Students who have been dismissed must bring parents with them before being readmitted. Students who have been dismissed will not be permitted to participate in any after school activities on that day.

DETENTION

Detention is used as a consequence for a variety of school infractions, including tardiness, behavioral issues, and habitual late work. Detentions may be assigned before school, after school, or during recess/lunch. Most often, detention will be assigned by teachers, school administration, or designee. Since detentions are prearranged, there are no excuses for missing. **Skipping detention may be considered truancy.**

SUSPENSION

Suspension is a warning to students and parents that the behavior exhibited is unacceptable and that if it continues may lead to expulsion. Students involved in major misconduct or repeated disciplinary infractions may be suspended, in-school or out-of-school. Parents will be notified of any suspension, and a conference will be held if necessary.

In-school suspension is an action taken by the school to prohibit a student from attending class for a period of not more than 3 days. While serving in-school suspension the student will report to the office and complete all assigned tasks for the day. This could include, but is not limited to, community service.

Out-of-school suspension is an action taken by the school to prohibit a student from attending school for a period of not more than 10 days. While at home, middle level students may check Google Classroom for work to complete. The student will not be allowed to return to school or participate in school-related activities until the student and the parents have had a conference with the school administration or designee.

EXPULSION

Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance, and may result from a student's major misconduct, repeated disciplinary infractions, or other actions in violation of these policies StMCS may follow any of the procedural steps listed below relating to a proposed expulsion as it deems appropriate under the circumstances:

- Provide information regarding the basis for the proposed expulsion to the student's parents/guardians, which may be done orally or in writing;
- Disclose the identity of persons providing information about the basis for the proposed expulsion if doing so does not jeopardize the safety or well-being of the individual;
- Allow the student and the student's parents/guardians to review physical or digital materials relating to the basis for the proposed expulsion;
- Arrange a meeting between the student, the student's parents/guardians, and the Principal/Assistant Principal to allow the student and the student's parents/guardians an opportunity to provide information to rebut the basis for the proposed expulsion;
- Possible review of the expulsion determination by the Pastor;
- Suspend the student while the proposed expulsion is under consideration by StMCS;
- If it is determined that expulsion is not supported, arrange a meeting between the student, the student's parents/guardians, and the Principal to discuss the terms and conditions of the student's return to school.

PROCEDURES

The disciplinary procedures set forth in this handbook are intended as general guidance policies. Any step in the procedures may be bypassed or modified at the sole discretion of the administration.

PROBLEM-SOLVING

Students who continue to behave inappropriately after various interventions may be required to spend extended time beyond just a few minutes problem-solving with a staff member. Problem-solving is a time where students have the opportunity to reflect on what they have done inappropriately and try to come up with a plan or solution that will help them get back on track and return to the classroom.

STAFF SUPPORT

All adults at StMCS share supervisory responsibilities for the safety and well-being of students. All employees, including paraprofessionals, teachers, specialists, and other non-certified staff

assist in holding students accountable for following school rules. Problems will be handled at the lowest level possible and as quickly as possible. Staff will alert parents and/or school administration when appropriate.

When there are on-going behaviors exhibited by a student which require problem-solving support in order for the student to make more effective choices, behaviorally or academically, a staff member designated by the school administration may intervene. He or she may be a one-time helper, weekly or daily supporter. This staff member may assist a student that needs to establish some basic organizational routines in order to be a more effective learner or a student that is having a bad day and needs to take a break from the classroom but does not necessarily need to spend time in the office. The goal for this connection will be to help students identify ineffective choices and establish new behaviors so they can remain productive members of their classroom. On occasion, staff support may need to help students see or understand the consequences of their behaviors but the role is not that of disciplinarian; that responsibility will remain with the teacher or administration as appropriate.

RESTRICTIVE PROCEDURES

Restrictive procedure is a means of using physical holding in an emergency. Restrictive procedures must not be used to punish or otherwise discipline a child. School staff may use restrictive procedures when in a situation that intervention is needed to protect a child or other individual from physical injury.

CHEATING

Students who have been determined to have cheated on either their daily work or test will receive a consequence which could include a zero for the entire work involved, and/or redoing the work for no score. Any use of electronic devices during examinations will be automatically regarded as cheating, unless directed to do so by a teacher. Classroom teachers, responsible for the student(s) in such situations, will notify administration and the parent(s) as soon as possible. Further disciplinary action may be taken under the consequences for "Major Misconduct." See also "Middle Level Honor Code" in the Academic Expectations and Procedures.

PLAGIARISM

Plagiarism is the intentional or unintentional use of another person's words, ideas, or data without giving proper credit to that person. When a student completes assignments, it is important that they be aware of plagiarism issues. Plagiarism includes all of the following:

- Turning in a paper that the student did not actually write
- Using smaller bits of information from the internet (cutting and pasting) without giving credit
- Copying another student's paper
- Writing a paper that uses other outside sources without giving credit to those sources
- Using artificial intelligence

Classroom teachers, responsible for the student(s) in such situations, will notify administration and parent(s) as soon as possible. Further disciplinary action may be taken under the consequences for "Major Misconduct." See also "Middle Level Honor Code" in the Academic Expectations and Procedures.

INAPPROPRIATE LANGUAGE

Disrespectful, vulgar, and/or foul language (swearing), in any form, will not be tolerated in school or on school property. Students using vulgar or profane language will be subject to, but not limited to, in-school suspension, being sent home pending parent conference, or out-of-school suspension.

LOCKER INSPECTIONS

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without student consent. Students in grades 6-8 will be issued school locks. Only school locks may be used.

DEFINITIONS:

Teasing is a word with many meanings. Teasing comes in two major forms, *playful and hurtful*.

- Playful – Friendly, reciprocal, teasing between peers
- Hurtful – Hurtful teasing is upsetting, unkind, cruel, wounding or insensitive from the victims point-of-view, regardless of the intention of the teaser. Examples of teasing are taunts based upon appearance, weight, behavior, abilities and clothing

Bullying – which includes cyberbullying – means intimidating, threatening, abusive or harming conduct that is objectively offensive. It is any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is reasonably perceived as causing distress to one or more students and which substantially interferes with another student's educational benefits, opportunities or performance. Bullying includes, but is not limited to conduct by or against another student that a reasonable person under the circumstances knows or should know has the effect of:

- Harming a student **verbally** (threats, intimidation, teasing), **socially** (spreading rumors, ostracizing or excluding, breaking up friendships), **physically** (physical acts or gestures, i.e. hitting, kicking, tripping, punching, "pantsing", theft, or other intimidating behaviors) or in a **cyber manner** (misuse of internet, social media, mobile devices including, but not limited to, a transfer of a sign, signal, writing, image, sound or data to intimidate, humiliate, defame, threaten, harass, stalk or terrorize another)
- Damaging a student's property
- Placing a student in a reasonable fear or harm to his or her person or property; or
- Creating a hostile environment for a student

Bullying can be circumstantial or chronic. It might be the result of a situation or it might be behavior that has been directed at the individual for a long time. Circumstantial and Chronic bullying is defined as:

- Circumstantial – A singular incident of the above behaviors
- Chronic/Repeated – Ongoing incidents of above behaviors

Harassment is any type of repeated abusive or demeaning conduct, participating in or conspiring for others to engage in acts that injure, degrade, or intimidate other individuals or groups based on race, color, sex, disability, religion, political belief or affiliation, national origin/culture, age, physical/mental attributes or socio-economic status. Harassment includes, but is not limited to, words spoken or written, or actions that negatively impact an individual or group. StMCS prohibits harassment based on these criteria. Students aware of harassment are expected to report it immediately.

Harassment of any kind (verbal, physical, sexual, etc.) which is reported will be thoroughly investigated by the school administration and appropriate action will be taken. Information received in the course of the investigation will be kept confidential to the extent possible.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or communication of a sexual nature that impairs or prevents that individual's full enjoyment of educational benefit, climate or opportunities.

Sexual Harassment may include, but is not limited to:

- Verbal, written, or graphic harassment or abuse
- Subtle or unsubtle pressure for sexual activity
- Inappropriate touching (patting, pinching)

- Intentional brushing against the individual's body, and/or sexual gesture
- Demanding sexual favors accompanied by, implied or overt promises of preferential treatment
- Any unwelcome touching of a sexual nature
- Unwelcome discussion which is sexual in nature

REPORTING BULLYING AND HARASSMENT

1. Contact the classroom teacher or staff member to report the incident.
2. When mandatory reporting laws apply, civil authorities will be notified and their investigation will precede the school's internal investigation.
3. Administration and staff will work together to obtain all relevant information by meeting with alleged harassers, witnesses, and all involved.
4. Administration will take disciplinary action it deems necessary and appropriate including warning, mediation, detention, or suspension to end the harassment/bullying and violence and prevent recurrence
5. The school administration or designee will inform involved students and parents about the incident and action to be taken.

Further details regarding bullying, teasing, and harassment are located within the *Safe School Policy on Harassment and Bullying*, found in Appendix E.

Assault/violence is any behavior that can cause physical harm to any person or anything.

CONTROLLED SUBSTANCES

TOBACCO/eCigs/VAPING: Tobacco in any form used by students during school hours, on school grounds, while riding a school bus, or while attending any school-sponsored function will result in the confiscation of the tobacco product and disciplinary action taken by the school administration.

- First offense: The parent may be notified of the offense. The student will have an out-of-school suspension until a behavioral contract can be drawn up to discourage the use of tobacco.
- Second offense: A disciplinary conference with student, parent and school administration will be called. The behavioral contract from the first offense will be reviewed with the student and parent and any needed changes/additions will be made. Additional school suspension time may be imposed.
- Third offense: Immediate expulsion from school.

ALCOHOL/CHEMICAL/DRUG ABUSE/ECigs/VAPING: If any student is found:

- Buying, selling or giving away mood altering chemicals
- Under the influence of mood altering chemicals or
- In the possession of mood altering chemicals while on school grounds or attending a school sponsored event, or while being transported to or from school

The student may face immediate suspension from school. The school administration will notify the proper persons, schedule a conference, and proceed with the treatment that is deemed appropriate upon evaluation of the situation.

WEAPONS/EXPLOSIVES/DANGEROUS ITEMS

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school-contracted vehicles, or entering upon or departing from school premises, property or events. Students who violate this policy may be subject to mandatory expulsion or any other consequences in the area of major misconduct as deemed appropriate by administration.

Weapons are defined as a real and/or look-alike weapons, including but not limited to:

- All firearms (whether loaded or not), firearm muffler, or firearm silencer
- Other guns of all types including pellet, starter, or B-B
- Switch blades or automatically opening knives
- Explosives, including firecrackers or live ammunition
- Any other destructive devices

NOTE TO STUDENTS:

BRINGING A DANGEROUS WEAPON ON SCHOOL PROPERTY IS A VIOLATION OF MINNESOTA LAW.

It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property or at any school activity. A dangerous weapon can be many things, including guns, knives, switchblades, brass knuckles, nunchucks, certain liquids and pellet guns. It does not matter whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon that's capable of producing great bodily harm or death. Possession on "school property" includes on a school bus, on school property, on any property leased by a school and whether the school is public or private.

Violation of the terms of Minnesota law or school policies will result in penalties including suspension or expulsion from school in addition to statutory penalties, which include significant fines and prison. Should a student become aware of a weapon on school property or become aware of a plan to bring a weapon to school property, the student should immediately report such information to a staff member.

GAMBLING

Gambling is not permitted at any time during the school day in the school building, on school property, or at any school activity.

SCHOOL SAFETY

VISITORS

All parents or visitors must sign in at the office anytime you visit the building and pick up a visitor's badge. Parents and visitors are welcome for open houses, special programs, or events and are encouraged to attend.

PARENT CLASSROOM OBSERVATIONS

Who May Visit: The right to observe a child's instructional program during classroom time resides solely with a child's parent and does not extend to grandparents, other interested relatives, or caregivers.

Who May Be Observed: The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented. At no time should a parent's motive for or focus of a classroom visit be to observe another student or students in the classroom. If the school administration has knowledge of or suspects that the focus of a parent's classroom visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit in progress.

Scheduling: Visits must be scheduled through the school administration for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 3 school days in advance. No visits will be allowed while students are participating in assessments, quizzes, or tests.

Duration: To minimize potential interruptions and distractions during instructional time, the school administration reserves the right to limit the duration of classroom observations.

Conduct During Classroom Visitation: Parents visiting classrooms should arrange their schedules to enter and exit the classroom in a manner that would not interrupt the instructional activities in progress. While visiting the class, the teacher will designate an area for parents to sit, generally in the back of the classroom. (Parents are asked NOT to sit with their student(s) as this could create an unnecessary disruption for other students.) Once in the classroom and seated, parents are asked to remain seated and refrain from interacting with students or the teacher unless the classroom teacher initiates the interaction. Unnecessary noise and/or movement must be kept to a minimum.

Parents wishing to discuss their students' behavior after observing him/her during class should schedule a parent conference with the teacher. Parents who fail to observe the stated guidelines during their visit may be asked to leave the room if their presence or conduct unduly interferes with the orderly operation of the classroom. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the school administration.

No Audio or Video Recording of Classroom: Video and/or audio recording of classroom visits by the parent or guardian is prohibited. Electronic devices which could be used to video or audio record should not be visible during the visit. Violation of this guideline can result in dismissal from the classroom visit, and/or school site.

School Administration: In certain cases, the school administration or his/her designee may also be in the room during the parent observation to protect the learning environment for all students.

SCHOOL EMERGENCY PROCEDURES

All StMCS personnel will be acquainted with pertinent school, city and state regulations along with any policies regarding health and safety in education environments. This includes knowledge about first aid, fire, tornado, crisis situations, personal safety, biohazards and the school's responsibility for supervision of students and liability issues.

St. Michael Catholic School (StMCS) has a comprehensive Crisis Management Plan in place to guide emergency procedures, should the need arise. This plan is reviewed annually with all staff members to ensure clarity and preparedness.

StMCS currently follows safety protocols developed by the "I Love U Guys" Foundation, a system recommended by our local School Resource Officers (SROs), the Wright County Sheriff's Office, and the Archdiocese of St. Paul and Minneapolis. We collaborate closely with these partners to maintain and strengthen our school's emergency readiness and overall safety.

We do periodic fire and tornado drills and lockdowns with the students so they understand what they are to do and where they need to go in the event of an emergency. In addition, we periodically discuss fire safety and strategies students can use if they find themselves in an unsafe or uncomfortable situation.

School doors are locked after 7:35 am. Admittance is only through authorization from the school office.

SCHOOL CLOSING (Emergency or Inclement Weather)

In the event of a school closing due to emergency or severe weather, a notice will be sent via email and/or voice mail or automated phone message to all those on file. You may also listen to WCCO radio (830 AM), KRWC Radio (1360 AM) or Channel 4, Channel 5 or KARE 11 television. The listing will likely be St. Michael-Albertville Schools. No announcement means that school is in session. It is the general rule that if STMA Public Schools are closed due to severe weather conditions, StMCS is also. School voicemail and website posts closings. StMCS will determine if make-up days will be scheduled independent of STMA.

LATE STARTS

Late starts due to inclement weather are announced on the radio and TV and will also be sent as an email and/or voice mail alert or automated phone message. If there is a two-hour late start school will begin at 9:35 am instead of 7:35 am. If the bus generally comes at 7:00 am it will arrive at 9:00 am. Stay tuned to the media following a late start as the announcement can often turn into a school closing announcement.

EARLY DISMISSALS

In the event that school closes early, parents will receive an email and/or text message. Our procedure is to send all students home via their "regular" end of day routine for that particular day unless we receive a call from a parent with a new plan. In this instance, please call; emailing the office or the teacher is not sufficient as we may not have time to be checking our email.

STRANGERS IN THE BUILDING

Any time a non-staff person enters the building, staff is to direct them to the office. They then must identify themselves and their purpose for being in the school. In the event that a person poses a risk, there will be a total school lock-down, law enforcement officials will be contacted, and the lock-down will continue until an all-clear is given by officials.

STRANGERS ON THE PLAYGROUND

If a stranger is approaching students on the playground, the supervising adult will determine if there is a reason for concern. If a concern arises, the supervising adult will notify the office via walkie-talkie. The supervising adult will direct students to enter the school building. Authorities will be notified.

BOMB THREAT

If a bomb threat is made to the school, immediate evacuation will take place and local authorities will be contacted. Any person, student or adult, making any kind of threat in regards to an explosive device will be reported to the proper authorities immediately.

FALSE FIRE ALARMS

Students who purposely cause a fire alarm to go off without the presence of a fire may be subject to discipline, including but not limited to suspension and/or expulsion from StMCS.

HEALTH

EMERGENCY INFORMATION

A student emergency form is sent home at the beginning of each year. It is to be filled in, signed, and returned by the parent. If changes occur during the year, it is the responsibility of the parent to notify the school in writing or by phone.

ILLNESS/INJURY DURING THE SCHOOL DAY

A student who becomes ill or injured at school will be provided care by the health office until a parent arrives, depending on the nature of the illness or injury. In the event of an emergency, 911 services will be used. Parents will be notified as soon as possible.

HEALTH STANDARDS

Parents are asked to not send children to school when they are sick. Not only can they not function properly in school when they are sick, but they also expose many other children to the illness. Please notify the school if your child has an infectious illness so that classroom teachers can watch for symptoms in other students.

Please adhere to the following:

- Fever (temperature 100 degrees or more): students must remain home until they have been fever-free for at least 24 hours without the use of fever-reducing medication. Return to school may only occur at the start of a new school day; mid-day returns are not permitted
- Vomiting/Diarrhea: Students must remain home until at least 24 hours after the last episode of vomiting/diarrhea. Return to school may only occur at the start of a new school day; mid-day returns are not permitted.
- Strep Throat: Excluded from school after finding out a positive strep test. Must remain out of school until completed 24 hours of medication and fever free without medication.
- Chickenpox: Excluded from school until all blisters have dried into scabs, usually 6 days from onset of rash.
- Impetigo: Excluded from school until 24 hours of antibiotic treatment.
- Head Lice: Excluded from school until proper treatment has been administered until no live lice are found and nits removed.
- Conjunctivitis (Pink Eye): Excluded from school until 24 hours of antibiotic treatment.

MEDICATION DURING THE SCHOOL DAY (prescription and non-prescription/over the counter)

The school nurse, or designee, will administer medication only if the dosage schedule requires that it must be given during school hours. Medications prescribed three times per day do not need to be given during the school day unless the student goes to daycare or activities after school. Written authorization from the parent/guardian and a licensed physician is required. All medication must be kept in the health office. Any exception to this (i.e. inhalers) must be authorized by the school nurse. A completed Medication Authorization Form is required to be signed by a parent/guardian annually should your child require prescription or over-the-counter medication during school hours. This form is available on the web-site.

TRANSPORTING MEDICATION

Parents must bring medication to the office in person. Medications are not to be carried by the student. Students may not bring unidentified or unauthorized medications to school.

LABELING

All medication must be sent to school in a current labeled prescription bottle or in the original over-the-counter container.

ALLERGIES (Food and Latex)

If your child has an allergy to any food item, we need a medical slip signed by your doctor, nurse practitioner, or physician's assistant in order for us to substitute a food item. The health office will keep the lunchroom informed of all allergies. Our kitchen uses only nut-free ingredients for hot lunches.

Due to severe and potentially life-threatening allergies, we are requesting that snacks containing a **PEANUT OR ANY NUT PRODUCT not be brought into the classroom.** (See Food Allergy Policy in Appendix F)

Given that people with latex allergies can suffer serious and potentially life-threatening attacks from exposure to latex-containing products, it is the policy of the school and church to avoid the use of these products in daily or special events. (See Latex Awareness Policy in Appendix G)

WELLNESS POLICY

In compliance with MDE, StMCS has a *Wellness Policy* (see Appendix K) written to ensure a school environment that promotes and protects student health, well-being, and the ability to learn by supporting healthy eating and physical activity.

The Policy Committee (as sub-committee of the SAC), made up of parents, reviews the Wellness Policy regularly in cooperation with appointed staff and revises as needed.* The school administration shares the assessment of the policy with SAC on behalf of the wellness team members who actually lead the implementation of the policy. Annual assessment of the Wellness Policy is posted on the school website under the policy itself.

**Parents with an interest in this work may inquire about participating as a non-voting member of the Policy Committee.*

IMMUNIZATIONS

StMCS follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 123.70). Parents of all Kindergarten students and new students are required by state law to provide documentation of completed immunizations for their children prior to the fall start date of the school's present school year. Failure to provide documentation or to complete the necessary immunizations may result in the child's exclusion from school. Parents are responsible for providing this information in writing to the school office and to include additional immunizations each year as the family's physician administers them to the student. Additional immunizations will be needed prior to beginning seventh (7th) grade.

Per Minnesota State Law, children are exempt from these immunization requirements only if a parent provides a notarized Student Immunization Record indicating a medical or conscientious objection to any/all immunization(s).

HEALTH SCREENING

Annual vision and hearing examinations are conducted by school personnel in 1st, 3rd, 5th, and 7th grade or at teacher or parent request.

HEALTH RECORDS

Minnesota State Law requires schools to maintain permanent health records for every child including immunizations and health conditions from kindergarten prep through grade twelve (12). Parents should notify the school of health problems, updated booster shots, and other conditions. Records will be shared only with school personnel as needed or required by law. It is recommended that the student have a physical before entering kindergarten and again seventh grade. Following the physical, submit a copy to the school nurse including updated immunizations.

REPORTING OF CHILD ABUSE/NEGLECT

Staff members of the school are mandated reporters and are legally required to follow the expectations of Minnesota law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

*Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report. **Neglect** is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance; **abuse** can be physical or sexual abuse, or emotional maltreatment.*

ANAPHYLAXIS TREATMENT: EpiPen Policy (See Appendix L)

BUS TRANSPORTATION

ROLE OF THE PUBLIC SCHOOL DISTRICT

Bus transportation is handled by St. Michael-Albertville Public Schools (STMA) for StMCS students. Parents and students need to follow the rules and guidelines of STMA regarding the safe transportation of students. Only students properly registered with the bus company are to ride the bus. Students are to go home on their assigned bus and get off at their assigned stops only.

The school bus driver is the authority on the bus and has been directed to maintain order to ensure the safety of all passengers. Students can be removed from the bus if behavior is severe, dangerous or a constant disruption. Parents whose children do not follow the bus rules will be notified by the bus company or by the school administration.

STUDENT INSTRUCTION AND TRAINING FOR BUS SAFETY AND CONDUCT

Each district must provide students enrolled in grades K-10 with age-appropriate school bus safety training. (MN Statute 123B.90 and 123B.91) Annual instruction and review in bus and pedestrian safety is done at StMCS, including bus evacuation drills.

See Bus Safety Rules found in Appendix H.

The following concepts are covered each year:

1. transportation by school bus is a privilege and not a right
2. district policies and rules for student behavior and school bus safety
3. appropriate conduct while on the bus
4. the danger zones surrounding a school bus
5. procedures for safely boarding and leaving a school bus
6. procedures for safe street or road crossing; and
7. school bus evacuation

DAYCARE FORM

A daycare form must be completed for the bus company to transport children to or from daycare. Any changes need to be submitted to the bus company.

TRANSPORTATION REIMBURSEMENT

Under Minnesota State Law, you *may* be eligible for transportation reimbursement from the school district in which you reside if your child is transported to/from a non-public school *at your expense*.

If you believe you are eligible for transportation reimbursement for the school year, contact the school office to complete a "Parent Request for Transportation Reimbursement" form. StMCS requires this form to be on file for us to provide all required documentation to your residing school district.

TUITION, FINANCE, AND FUNDRAISING

STATE and FEDERAL PROGRAMS

There are several state and federal programs that non-public school students may participate in on an equal basis with public school children. These programs are administered through the local public school district. Amount of money received varies year to year.

StMCS also receives state and federal entitlements allocated on a per pupil basis. Parents must annually complete and sign forms for each child to receive these program entitlements. These entitlements include funding for health aid, textbook aid, and for 7-8th grade guidance and counseling services.

REGISTRATION

The annual registration fee includes both a non-refundable registration and student fee.

TUITION

Every effort should be made to provide each child the opportunity to attend a Catholic school regardless of the financial situation of the family. Tuition helps to cover the overall cost of educating a student. Through the generosity and support of our parish and fundraising we are able to keep tuition below the actual average cost. Tuition helps to cover salaries and benefits, curriculum and instructional materials as well operational and maintenance costs.

Information regarding the next year's tuition is sent home prior to registration. This includes a breakdown of the tuition and fees as well as registration information.

Tuition payment options: Annual payment—Single payment in full on or before June 30 or monthly payments (10) – Electronic deduction from checking or savings account; July through April.

Outstanding tuition can result in lost enrollment status.

STUDENT FEES

In addition to tuition there are fees for all students in grades K-8. These fees are outlined each year within the registration process. Student fees go towards the purchase of items that directly benefit the students and may include, but are not limited to, items such as assignment notebooks, gift craft items (Christmas, Mother's Day, etc.), parties (classroom and all school), student gifts, kindergarten t-shirts, recorders (grade 4), journal/memory books and family folders.

Field trip costs are also covered for all field trips during the school year. Chaperones pay for their own expenses when accompanying any group on a field trip.

Student fees are non-refundable.

FINANCIAL ASSISTANCE

Financial assistance is available through a scholarship fund. Families of StMCS are invited to apply for financial assistance if they deem necessary in order to meet their tuition obligation. Families seeking financial assistance will be required to submit an application to TADS, an outside company that provides an objective evaluation for financial need.

FUNDRAISING and EVENT COMMITMENTS

All fundraising efforts require prior approval by the school administration. This process eliminates scheduling conflicts and ensures compliance with the parish/school's mission statement and philosophy. Archdiocesan and legal regulations should be considered when planning fundraising programs/events.

The spirit of St. Michael Catholic School is a direct result of family involvement and support! Our expectations for participation in fundraising, school events, and other opportunities are designed to ensure that all families contribute to our success while sharing in a fun-filled, joyous community.

In addition to steadfast prayer, it takes many hands and generous hearts to cultivate the spirit of our Catholic school. To that end, we ask that every family "lends a hand" by meeting or exceeding the volunteer requirements.

For full information on these commitments, see *Volunteering and Fundraising* found in Appendix I.

STEWARDSHIP and PARISH INVESTMENT

All families are expected to provide support to the school in ways in which they are able; this may include fundraisers, volunteering, classroom donations, etc.

Since the entire parish benefits from Catholic educational programs, the entire parish shares in financial responsibility for the education of children. Parish investment is that amount contributed by the parish annually to the school. The percentage of parish investment is determined through the annual budgeting process.

SCHOOL ORGANIZATIONS

STMCS ADVISORY COMMITTEE

The School Advisory Committee (SAC) serves in an advisory and consultative capacity to the school administration and the pastor of the school. SAC is a standing committee of the Parish, overseeing the operation of educational programs in StMCS, subject to applicable directives from the Office for the Mission of Catholic Education at the Archdiocese of St. Paul and Minneapolis.

The SAC is responsible for assisting in development of policies and advising on educational procedures for StMCS. It will also work to ensure that StMCS accomplishes its mission.

HOME and SCHOOL ASSOCIATION

The Home and School Association is a subcommittee of the School Advisory Committee and is a group of parents who collaborate with the school staff to plan and organize events that build community and raise funds for the school. The Home and School Association is responsible for the following activities: parent education, socials, and fundraising. It is the Home and School Association's responsibility to support the administrator, teachers, and overall school programs. The Home and School Association communicates regularly to families through the family e-folder.

GOVERNMENT PROGRAMS

Title I, Part A - provides supplemental educational services for eligible public and private school students to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and State academic assessments. Title I services are provided to students in designated grades who reside in a Title I school boundary and demonstrate a need for additional help in Language Arts.

Services (although not Title I) are provided to other students who demonstrate a need for Language Arts support by StMCS Academic Support Staff.

Title II, Part A – for Teacher Quality:

- Focuses on teacher Quality and High Quality Professional Development
- Has a “hold harmless” provision for non-public schools
- Professional Development is the main area of activity for non-public schools
- Activities that benefit private school teachers and personnel must satisfy the requirements of Title II and:
 - Be based on scientifically-based research
 - Be expected to improve student achievement

Title III LEP – is intended to serve students identified as limited English proficient.

- Program design does not have to be the same for the public schools and non-public schools
- Students receiving Title III services must be assessed annually in reading, writing, listening, and speaking – state assessment or some other instruments decided upon at consultation
- Teacher qualifications apply to all employees providing services.

Title IV, Part A – is for improving student academic achievement through activities and programs in three broad areas: Well-Rounded Education, Safe and Healthy Students, and Effective Use of Technology

Individuals with Disabilities Act (IDEA) –

- Child counts used to determine portion of federal funds to be used to serve students in non-public schools.
- Consultation with representatives of parentally placed non-public school children.
- Children with disabilities will have a services plan
- Services may be on-site, or transportation must be provided.

Compulsory Attendance – compels school attendance for children between the ages of seven and sixteen. It also requires non-accredited non-public schools to report specified information to the district superintendent.

Dangerous Weapons Reporting – requires public and non-public schools to report to the Minnesota Department of Education incidents involving the use of or possession of a dangerous weapon in school zones.

Immunization Reporting – requires non-public schools to report immunization records to the state, including conscientious objectors.

Nonpublic Pupil Aids – provides financial assistance to non-public schools in three areas:

- Textbook and instructional materials
- Health services
- Counseling and Guidance services (7-8 grade)

Pesticide Notification – requires non-public schools to notify parents of students of the pesticide application schedule, that long-term effects on children are unknown, and of their option to be notified each time.

Transportation – Minnesota public school districts must provide "equal transportation" within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

Nutrition Program – State funds are matched with federal funds to assist families who qualify for free or reduced lunch, as well as providing kindergarten students with at least one serving of milk each school day.

State Income Tax Deductions – Taxpayers who itemize deductions may deduct a certain amount per dependent in grades K-6. Because this amount may vary from year to year, please refer to your State Income Tax Manual directions.

St. Michael Catholic School (StMCS) retains the right to change, modify, suspend, or interpret any policies, whether written or not, without notice, at its discretion. Nothing in this Student-Parent Handbook should be construed as a contract between you and StMCS.

All changes will be reflected in the online handbook. Only significant changes will be formally communicated to families.

Saint Michael Catholic School

Appendix to the Parent/Student Handbook



Appendix of the StMCS Parent/Student Handbook

Appendix A: Enrollment Procedure

Appendix B: Dress Code Procedure

Appendix C: Prayer Scope and Sequence

Appendix D: StMCS Curriculum Resources

Appendix E: Safe School Policy on Harassment and Bullying

Appendix F: Food Allergy Policy

Appendix G: Latex Awareness Policy

Appendix H: Bus Safety Rules

Appendix I: Fundraising and Community Events

Appendix J: Lunch Program Policy

Appendix K: Wellness Policy

Appendix L: Epi-Pen Policy

Appendix M: Policy 108-110

Appendix N: Volunteer Expectations

Appendix O: Curriculum Philosophy Statements

Appendix A

ST. MICHAEL CATHOLIC SCHOOL Enrollment Procedure

Registration for St. Michael Catholic School (StMCS) is completed on an annual basis. Students registering at StMCS will be enrolled in the following order, as space permits:

1. Currently enrolled students with tuition payments in good standing.
2. Siblings of currently enrolled students at StMCS with tuition payments in good standing.
3. Children of StMCS or St. Michael Catholic Church (StMCC), St. Michael, MN, staff.
4. Children of registered parishioners of StMCC or the Church of St. Albert, Albertville, MN, whose parents or siblings are StMCS alumni. *In the event of receiving applications on the same date, acceptance will be granted in the order of the alumni's graduation date, beginning with the earliest.*
5. Children of registered parishioners of StMCC or the Church of St. Albert, in order of application and down payment receipt. *In the event of receiving applications on the same date, children will be accepted in the order of the parish registration date, beginning with the earliest.*
6. Currently enrolled preschool children from St. Michael Catholic Preschool, with tuition payments in good standing and in order of application and down payment receipt.
7. Children of Catholic, non-parishioner families, in order of application and down payment receipt.
8. Children of non-Catholic, non-parishioner families in order of application and down payment receipt.

Additional Registration Criteria:

- Any past-due tuition or fundraising commitment must be paid in full prior to registering for the upcoming school year.
- If a current student has not registered by the applicable due date, their spot may be lost.
- Current students registering after the published due date will be enrolled as space permits on a first-come, first-served basis.
- New students will be enrolled if space permits; otherwise they will be placed on a waiting list in the order of application and down payment receipt, as outlined above.
- Students who are maintained on a waiting list for an entire school year will have the option to carry over their spot to the next grade level.
- Consideration of unique circumstances will be handled on a case by case basis by administration (principal, parish administrator and/or pastor).
- *Parishioner* is defined as:
 - Registered members of St. Michael Catholic Church, St. Michael, or the Church of St. Albert
 - Committed to actively share in the faith life of the parish by attending Sunday Mass
 - Financially supports the work of the parish through regular traceable Sunday envelope/EFT giving

Withdrawal Agreement:

Withdrawal from St. Michael Catholic School at any time before the completion of the school year will incur a withdrawal fee (to cover related expenses to administrative support, materials already purchased, and curriculum). Waiver of the fee may be considered for special circumstances such as relocation beyond a reasonable travel distance, family hardship, or student needs that StMCS is unable to meet. Fee waiver must be approved by the principal, pastor, or school designee.

Withdraw on or before July 1:

- Registration/Student Fees Non-Refundable
- 25% Tuition for the year

Withdraw between July 2 and August 31:

- Registration/Student Fees Non-Refundable
- 50% Tuition for the year

Withdraw after September 1:

- Registration/Student Fees Non-Refundable
- 100% Tuition for the year

Dress Code

The StMCS Dress Code exists to encourage a community spirit and to enhance school and personal pride. It is provided as a means of focusing on the student as a unique person while diminishing the importance of external factors, such as clothing style. It is expected that all students arrive at school each day dressed according to these guidelines, unless otherwise notified by school staff. It is expected that students maintain a neat, clean, modest, and appropriate appearance which supports the teachings of the Catholic Church. Students not properly attired will be sent to the office to obtain proper clothing from the uniform room. The staff reserves the right to decide whether uniform or non-uniform attire is appropriate.

Uniform Dress Code

<u>Tops - Choose 1</u>	<u>Bottoms - Choose 1</u>	<u>Optional Apparel</u> <i>To be worn over uniform shirt</i>
<u>Grades K-8</u> ● Official School Logo Polo Shirt - Red (short or long sleeve) ● Oxford/Peter Pan Blouse - White (short or long sleeve for pairing with skirts/skorts/scooters and jumpers) <u>Grades 5-8</u> ● Middle Level T-Shirt - Navy (not on Mass days)	<u>Grades K-8</u> ● Navy Uniform Pants ● Navy Uniform Shorts ● Navy Uniform Skirt, Skort, Scooter ● Navy Uniform Jumper <u>Grades 5-8</u> ● Khaki Uniform Pants ● Khaki Uniform Shorts ● Khaki Uniform Skirt, Skort, Scooter ● Khaki Uniform Jumper	<u>Grades K-8</u> ● Official School Logo ¼-Zip or Full-Zip Sweatshirt - Red or Navy (only red on Mass days) ● Cardigan Sweater - Red, Navy, or White (only red on Mass days) <u>Grades 5-8</u> ● Middle Level Hoodie - Gray or Navy (not on Mass days)

- *All logoed items are available for purchase from **A.M. Promotions** (ampromotionsllc.com). Please reference the Dress Code Examples to view approved bottom styles, cardigan sweaters & oxford/Peter Pan blouses.*
- All dress code items must be in good condition, free of holes & fading.
- All bottoms must be no shorter than midway between the hip and knee.
- Bottoms should not have stitched on back pockets (similar to jeans).
- **Navy/khaki jeans, joggers, tight-fitting pants, and leggings/jeggings are not uniform pants.**
- Shoes must be worn at all times & must have a closed toe & heel. (no sandals, all shoes less than 1" heel)
- Tennis shoes are required for participation in LEAP & physical education classes.
- Socks or tights must be worn. Tights must be solid white or solid navy in color. Socks must not draw undue attention.
- Tight-fitting leggings in navy or white may be worn under appropriate length skirts, skorts, scooters, or jumpers.
- Hair is required to be neat, washed, combed, a natural color & should not draw undue attention to the student.
- Simple headbands are allowed, provided they do not draw undue attention.
- Grades 5-8 may wear modest, natural makeup with parent approval. (Makeup is not permitted in Grades K-4.)
- Excessive jewelry & caps/hats are not permitted.
- Political attire is not permitted.

Non-Uniform Dress Code (Class Color Days, Field Trips, etc.)

- All non-uniform dress code items must be clean, in good condition, free of holes & modest in style.
- All bottoms must be no shorter than midway between the hip and knee.
- **Tight-fitting pants/shorts & leggings are NOT allowed on non-uniform days.**
- Sleeveless tops & crop tops are not allowed.
- Class Color Days invite students to wear their grade level color (or come in dress code attire) one time per month. Tops worn on Class Color Day must be primarily the color assigned to their grade level. Middle Level students have a "free choice" day on Class Color Day.
- *Recess for Grades K-4: Boots, snow pants, hats & mittens must be worn in the winter time.*

Dress Code Examples

Official school logo uniform items are available from **A.M. Promotions** (ampromotionsllc.com).
 Non-logo uniform items are available from Lands End, <https://www.frenchtoast.com/> or any uniform vendor.
 Non-logo uniform items must match the colors and styles of those pictured.

Note: Navy/khaki jeans, joggers, tight-fitting pants, and leggings/jeggings are not uniform pants.

Approved Tops	Approved Bottoms	Approved Optional Apparel To be worn over uniform shirt
 Red Logo Polo Shirt Short Sleeve	 Uniform Pants Navy K-8 / Khaki 5-8	 Cardigan Sweater Red, Navy, or White (only red on Mass days)
 Red Logo Polo Shirt Long Sleeve	 Uniform Shorts Navy K-8 / Khaki 5-8	 ¼-Zip Sweatshirt Red or Navy (only red on Mass days)
 Middle Level T-Shirt (not on Mass days)	 Uniform Skirts, Skorts, Scooters Navy K-8 / Khaki 5-8	 Full-Zip Sweatshirt Red or Navy (only red on Mass days)
 White Oxford/Peter Pan Blouse Short or Long Sleeve	 Uniform Jumper Navy K-8 / Khaki 5-8	  Middle Level Hoodie Gray or Navy (not on Mass days)

St. Michael Catholic School Catholic Prayers Scope & Sequence

Teacher Instruction:

I - Introduce

P- Practice

A - Assess

Student Knowledge Expectation:

E- Emerging

P- Progressing

S - Secure

All of the above prayers and practices are expected to be introduced and integrated sometime between Grades K-8 per the "Religion Standards for Catholic Education in the Archdiocese of St. Paul and Minneapolis." Where "StMCS" is shown, it is a local expectation to know/practice the named prayer. Not all prayers/practices are formally assessed.

This list is not all inclusive of our Catholic experience. It is intended to highlight the prayers and practices which we have made a priority for learning. In addition to the above, we celebrate the Liturgical Seasons, Holy Days of Obligation and Feast Days, Reconciliation, Eucharistic Processions and frequent visits by our clergy. We gather in prayer as a school at the start of each week and conclude each week with Mass.

Sign of the Cross	A S	A S	A S	P S	P S	P S	P S	P S	P S
Glory Prayer	P E	A S	A S	P S	P S	P S	P S	P S	P S
Lord's Prayer	P P	A S	A S	A S	P S	P S	P S	P S	P S
Hail Mary	P P	A S	A S	P P	A S	P S	A S	P S	P S
Angel of God	I E	P P	P P	P P	P P	P P	P P	P S	P S
Apostle's Creed				I E	PA S	A S	P S	P S	A S
Nicene Creed (StMCS)						I E	P P	A S	P S
Act of Contrition			A S	P S	A S	A S	P S	P S	P S
Grace Before Meals	P P	P P	P P	P S	P S	P S	P S	P S	P S
Act of Faith							A P	A S	P S
Act of Hope							A P	A S	P S
Act of (Love) Charity							A P	A S	P S
The Angelus (StMCS)				P E	P P	P P	P P	P P	P P
Prayer of St. Michael			I P	A S	P S	A S	P P	P S	P S
The Rosary		I E	I E	I E	P P	P P	A P	A P	A S
Hail, Holy Queen					P P	P P	A P	A S	A S
Ten Commandments				I E	A S	P S	A S	P S	A S
Beatitudes							I E	P P	A S
Works of Mercy						IA P	A P	P P	A S

Spiritual and Corporal									
Seven Sacraments			I P	I P	A S	A S	P S	P S	A S
Stations of the Cross			I E	I P	P P	P P	A P	A S	A S
Adoration			I E	I P	P P	P P	P P	P P	P P
Intercessory Prayer	I E	IP P	P P	P P	P P	P P	P S	P P	P P
Marks of the church							A P	P P	A S
Gifts of the Holy Spirit						I P	P P	A P	A S
Fruits of the Holy Spirit						I P	P P	A P	A S
Liturgy of Hours						I P	P P	P P	P P
Pray the Canticles						P P	P P	P P	P P
Precepts of the Church							I P	P P	A S
Prayer for the Dead							I P	A P	A S
Lectio Novena						P	P	P	P

St. Michael Catholic School Curriculum Resources

SUBJECT	NAME OF TEXT	PUBLISHER	COPYRIGHT
Religion	“Word of Life” (K-4) Spirit of Truth (5-8) “Revealed” (K-5) “Rooted” (6-8) –Theology of the Body	Augustine Institute Sophia Press Ruah Woods Institute	2019 2017 2019
Sacrament Preparation	“Blessed First Reconciliation” “Blessed First Communion” “Decision Point” by Matthew Kelly	Dynamic Catholic	2017 2014
Family Life <i>Supplemental Curriculum</i>	“PUREly YOU, Growing God’s Way”	Purely You Education, LLC	2010
Reading Language Arts	Groves Literacy and Believe & Read (Literacy and Phonics program K-3) Journeys (Literacy Gr. 4-5) Voyages (Grammar, Writing Gr. 4-8) “StudySync” (Literacy Gr. 6) Novel units (Gr. 7-8)	Houghton Mifflin Harcourt McGraw Hill Education	2017 2015
Handwriting	“Zaner-Bloser Handwriting”	Zaner Bloser	2012
Reading Support	Lexia Core5 Reading/PowerUp Literacy Teacher Developed Curriculum	Lexia Learning Systems, LLC	
Mathematics	“enVision Mathematics” (K-4) “Big Ideas Math” (5-8)	Savvas Learning Company National Geographic/Big Ideas Learning	2020 2019
Science	“Interactive Science”	TCI	
Social Studies	“Kids Discover” (K-4) Different Title Per Gr. Level (5, 7 & 8) “Northern Lights” (6)	Houghton Mifflin Harcourt TCI MN Historical Society Press	2018 varies 2013
Art	Teacher Developed Curriculum	Highlights the elements and principles of design and artists	Updated Continuously
Technology	Teacher Developed Curriculum	Based on Int’l Society for Technology in Education (ISTE) www.iste.org	Updated Continuously
Music	musicplayonline.com Teacher Developed Curriculum Annual Program/Concert; Varies by Gr.	Themes & Variations 2024 Based on the Nat’l Music Standards	2024 Updated Continuously

Physical Education	Teacher Developed Curriculum Annual Track & Field Day	Based on the Nat'l Standards for Physical Education www.aahperd.org	Updated Continuously
Spanish	Teacher Developed Curriculum (K-1) "Descubre" (2-5) "Senderos 1" (6-8)	Based on the Standards for Foreign Language Learning by ACTFL Vista Higher Learning	Updated Continuously 2017 2018
Standardized Testing	aimswebPlus, STAR, & NWEA MAPs	Testing Instrument and Frequency Varies by Grade	

Safe School Policy on Harassment and Bullying

St. Michael Catholic School instills the belief that all people are created in the image and likeness of God and each child shares this fundamental human dignity. Our 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.

This policy serves as a guide for when expectations of respect are not met, and as a result reconciliation and restitution are needed.

For purposes of this Policy, the following definitions shall apply:

"Aggressor" means a student who engages in Harassment, Bullying or Retaliation.

"Harassment and Bullying" means intimidating, threatening, abusive or harming conduct that is objectively offensive. In such instances, there is an actual or perceived imbalance of power between the person engaging in prohibited conduct and the target. Harassing or bullying behavior is such that it materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. Bullying includes, but is not limited to conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- Harming a student **verbally** (e.g.: threats, intimidation, teasing), **socially** (e.g.: spreading rumors, ostracizing or excluding, breaking up friendships), **physically** (e.g.: physical acts or gestures, such as: hitting, kicking, tripping, punching, "pantsing", theft, or other intimidating behaviors) or in a **cyber manner** (e.g.: misuse of internet, social media, mobile devices including, but not limited to, a transfer of a sign, signal, writing, image, sound or data to intimidate, humiliate, defame, threaten, harass, stalk or terrorize another)
- Damaging a student's property;
- Placing a student in a reasonable fear or harm to his or her person or property;
- Creating a hostile environment for a student;
- Infringes on the rights of a student at school, including defamation and invasion of privacy.

Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, internet web site or forum, transmitted through a computer, cell phone, or other electronic device.

"Retaliation" means any form of intimidation, reprisal or harassment directed against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

"School Grounds" mean any property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

"Target" is a student against whom Bullying or Retaliation has been perpetrated.

Prohibition Against Harassment, Bullying and Retaliation: The school expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Harassment and bullying, including cyber-bullying is prohibited:

- On school grounds;
- At any school-sponsored or school-related activity, function or program whether on or off school grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by school; or
- Through the use of technology or an electronic device owned, leased or used by a school.

Harassment and bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

Prevention

1. St. Michael Catholic School communicates with all students, staff, and volunteers that any bullying behaviors will not be tolerated on school grounds.
2. Bullying prevention topics will be incorporated through counseling and classroom activities.
3. Classroom rules will be posted and will reflect a spirit of personal respect.
4. Religion classes will support the teachings of Jesus and Christ-like behaviors.

Reporting: Any staff or volunteer who has witnessed any form of bullying or retaliation must report that act to the principal or designee. Any student or parent of a student are strongly encouraged to report all acts of bullying. Reports may be made to any staff member, who must then report it to the principal or designee. Reports may be made confidentially when requested. Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.

False accusations of bullying are absolutely prohibited and may result in discipline according to the school's discipline policy.

Retaliation: Retaliation against a Target, witness of bullying, a person who makes a good faith reporting of bullying, or who provides information during an investigation of bullying, is prohibited.

Response and Investigation: The school takes all reports of bullying seriously. Upon receipt of a report of bullying the principal or designee will conduct an investigation. When possible, the investigation will begin within three school days of the report.

The school reserves the sole discretion to determine the scope and adequacy of the investigation. Anyone with questions about the investigation should direct them to the principal or designee.

Violations: A student who violates this policy shall be subject to discipline in accordance with the school's discipline procedure.

The school retains the sole discretion to determine whether bullying has occurred and what the response should be.

Depending on the circumstances, the school's response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents of the Aggressor;
- notifying the parents of the Target, the Aggressor, and any other affected persons about available community resources.

Food Allergy Policy

StMCS students across various grade levels have serious food allergies. Some of the most common allergens are milk, soy, wheat, egg, fish, peanut and tree nut. Peanut allergies are among the most common and claim more lives each year than any other allergy. A child with a serious peanut allergy can suffer a reaction by touching, inhaling, or ingesting even the slightest trace of the allergen.

It is the policy of StMCS to limit exposure to peanut and tree nut allergens.

- Ensure that all parties (teacher, nurse, lunchroom staff, and all other staff) are aware of the student's food allergy and receive training and education for preventing, identifying and treating reactions.
- Educate students to avoid endangering, isolating, or harassing students with food allergies and make necessary provisions to ensure students are included in regular school activities.
- When the allergy creates a substantial limitation on a student's ability to learn, a Section 504 plan may be appropriate. The 504 plan will outline reasonable accommodation for managing the food allergy in school. **While it is not possible to guarantee a "peanut-free" school, designating areas in the classroom and in the cafeteria as "peanut-safe" (meaning that StMCS has made reasonable efforts to prevent peanuts from that area) is reasonable and appropriate.**
- Inform parents of food allergy. When necessary, distribute a letter requesting community cooperation for providing allergen free snacks.

Latex Awareness Policy

Given that people with latex allergies can suffer serious and potentially life-threatening attacks from exposure to latex-containing products, it is the policy of St. Michael Catholic Church to avoid the use of latex-containing products in both its daily operations and for special events. In practice this means:

1. All employees at both church and school locations are to be made aware of the potential seriousness of latex allergies, and that latex-containing products are not to be purchased or used for any reason at any properties belonging to the church, or at any off-site events organized by the church.
2. All volunteer groups involved in planning events for the church or school are to be made aware that they are not to use latex-containing products in the course of the event. The staff person with whom they primarily interface is responsible to communicate this message.
3. Any affiliated group who uses our facilities (Knights of Columbus, Catholic United Financial, Serra Club, etc.) will be informed of and expected to adhere to this policy.
4. For anyone renting space, the parish secretary or school secretary, as appropriate, will inform them at the time they reserve the space of the ban on the use of latex-containing items.
5. Because the school may host outside visitors or events, we cannot totally control what people may bring onto our property, and therefore StMCS cannot guarantee that the school is latex free. However, if a staff person observes that someone has brought any latex-containing products (such as a balloon) onto our property, they should ask that person to take the item back to their vehicle.

Some common latex-containing items to be especially aware of are the following:

- Latex balloons
- Disposable latex gloves
- Latex band-aids

Bus Rider Expectations

“Riding the Bus is a Privilege, Not a Right”

At some point during the school year, nearly every student is a bus rider. Students living within the boundaries of STMA Public Schools are offered the privilege of daily transportation to and from school. All other students of St. Michael Catholic School are also allowed the opportunity to ride the bus for special events such as field trips.

Respectful, safe and welcoming behaviors are expected at all times on any bus route.

Bus Rider Rules

School rules and behavioral expectations are in effect while on the bus and at a bus stop. Additionally, all students are expected to:

1. Acknowledge the driver's instructions
2. Be verbally considerate
3. Be physically considerate
4. Respect yourself, others, and property
5. Refrain from eating or drinking
6. Not use or possess tobacco and/or chemical
7. Not use or possess matches and/or cigarette lighters

Consequences for Bus Safety Violations

Consequences for bus/bus stop misconduct will be imposed by the principal or designee. Consequences will apply to all regular, shuttle and activity transportation routes. Violations of bus safety rules may also result in StMCS disciplinary action in accordance with its policies.

1 st Violation	Student approached by driver	<i>No written report</i>
2 nd Violation	Driver/Student conference Student may be assigned to a seat	<i>First written report</i>
3 rd Violation	Driver/School Admin./Student Conference Student may be assigned to a seat	<i>Second written report</i> Up to 5 days bus riding suspension
4 th Violation	School Admin./Parent/Student Conference Student may be assigned to a seat	<i>Third written report</i> 5-15 days bus riding suspension
Severe Violation	Driver may stop the bus and request assistance from the bus company to remove student	<i>Fourth written report</i> Permanent bus suspension

Bus Safety Education

Students will be given a copy of the school bus rules during safety training week, scheduled for the first or second week of school. Rules are posted on each bus and the drivers will periodically review the rules with student riders.

Volunteering and Fundraising

The spirit of St. Michael Catholic School is a direct result of family involvement and support! Expectations for participation in fundraising efforts, school events, and other opportunities are designed to ensure that all families contribute to our success while sharing in a fun-filled, joyous community.

The StMCS Home & School Association, our parent-teacher organization, has the mission to lead events that help generate both funds and fun each year. Along with steadfast prayer, it takes many hands and generous hearts to cultivate the spirit of our Catholic school. We ask that every family "lends a hand" by meeting or exceeding the volunteer requirements.

Expectations

Families have the ability to choose which type of volunteer opportunity best matches their interests and schedules. All families are expected to complete a minimum of 10 hours throughout the 2024-25 school year. Hours that go unmet will result in a fee of \$100 per hour. We value your involvement and need "people power." It is our goal to have 100% participation and assess zero fees.

In addition to fundraising and school events, volunteers are also needed on a daily basis to share their time for the benefit of students - the heart of our school. Daily school tasks include:

- Kitchen and cafeteria help
- Recess supervision
- Staff workroom projects
- School garden maintenance
- ...and more

Fundraising

Fundraising is an important part of our annual revenue stream, and it helps keep tuition affordable. Meeting our 2024-2025 fundraising goal of \$400,000 will save approximately 16% per student in tuition this year. We operate in good faith that our goals will be met and set tuition with that savings already in place. Therefore, your help and participation becomes essential in order for us to succeed. Three key events that help us meet our fundraising goal are the annual Marathon (October), the Catholic Schools Raffle (winter), and Bids for Kids (spring).

Marathon Reminder

Our Catholic school marathon has been a tradition for over 50 years! It is a fun event that brings our community together and provides us with an opportunity to showcase our school. With your 2025-2026 registration, each family agreed to raise or contribute \$400 toward our annual marathon. Many do this with a spirit of friendly competition and work to exceed this obligation.

- By registering for 2025-2026, you acknowledge this goal and join us in supporting our mission.
- \$400 (or more) in marathon pledges is expected to be met by October 31, 2025.
- Families can meet this goal through pledges, use of a company match, direct payment with a tax deductible donation, etc.

LUNCH PROGRAM

I. Purpose

St. Michael Catholic School participates in the National School Lunch Program (NSLP) and the Minnesota Free School Meals Program. These programs are administered by the United States Department of Agriculture and the Minnesota Department of Education. To ensure compliance with NSLP rules and regulations, we have a comprehensive policy in place to assist families in monitoring their lunch account balance and address issues of delinquency.

II. General Statement of Policy

It is the goal of St. Michael Catholic School that every student has a nutritious lunch to promote healthy eating and enhance learning. Good nutrition is an essential part of being ready to learn each day. St. Michael Catholic School recognizes that it is the parent/guardian's responsibility to provide lunch for their child(ren) by either a cold lunch from home or assuring that they have adequate funds in their account for items purchased at school.

III. Purchasing Meals

- Students may receive one breakfast and one lunch free of charge each day at school.
- Students may purchase additional items (milk only, extra milk, a la carte) when funds are available in their lunch account.
- Cash or checks will be accepted in the school office and be credited to the family lunch account.
- Families may deposit lunch account funds via an online payment option through our parent portal system.
- Each student has their own PIN/barcode with purchases being deducted from the family account.
- Families may apply for free or reduced-price lunches at any time during the school year. Information regarding the application for meal benefits is included in the family folder distributed to each school family in August. Applications can also be requested from the school office or found on the school website under Current Families>Parent Resources & FAQs.
- No purchases from ala carte will be allowed if a lunch account has a negative balance. (Ala carte applies to Grades 5-8 only.)

IV. Notification of Account Status

- Parents/guardians may view their family lunch account balance and purchase history by going to the cafeteria section in *Sycamore*, our parent portal system.
- Parents/guardians can choose to receive an automated email notification when their family lunch account balance is low by setting up an alert in the parent portal system.
- Families with a negative lunch account balance will receive a weekly reminder via email.
- Families with a negative lunch account balance will also receive a weekly reminder via the family folder.
- Families with a lunch account in delinquent status will receive additional notification which may include a statement sent via mail, direct contact from the principal and/or business administrator, etc.
- If your family will not be returning to StMCS next year and your student(s) have a meal account balance, please contact the office at 763-497-3887. Any unclaimed balances will be donated to the Angel Fund after December 1st. If you need assistance, contact the office at 763-497-3887.

PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects student health, well-being, and ability to learn by supporting healthy eating and physical activity.

GENERAL STATEMENT OF POLICY

- A. St. Michael Catholic School recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect student health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. St. Michael Catholic School encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-8 will have opportunities to be physically active in order to grow, learn, and thrive.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and will provide clean, safe, and pleasant settings and adequate time for students to eat.

GUIDELINES**Foods and Beverages**

1. All foods and beverages made available at school will be consistent with the current USDA Dietary Guidelines for Americans.
2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
4. St. Michael Catholic School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
5. St. Michael Catholic School will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
6. St. Michael Catholic School will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
7. St. Michael Catholic School will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
8. St. Michael Catholic School allows marketing and advertising of only foods and beverages that meet the Smart Snacks in School nutrition standards.

School Food Service Program/Personnel

1. St. Michael Catholic School will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. St. Michael Catholic School shall designate an appropriate person to be responsible for St. Michael Catholic School's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available to ensure food and beverage choices consistent with current USDA Dietary Guideline for Americans.
3. As part of St. Michael Catholic School's responsibility to operate a food service program, the school will provide continuing professional development for all food service personnel in schools.

Other Foods and Beverages Available on the School Campus

1. In support of the health and wellness of all, and taking into consideration that classrooms have daily snack time, we will celebrate birthdays without edible treats or beverages.
2. The St. Michael Catholic School kitchen uses only nut-free ingredients for hot lunches.
3. While it is not possible to guarantee a “nut-free” school, designating areas in the classroom and in the cafeteria “nut-safe” is reasonable and appropriate (see Food Allergy Policy).

Nutrition Education and Promotion

1. St. Michael Catholic School will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. Offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. Part of science/health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. Enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. St. Michael Catholic School will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concessions stands, and student stores. All food and beverage sold outside of the school meal program shall meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.
3. St Michael Catholic School will not withhold food or beverages as punishment.

Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as screen time;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate;
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communications with Parents

1. St. Michael Catholic School recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. St. Michael Catholic School will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. St. Michael Catholic School encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. St. Michael Catholic School will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IMPLEMENTATION AND MONITORING

1. After approval by the SAC, the StMCS school administration shall implement and ensure compliance with the policy by leading the review, update and evaluation of the policy throughout StMCS.
2. School food service staff will ensure compliance within the school kitchen and will report to the head cook or the school administration, as appropriate.
3. St. Michael Catholic School's head cook and/or school administration will provide an annual report of St. Michael Catholic School's compliance with the policy to the SAC.
4. Evaluation of compliance will occur no less than once every three years. The Assessment will include the extent to which our school is in compliance with the policy and how the policy compares to a model policy, as established by the USDA.

Appendix L

StMCS Epi-Pen Policy

Anaphylaxis Treatment: Minnesota statute 121A.2207 permits school districts to possess epinephrine auto-injectors (EpiPens) for a student or other individual experiencing anaphylaxis regardless of whether the student or individual has a prescription for an EpiPen. Therefore, the school nurse or health paraprofessional will administer stock epinephrine to a student/individual if in good faith it is determined that person is experiencing a life-threatening reaction; and then 911 will be called for an ambulance and the student's parent will be contacted. The emergency epinephrine will be kept in the school health office and accessible during school hours. It will not be sent on school-based field trips or available before or after the instructional day. This anaphylaxis protocol is not intended to replace student specific orders or parent/guardian provided medications for students with known allergies; therefore parents of children with a prescription for an EpiPen must still provide an EpiPen (or preferably 2) to the school. If you do not want your child to receive epinephrine if he/she is experiencing a life-threatening allergic reaction, a letter must be sent to the school health office.

Appendix M

Non-discrimination Policy (Policy 108)

It is the policy of St. Michael Catholic School (StMCS) that we will welcome qualified students from all backgrounds and without regard to race, color, sex, marital status, disability, age, national origin, and status with regard to public assistance, and any other classifications protected by applicable law that do not violate teachings of the Catholic Church, as defined by the Catechism of the Catholic Church.

This policy does not prohibit giving Catholic students priority for admission.

StMCS has the right and duty to conduct its programs and activities in a manner that is consistent with its Catholic identity. Accordingly, nothing in this handbook precludes the ability of the school to act in conformance with its Catholic beliefs and identity.

Summary of Parent and School Foundational Rights and Responsibilities (Handbook 2022-23) (Policy 109)

The Church acknowledges that a child's parents are the primary and principal educators (Declaration on Christian Education, Vatican). As a ministry of the Church, StMCS, in a special way, can assist parents in their sacred duty of education by providing excellent academic formation and "by announcing the way of salvation, communicating the life of Christ and helping believers arrive at the fullness of that life" (Ibid). A Catholic school is the best resource that the Church has to offer parents in helping them expand and cultivate the minds, hearts, and spirits of their children.

With so many educational options available to families, StMCS is grateful and honored to partner with families in educating their children. The relationship between StMCS and parents/guardians is best described as a covenant that carries rights and responsibility for the entire Catholic school community. To honor the covenantal responsibilities to your families, our Catholic school will:

- **Provide excellence in education.** Along with excellence in academics, Catholic schools provide children opportunities to deepen their relationship with Jesus Christ and the Church; to promote the good of civil society; and to develop the strong character needed to live responsible, productive, and holy lives.
- **Collaborate with parents.** Communication, School Advisory Council, Home & School Association, Parent/Teacher Conferences, etc.
- **Create a community of encounter.** We will present a witness to Christ's presence in order to lead children to a genuine encounter with God and to help them come to know that God's plan for the world, as taught by the Church, is a plan that brings blessings and long-term happiness.

Parents are an invaluable part of the Catholic school and have covenantal responsibilities to the Catholic school community that are thoroughly reviewed in the Parent-Student Handbook. The following is a summary of the foundational responsibilities:

Support the mission of the school. Parents' active engagement in and support for the life, work, and Catholic mission of the school both during and outside of the school day are essential for a child's long-term success at StMCS. Examples include:

- Support and cooperate with StMCS in creating an environment in which all children are able to experience StMCS's motto: Living for Christ. Learning for Life.
- Be familiar with and agree to the policies, information, goals, and objectives articulated in school handbooks and newsletters.
- Inform the school office by telephone or email when your child will be absent or will have a change in schedule by 7:45 a.m. No student may leave the premises at any time for any purpose without permission from the parent.
- Inform the school in writing of:

- parental status and custodial constraints; provide court orders as needed,
- change in transportation routine (also notify bus company if applicable),
- change in address, phone number, emergency contact numbers, daycare, etc.
- arrangements that might affect communication with the school,

Honor financial agreements.

- Meet the financial obligation of tuition, fees, lunch accounts, and other applicable accounts.
- Meet admission and registration requirements. (Appendix)
- Meet family commitments for fundraising. (Appendix)

Embrace family values that are consistent with the Catholic faith. All school values and instruction are grounded in the truths of the Catholic faith. Parents and schools must work together so that the formative encounters that children experience at home and in the midst of family life are compatible with the formative encounters they experience at school. A Catholic education bears the greatest fruit when there is a consistent religious and philosophical ethos both at home and in school. A home environment that does not uphold the same moral and religious vision as that presented at school risks causing conflict and confusion for the child. Overt discrepancies between a family's lifestyle choices and the Catholic faith can create conflict within a child's heart and mind and, in more serious situations, create conflict in the entire Catholic school community.

Human Sexuality Policy (Policy 110)

St. Michael Catholic School is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Our school provides an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person.

StMCS will relate to each student in a way that is respectful and consistent with each student's God-given sexual identity and biological sex. For more specific information please see the Guiding Principles for Catholic Schools and Religious Education concerning StMCS, which can be found in the Appendix.

[Guiding Principles Concerning Human Sexuality \(Catholic Bishops of MN, 2019\)](#)

Volunteer Expectations

We are excited to have you in our school building. Your role in our community is absolutely essential and truly helps us to live out our mission. Thank you for volunteering!

Recognizing that excellence happens on purpose, we wanted to clearly communicate a handful of expectations to ensure all staff, students, and volunteers are able to thrive during their time here.

- **Cell Phones:** One of our expectations for students is that they reserve cell phone usage to their time outside of the school day. For staff, we ask that personal usage also reflect this parameter, in order to help us communicate that every moment matters and that each student or staff we encounter matters. We ask that volunteers refrain from significant cell phone use, particularly when volunteering in classrooms.
- **Social Media:** Throughout the school, we have a handful of students whose families have asked that we not share their photos or information online, particularly through social media platforms. We understand the desire to capture images of your students throughout the day and trust your discretion in capturing the precious moments you share with them throughout the day; however, we ask if you desire to post a picture to social media from your time volunteering here, that the images are only of your own children.
- **Attire:** Encouraging our students to maintain a learning environment even on non-uniform days is essential. To help us support that, we ask that volunteer attire reflects those that would be appropriate for any of our students and staff to wear on a [non-uniform day](#).
- **Confidentiality:** As volunteers enter classrooms, they are privileged observers of the academic environment. We ask that details you encounter regarding student academic, social, and emotional development be treated with the sensitivity and confidentiality that they deserve.
- **Conversations:** As a volunteer, you are representing StMCS. In keeping with our mission, conversations with others are expected to be supportive of our school, staff, and families.
- **Young Children:** While we love and appreciate children, we value the important work you are doing as a volunteer. Please understand that younger children can sometimes be a distraction to both your volunteer responsibilities and the school day. For this reason, we ask that you refrain from bringing younger children with you during your volunteer time.

Once again, thank you for everything you do to help us *Live for Christ and Learn for Life*. Our school needs you, and we appreciate your presence on campus so much!

St. Michael Catholic School Curriculum Philosophies

