

September 2, 2009

Dear Parents,

Please read and discuss the contents of the school handbook, focusing on the “Students Notes” with your child(ren). Then, sign and return this form to St. Mary’s School by September 8, 2009. Prek(3) and Prek(4) students do not need to sign this page.

Thank you,

Brenda Gugglberger,
Principal

We have read and agree to be governed by this FAMILY HANDBOOK.

Student Signature: _____

Parent Signature: _____

Date: _____

ST. MARY OF MT. CARMEL CATHOLIC SCHOOL
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LONG PRAIRIE, MN
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S.O.S. “Share our Spirit”

**FAMILY HANDBOOK
2009-2010**

ST. MARY OF MT. CARMEL CATHOLIC SCHOOL FAMILY HANDBOOK

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ST. MARY OF MT. CARMEL SCHOOL CALENDAR 2009-2010

August 26	Staff Workshop at St. Mary of Mt. Carmel School
August 27	Ministry Day – Staff Workshop in St. Cloud
September 2	Open House – 1:00 – 7:00 – Scheduled Conferences
September 7	Labor Day – No School
September 8	First Student Day (K-6 and Prekindergarten 3)
September 9	First Student Day (Prekindergarten 4)
September 17 – 19	School Rummage Sale
September 21	Work-a-thon Kick-off
October 9	Work-a-thon
October 15 – 16	MEA – No School
November 6	End of First Quarter – 2 Hour Early Out
November 9	Teacher Inservice Day – No School
November 10 and 12	Parent/Teacher Conferences
November 27 and 28	Cookie Baking
November 26 – 27	Thanksgiving – No School
December 3	Cookie Baking
December 4	Cookie Baking
December 5	Cookie Baking – If needed .
December 16	Christmas Program - 1:30 P.M. and 6:30 P.M.
December 17	Christmas Program Snow Day - 1:30 P.M. and 6:30 P.M.
December 23	Christmas Program Snow Make Up Date - 1:30 P.M. and 6:30 P.M.
December 23	Last Day of Classes before Christmas Break
December 24 – 31	Christmas Break – No School
January 1	Christmas Break – No School
January 4	Classes Resume
January 25	Teacher Inservice – No School
January 22	End of Second Quarter – 2 Hour Early Out
January 25	Teacher Inservice Day – No School
January 24	Catholic Schools Week Family Mass and Brunch 10:30 A.M.
January 24	Big Ticket Sales Begin
Jan. 24 – 30	Catholic Schools' Week
February 12	Teacher Inservice Day – No School
February 15	President's Day – No School
March 9 and 11	Parent/Teacher Conferences
March 10	2009-2010 School Year Registration
March 12	No School
March 31	End of Third Quarter – 2 Hour Early Out
April 1	Holy Thursday - Teacher Inservice Day – No School
April 2	Good Friday – No School
April 5	Easter Monday – No School
April 16	Silent Auction/Dinner Dance and Big Ticket Drawing (Tentative)
May 2	First Communion
May 9	May Crowning
May 19	Grandparents' Day
May 31	Memorial Day – No School
June 4	End of Fourth Quarter – 2 Hour Early Out

DAILY SCHEDULE

7:50 A.M.	SCHOOL IS OPEN FOR STUDENTS
8:20 A.M.	CLASSES BEGIN
TEACHER-DETERMINED MORNING BREAK	
11:45 – 12:10 P.M.	RECESS (Prek-2)
12:10 – 12:40 P.M.	LUNCH
12:40 – 1:00 P.M.	RECESS (3-5)
3:00 P.M.	WALKERS LEAVE
3:05 P.M.	BUS LOADS
3:10 P.M.	BUS LEAVES
MASS- Wednesdays at 8:30 A.M.	

ST. MARY OF MT. CARMEL CATHOLIC SCHOOL PERSONNEL

2009-2010

PRE-KINDERGARTEN	MRS. JONI YOUNG
KINDERGARTEN	MRS. CHRIS HEBERT
GRADE 1	MRS. SANDY JOHNSON
GRADE 2	MRS. ANGELA BERKNES
GRADE 3	MRS. MARY VETTER
GRADE 4	MRS. BARBARA SANDBERG
GRADE 5	MRS. JULIE TWARDOWSKI
GRADE 6 & MUSIC	MRS. SUE ROE
PHYSICAL EDUCATION	MR. STEVEN CHRISTIANS
COMPUTER	MS. LINDA KIELTY
TITLE I	MRS. SHAYNA DUNCAN
FOSTER GRANPARENTS	MRS. MARGARET BECKER, MRS. NEVA PESTA, AND MRS. EVELYN SIEGLE
LIBRARY	MRS. ROD HINNENKAMP AND MS. MAURITA PRIMUS (VOLUNTEERS)
SECRETARIES	MRS. DORIS BIERMAIER – mornings GLORIA ROELIKE, JUNE ELMES, BETTY GEISENHOF, AND KATE ABERCROMBIE - afternoons
CHILDCARE	MRS. TERRI BECKER
SCRIP COORDINATOR	MRS. JILL DEMPSEY
SCHOOL ENGINEER	MR. HOYT KARNES
CUSTODIAN	MS. TERRI BECKER
RELIGIOUS EDUCATION COORDINATOR	MRS. TAMI WESTERBERG
PASTOR	FATHER RICHARD WALZ
PRINCIPAL	MRS. BRENDA GUGGLBERGER

FAITH EDUCATION ADVISORY COUNCIL

FATHER RICHARD WALZ	BRENDA GUGGLBERGER
TAMI WESTERBERG	DUANE BREITER
LISA CHAPIN	DENNIS EBNET
MR. ROD HINNENKAMP	MRS. SUSAN LOWE
MARY PELZER	MRS. KIM WELTERS
DELORIS PEYTON	VIRGILIO RUIZ

SCHOOL PHONE: (320) 732-3478
SCHOOL FAX: (320) 732-8023
SCHOOL EMAIL: lpstmarys@embarqmail.com

SCHOOL WEBSITE: stmaryslp.org
BRENDA GUGGLBERGER (CELL): (320)360-6665

I. ST. MARY OF MT. CARMEL CATHOLIC SCHOOL MISSION STATEMENT

St. Mary of Mt. Carmel Catholic School is a family orientated environment that provides a Christ centered education to students in PreK-6. Together as a staff, parents, parish, and community, we strive to prepare students morally, spiritually, intellectually, and socially to meet the challenges of the future as active Christians.

II. ST. MARY OF MT. CARMEL CATHOLIC SCHOOL PHILOSOPHY

We believe that St. Mary of Mt. Carmel Catholic School is a community of learners. We believe that each child is capable of learning, and we strive to help each child reach his/her academic potential.

We believe that St. Mary of Mt. Carmel Catholic School provides a warm and welcoming atmosphere in which each child is respected and cared for. We value the uniqueness of each individual that makes up our school family, and we appreciate the involvement of our families and volunteers.

We believe that faith in Jesus Christ is the key to our success as Christians, and we provide faith development to our students and staff. We recognize families as the first teachers of this faith journey.

We believe in high academic standards with an emphasis on lifelong skills that will prepare our students to be purposeful thinkers, effective communicators, self-directed learners, and responsible stewards of Christ.

III. 2007 Accreditation

St. Mary of Mt. Carmel School renewed its accreditation status for the seven-year period (2007-2014). As part of our desire to continue to grow and flourish – and as part of our on-going accreditation status commitment – we have implemented a long-range plan. St. Mary of Mt. Carmel Long Range Plan can be viewed online at stmaryslp.org or in the school office. If you would like a personal copy of this policy, please contact Brenda Gugglberger.

OUR FACULTY BELIEVES....

Learning should be exciting.

Information taught should be relevant and worthwhile.

Teachers and Administration should work together cooperatively.

HOW CHILDREN LEARN....

Through a variety of methods, especially hands-on.

Through Student input - what they want to learn.

When they are motivated.

Good self-esteem.

IV. CURRICULUM

St. Mary's strives to have an up-dated curriculum in all areas.

A. RELIGION

Blest are We by Silver Burdett Ginn, 2004 edition.

Blest are We teaches and reviews all of the basics of our faith each year. The content is correlated to the Catechism of the Catholic Church. It also has a good balance of scripture, doctrine, and morality.

B. READING

We have implemented the Houghton Mifflin Reading Series in k-4. Houghton Mifflin is an excellent language arts basal reading program. Students will learn the basics of reading within a consistent reading curriculum. Students will continue to utilize our accelerated reader program as a supplemental reading incentive. In grades 5-6 we are using an integrated program focusing on thematic novel units.

C. MATH

In Math we use Everyday Mathematics, 2004 edition from Everyday Learning. This hands-on manipulative program does not teach topics or strands in isolation. Concepts are interwoven over time and in a variety of applications. Each unit incorporates many content strands such as: numeration, operations and computation, measurement and reference frames, data and chance, geometry, patterns, functions, and algebra.

D. SCIENCE

In science we use McGraw-Hill Science, which follows the National Science Education Standards. These standards are summarized in the following categories:

Science as Inquiry	Science in Personal and Social Perspectives
Physical Science Content	Nature and History of Science
Life Science Content	Unifying Concepts and Processes
Earth and Space Science Content	Science and Technology
Fair, Consistent Assessment in a Variety of Contexts	

This program focuses on three major aspects:

- The tools and processes of inquiry in every lesson
- Grade-level sequenced content with life, earth, and physical sciences taught at each grade
- Assessment in a variety of contexts

E. SOCIAL STUDIES

We are very pleased to have purchased a new social studies curriculum this year for grades 2-6. Houghton Mifflin Social Studies is a comprehensive social studies curriculum that is aligned with the Minnesota State Social Studies Standards.

F. MUSIC

In grades 1-4 we use Music and You by Macmillan. We have the 1991 Edition of this series, which teaches the basic concepts and skills in music. The philosophy of this program asks for active involvement in singing, playing, moving, listening, and creative activities. It teaches the skills step by step and how to listen critically to what they hear. It is a program that integrates current music practices. In grades 5 & 6 Share the Music by MacMillan/McGraw Hill, 1995 edition, is used. (If our finances allow, we will be implementing McMillan McGraw Hill Spotlight on Music during the 2009-2010 school year. If this is not possible, Spotlight on Music will be implemented during the 2010-2011 school year.)

G. PHYSICAL EDUCATION

Our physical education is provided by our Long Prairie Public Schools.

H. ART

DISCOVER ART by Davis Publications, Inc. helps us in accomplishing the goals of our art program. These goals are to provide the opportunity to perceive, discuss, appreciate, judge, and

produce works of art. To become aware of line, shapes, colors, textures, and designs. To use art tools and materials creatively to produce works of art using the above elements. To enjoy art as a means of creativity and self-expression.

I. MISC. (DRUGS, ALCOHOL, AIDS, HEALTH, ETC.)

To take care of all the other areas such as health, drugs, alcohol, AIDS, etc., the students will be taught through Science and D.A.R.E.

V. SCHEDULES

- A. Holy Days - Mass is at 8:30 A.M. and the students attend the parish Mass. The schedule for the rest of the day is determined in such a manner as to provide for special activities that make the students aware of what feast we are celebrating. The two holy days that fall during the school year and may be celebrated on a weekday are ALL SAINTS DAY and IMMACULATE CONCEPTION
- B. When changes are made in the yearly calendar, a notice is sent home in the weekly newsletter.
- C. Kindergarten meets for full day sessions: Monday through Friday.
- D. Pre-K meets for full day sessions each Monday, Wednesday and Friday. After School Child Care is provided from 3:00-5:30 P.M on days when we have a full school day. If interested, fill out the brochure you received in your school packet at the beginning of the year and return it to school.

VI. SCHOOL GUIDELINES

A. Absences and Excuses

- 1. Written notes signed by a parent are required for the following:
 - a. To explain why a student was absent - unless the parent called the office earlier. A call by the school will be made to the parent if no note or phone call is made to explain the student's absence.
 - b. To ask permission to stay in from recess for illness or other reasons.
 - c. To explain why the student cannot participate in phy. ed.
 - d. To notify about a dental or doctor appointment that occurs during the school time.
 - e. To take a different means of transportation than is usual for the student. (To take a different bus home or get off at another student's home, etc.)

B. Field Trips

Field trips that enrich the curriculum are encouraged.

Generally these rules apply:

- 1. Out-of-Town Locations
 - a. Transportation is by bus for out-of-town field trips.
 - b. The cost of the trip is paid through private donations to our school.
 - c. Parents sign approval slips before students may participate.
- 2. Local Field Trips
 - a. Each fall the faculty will make a list of planned field trips, such as, going to the nursing home, manor and other housing units, the post office, fire dept., etc.
 - b. A signed parental consent form (included in the open house family packets) must be returned prior to students participating in any off-site event. Parents will be notified prior to any off-site event.
 - c. Ordinarily students walk to these places. However, in case of inclement weather, parents may be asked to provide transportation.
 - d. Parents may accompany the students on these field trips.

Anytime parents are asked to drive, a copy of their current driver's license and insurance must be given to the office.

C. Health

School is a place of learning and students work best when they are feeling well. We, therefore, ask parents to keep students home when they have symptoms of an illness. Please keep children home for 24 hours after a fever is over. A written excuse stating the reason for the absence should accompany the student upon return to school.

Parents are asked to complete an emergency card for each student/family, listing the phone numbers where the parent can be reached in case of illness or accident in school.

If parents are not able to come get a sick child, they are asked to list a friend, neighbor or relative who should be contacted in case of emergency.

Medications - According to MN law, the school may not administer medication to a student, unless we have specific directions from a doctor to do so. We ask you to have those directions for us before you ask us to give your children medications. This includes aspirin, cold medicine, and etc.

D. Immunizations

Minnesota Law requires that all children entering school for the first time be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps and rubella. Parents can obtain these immunizations by taking the child to the clinics provided by the Public Health Nursing Service. An immunization form is provided and is kept on file in the child's health folder in school.

E. Open House, Conferences and School Visits

Parents are always welcome to visit school. Fall conferences give all an opportunity to visit the classrooms and meet the teachers. When classes are having some special activities, parents will also be invited. Studies have shown that students do better in school when they know their parents have a positive attitude toward school and are interested in what is happening in school. We have a spring open house each March as part of our registration for the following school year.

F. Patrols

School safety patrol members are chosen from grade 6 to assist the students in crossing the streets at dismissal. All students are asked to respect the directions of the patrol members. Each summer two fifth grade students are selected to attend Legionville, a week-long leadership training camp for patrols, sponsored by the local American Legion Club.

G. Progress Reports

Progress reports are issued four times a year. At least twice a year, teacher-parent-student conferences are scheduled. Parents, however, may contact teachers at any time to find out about the child's progress. The best time to contact a teacher is before or after school, or by special appointment.

H. Registration

1. Students entering Kindergarten must be five years old on or before September 1st.
2. Students register (or re-register) for the following year in March.
3. Transfer students moving in from other areas are accepted whenever they move, provided that there is room in the grade for which they are registering.
4. St. Mary's has a limit of 25 students per grade.
5. Students entering the 4- year old preschool must be four years old on or before September 1.
6. Students entering the 3-year old preschool must be three years old on or before September 1, unless there is an opening and the child turns three before November 15.

I. Sacraments

1. The celebration of the Mass is the high point of each week. Students help plan and prepare for this liturgy.
2. Students in Grades 3-6 have an opportunity to participate in a communal celebration of the Sacrament of Reconciliation during Advent and Lent.
3. Students in grade two are given instructions for the first reception of the Sacrament of Reconciliation and the Sacrament of Holy Eucharist. Parents receive books to help them participate in this special time in the life of their child by supplementing the instruction at home.
4. Students in grade 3 receive the Scapular of Our Lady of Mount Carmel. Students in grade 4 receive a Bible.

J. Safety

1. Walkers and Car Riders

Students who walk home are asked to leave via the South door and follow the safety patrol across intersections. It is important that all students obey patrol directions. Students who ride cars home are dismissed via the South door. Parents are urged to be especially careful about driving off while other students are still running to their cars.

Please do not park near the door of the south entrance of the school. Park instead on the side of the street closest to the school (east side).

2. Bus Riders

Students who ride the school buses are dismissed via the North door. The bus rules are generally just common-sense safety rules: sit while the bus is in motion; respect bus property; be careful of the well-being and safety of others; no eating, drinking, loud shouting, abusive or foul language, and no throwing of objects. Failure to observe these rules could result in not being permitted to ride the bus. We follow the bus rules published by the public school.

3. Crisis Management Plan

A plan is in place and available for preview upon request.

K. School Attire

Good taste in dress is an important part of a wholesome learning environment. Clothing should be clean, modest and fit properly. Clothes should be suited to the climate. Outdoor wear in winter includes caps, mittens, boots, jackets or snowsuits. Shorts may be worn to school at the parents' discretion. We do not approve of short shorts or spaghetti strap shirts at any time. Also, no shorts will be worn when the children attend mass. Students may change into shorts after mass. Also, student should remember that they are participating in mass, and this is a very special honor – one for which they should dress appropriately and respectfully.

L. Lunch

St. Mary's School serves nutritious meals every noon under the National School Lunch Program and is a site of the Long Prairie-Grey Eagle School. Each August the LPGE Board determines the price of the lunch. Families whose income is at or below the income determined by the government to be eligible for free or reduced lunch prices may apply for such benefits. Application forms are sent to all families at the beginning of the school year and are available at the LPGE district office during the school year. A completed and approved application form must be on file in the office before students from that family may begin receiving free or reduced price lunches. We encourage students to not waste food. Lunch payments are due to the LPGE Schools and may be paid online at lpge.com or directly to the LPGE Schools. If you wish to send your lunch money with your child, please write a check to LPGE Schools, and we will forward it to the district. Please DO NOT send cash.

M. Late Lunch Payments:

Late lunch payments will be handled by the LPGE Schools.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all bases apply to all programs.) To file a complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

N. Shared Time

Students in grades 5 and 6 have band at the public school and may also receive lessons through the public school. Students are bused to the public school for these classes.

O. Special Services

Services available to our students include: Chapter I help in math and reading, speech therapy; learning disability (LD) classes; counseling and testing. Chapter I help is given in our building. Speech, special ed., counseling, and testing are held at the public school. Children are bused for those services.

P. Supervision

Students are supervised at all times between 7:50 A.M. and 3:10 P.M. Teachers or volunteers are on duty in the classrooms, lunchroom, and the playground during recess. In order to help volunteers do their supervision more smoothly, a sheet of guidelines is provided. (See Appendix D). A copy is attached to the end of this handbook. School will not be responsible for children playing on the playground before the school day begins, after 3:10 P.M. on school days, or on

weekends or during the summer months. If a child is not picked up by 3:15 P.M., he/she will be placed in our School Age Child Care Program and the parents will be billed for time spent in childcare.

Q. Tuition

Each year St. Mary's School Advisory Council assesses the amount needed for tuition. For the 2007-08 school year the tuition is as follows: \$1325 for the 1st child in grades k-6; \$1175 for the 2nd and 3rd child; and no charge for the 4th child. The prekindergarten program (4-year olds) is \$1250.00 for three full days, and the prekindergarten (3-year olds) is \$500.00 for two half days. Parents who are not able to pay all the tuition are asked to contact the school to make arrangements to apply for tuition aid. The actual cost of educating a student at St. Mary's is approximately \$5400 per student. The difference between that and the tuition is paid for through parish subsidy, fundraising activities, and private donations and grants. FAMILIES WHO HAVE THE MEANS TO PAY MORE TOWARD THEIR CHILD'S EDUCATION ARE ENCOURAGED TO DO SO. IF YOU DO NOT BELONG TO ST. MARY OF MT. CARMEL PARISH, PLEASE CONSIDER DONATION DIRECTLY TO OUR SCHOOL AS PART OF YOUR CHARITABLE GIVINGS TO HELP WITH THE PARISH SUBSIDY.

St. Mary's School uses the American Heritage National Bank. in the collection of tuition. If you do not choose to pay all the tuition for the year prior to the start of the school year (August 1), families are required to sign an agreement for automatic withdrawal through American Heritage National Bank or an invoice plan through the school.

R. Volunteers

Many generous adults - parents, grandparents and friends of the school donate their time and talent to aid St. Mary's students. The only qualifications needed are a willing spirit, a love for children, and a few extra hours. Because of the many volunteers, this school is a good place to be!

All volunteers will be required to read and acknowledge the receipt of the "Guidelines for Ethics & Integrity for Church Personnel." Volunteers working directly with children will be required to sign a release of information to conduct background checks. These steps are required under the new diocesan sexual misconduct policy effective July 1, 2003.

St. Mary of Mt. Carmel School requires all families to volunteer 10 hours per year to our school. In addition, families receiving tuition aid are asked to volunteer one (1) hour for each twenty dollars (\$20) of aid granted. If you are unable to volunteer, you can designate a friend or family member to work in your place. Please let the school know if someone else is volunteering hours in your name.

VII. SCHOOL ORGANIZATIONS

A. St. Mary's School Advisory Council

St. Mary's School Advisory Council sets policies for all the educational programs of the school. There are six elected members on the Council who serve three-year terms, limited to two consecutive 3-year terms. Each year two terms expire. Nominations are made by the Council or by self-nomination. Elections are held in conjunction with the Parish Council elections in May. (On September 3, 2009, St. Mary of Mt. Carmel School Advisory Council and St. Mary of Mt. Carmel Faith Advisory Council will merge and become St. Mary of Mt. Carmel Youth, Faith, and Education Council.)

Ex-Officio members on the Council are Pastor, Principal, and Religious Education Director.

B. National Catholic Educational Association (NCEA)

St. Mary's School is a member of the NCEA. The many services provided by this association include publications that deal with discipline, with the formation of teachers, and with parish

and school development plans. Each month the school receives a copy of MOMENTUM, a magazine that published professional articles that help keep educators informed.

VIII. DISCIPLINE POLICY

The word discipline comes from the word “Disciple” - if all of us took our call to be disciples of Jesus seriously, our need to discipline would rarely arise! Students in all classrooms help formulate classroom rules - though worded differently in each room, the rules basically pertain to such areas as use of time, taking turns, cooperating, being polite and helpful, doing work, etc. When all have the same goal in mind, school is great learning place. When peace prevails in our classrooms, school is a happy learning place!

A. DISCIPLINE

Our focus at St. Mary’s School is to assist the children in growing spiritually and academically. In order to do this, we feel it is necessary to provide an environment that allows the teachers to teach and all the students to learn without disruptive behavior.

B. BOARD OF EDUCATION DISCIPLINE POLICY

The Board of Education passed this policy in November, 1978, and it still holds: The administration and staff at St. Mary’s School shall employ every possible means to assist students with behavior problems to comply with school rules and regulations. Parents (guardians) shall be kept informed about any/all serious behavior problems their children are having. If students continue to willfully violate school rules, willfully and continually disrupt the rights of others to education and/or willfully endanger others or school property, parents will be notified in writing of such behavior. The administrator shall have the right to suspend such students from classes no longer than two (2) days if all other means have failed. If a student shows no desire to improve conduct, the student may be requested to leave St. Mary’s School and seek other educational opportunities. All pertinent State legislation shall be complied with should this need ever arise.

“TEACHING KIDS TO BE RESPONSIBLE”

We believe that all students are special and deserve an education. We also believe students need guidance and structure to learn to be responsible.

Students are given the opportunity to do be responsible for their own actions and reap the intrinsic rewards of acting in a Christian way. We are confident that our code of conduct increases students’ cooperation and responsibility and decreases the need for consequences.

The foundation for ST. MARY OF MOUNT CARMEL SCHOOL CODE OF CONDUCT is based on behaviors that fall above and below a line of acceptable behaviors. (See Appendix A.)

Because teachers are as unique and individual as your child, classroom codes of conduct will be formulated in classrooms by teachers and grade levels and will revolve around our 2009-2010 theme, “S.O.S. Share our Spirit.”

(APPENDIX A)
ST. MARY OF MOUNT CARMEL SCHOOL CODE OF CONDUCT

ABOVE THE LINE BEHAVIORS

- | | |
|---------------|---|
| RESPECTFUL - | Saying please and thank you
Complimenting others |
| RESPONSIBLE - | Completing assignments
Keeping your area clean |
| RESOURCEFUL - | Asking politely for help
Creating positive classroom ideas |

_____ (LINE) _____

BELOW THE LINE BEHAVIORS

- | | |
|---------------|---|
| DISRESPECTFUL | Pushing
Tattling - unless you or someone else is
being teased or is in danger.
Picking on another student.
Being disruptive in class. |
| IRRESPONSIBLE | Not having your homework completed
Not keeping your workspace neat |
| UNRESOURCEFUL | Not asking for help when you need help
Not participating in a positive room environment |

_____ BOTTOM LINE _____

ASSAULT	TERRORISTIC THREATS
SEXUAL OR RACIAL HARASSMENT	CARRYING WEAPONS

Behaviors that fall above the line are encouraged and will be rewarded internally by the children's own self-esteem and through verbal and written activities and recognition provided by the teachers and school community. It is our belief that students will grow to respect their own actions, increase their feelings of self worth, and participate in many additional school activities to congratulate and reward students for their positive behaviors.

Behaviors that fall below the line, and especially bottom line behaviors, will be dealt with utilizing our "Behavior Notification" (Appendix B and C) forms, which are part of a school bully prevention program utilized by our LEA.

ST. MARY OF MT. CARMEL CATHOLIC SCHOOL (Appendix B) BEHAVIOR NOTIFICATION GRADES PreK-2

Student Name: _____ Grade: _____

Date of Incident: ____/____/____ Time: _____ Referred by: _____

Level of Infraction	Behaviors	Action Taken or Consequences
Level 1	<input type="checkbox"/> Teasing <input type="checkbox"/> Name Calling <input type="checkbox"/> Spreading or starting rumors <input type="checkbox"/> Purposely embarrassing or humiliating another student *all occurring 3 or fewer times	<input type="checkbox"/> Verbal reprimand <input type="checkbox"/> Written apology to victim <input type="checkbox"/> Other All level 1 infractions dealt with by classroom teacher
Level 2	<input type="checkbox"/> All Level 1 infractions that have occurred more than three times <input type="checkbox"/> Name-calling with profanity <input type="checkbox"/> Purposeful exclusion - reoccurring <input type="checkbox"/> Verbal cruelty	<input type="checkbox"/> Office visit may be necessary <input type="checkbox"/> Classroom teacher must be contacted <input type="checkbox"/> Parent must be contacted by teacher <input type="checkbox"/> Recess privileges removed <input type="checkbox"/> Verbal apology to victim <input type="checkbox"/> Other
Level 3	<input type="checkbox"/> Any Level 2 infractions that have occurred more than once <input type="checkbox"/> Sexual harassment (verbal and touching in nature) <input type="checkbox"/> Racial or religious slurs or insults <input type="checkbox"/> Verbal threats <input type="checkbox"/> Physical fighting <input type="checkbox"/> Extortion (stealing, taking lunch money) <input type="checkbox"/> Intentional destruction of property	<input type="checkbox"/> Office visit mandatory <input type="checkbox"/> Classroom teacher must be contacted <input type="checkbox"/> Parent must be contacted by administrator and meeting set up <input type="checkbox"/> Behavioral improvement contract <input type="checkbox"/> ISS ½ - 1 day <input type="checkbox"/> Written apology to victim <input type="checkbox"/> Payment or restitution for damages <input type="checkbox"/> Detention 30 minutes <input type="checkbox"/> Referral to social worker <input type="checkbox"/> Other
Level 4	<input type="checkbox"/> Any Level 3 infractions that have occurred more than once <input type="checkbox"/> Sexual harassment (verbal with intent to emotionally harm, and any type of physical) <input type="checkbox"/> Assaultive behavior	<input type="checkbox"/> Office visit mandatory <input type="checkbox"/> Classroom teacher must be contacted <input type="checkbox"/> Parent must be contacted by administrator with conference <input type="checkbox"/> Written apology to victim <input type="checkbox"/> ISS 1 to 2 days <input type="checkbox"/> Law enforcement contacted <input type="checkbox"/> Other

Student Signature: _____	Date: ____/____/____
Administrator Signature: _____	Date: ____/____/____
Parent Signature: _____	Date: ____/____/____

**ST. MARY OF MT. CARMEL CATHOLIC SCHOOL (Appendix C)
BEHAVIOR NOTIFICATION GRADES 3-6**

Student _____ Grade: _____

Date of Incident: ____/____/____ Time: _____ Referred by: _____

Level of Infraction	Behaviors	Action Taken or Consequences
Level 1	<input type="checkbox"/> Teasing <input type="checkbox"/> Name Calling <input type="checkbox"/> Gossiping <input type="checkbox"/> Spreading or starting rumors <input type="checkbox"/> Purposely embarrassing or humiliating another student <input type="checkbox"/> Purposeful exclusion *all occurring 3 or fewer times	<input type="checkbox"/> Classroom teacher must be contacted <input type="checkbox"/> Verbal reprimand <input type="checkbox"/> Written apology to victim <input type="checkbox"/> Other All Level 1 infractions dealt with by classroom teacher
Level 2	<input type="checkbox"/> All Level 1 infractions that have occurred more than three times <input type="checkbox"/> Pushing <input type="checkbox"/> Shoving <input type="checkbox"/> Name-calling with profanity <input type="checkbox"/> Verbal cruelty	<input type="checkbox"/> Office visit <input type="checkbox"/> Classroom teacher must be contacted <input type="checkbox"/> Parent must be contacted <input type="checkbox"/> Behavior improvement contract <input type="checkbox"/> Recess privileges removed <input type="checkbox"/> Written apology to victim <input type="checkbox"/> Detention 30 to 50 minutes <input type="checkbox"/> Other
Level 3	<input type="checkbox"/> Any Level 2 infractions that have occurred more than once <input type="checkbox"/> Sexual harassment (verbal and touching in nature) <input type="checkbox"/> Racial or religious slurs or insults <input type="checkbox"/> Verbal threats <input type="checkbox"/> Physical fighting <input type="checkbox"/> Extortion (stealing, taking lunch money) <input type="checkbox"/> Intentional destruction of property <input type="checkbox"/> Insubordination (disrespectful to adults)	<input type="checkbox"/> Office visit mandatory <input type="checkbox"/> Classroom teacher must be contacted <input type="checkbox"/> Parent must be contacted by administrator <input type="checkbox"/> Behavioral improvement contract <input type="checkbox"/> ISS ½ to 1 day <input type="checkbox"/> Written apology to victim <input type="checkbox"/> Payment or restitution for damages <input type="checkbox"/> Detention 50 minutes to 2 hours <input type="checkbox"/> Law enforcement may be contacted <input type="checkbox"/> Other
Level 4	<input type="checkbox"/> Any Level 3 infractions that have occurred more than once <input type="checkbox"/> Sexual harassment (verbal with intent to emotionally harm, and any type of physical) <input type="checkbox"/> Assaultive behavior	<input type="checkbox"/> Office visit mandatory <input type="checkbox"/> Classroom teacher must be contacted <input type="checkbox"/> Parent must be contacted <input type="checkbox"/> Written apology to victim <input type="checkbox"/> ISS 1 to 2 days <input type="checkbox"/> Law enforcement contacted <input type="checkbox"/> Other

Student Signature: _____ Date: ____/____/____

Administrator Signature: _____ Date: ____/____/____

Parent Signature: _____ Date: ____/____/____

ST. MARY'S SCHOOL GUIDE FOR PLAYGROUND SUPERVISION – 2009-2010 (APPENDIX E)

1. Students at St. Mary's play on two playgrounds: Grade Pre- K-2 on the blacktop area and on the playground equipment. Grades 3-6 across the street.
2. The supervisor is there to WATCH STUDENTS. Please stand where you can see all the students on the playground.
3. Before beginning to supervise, please come to the office to let the secretary know you have arrived. Also pick up a playground pouch by the south door. Before a student may come back into the school building during recess he/she will need to ask for the PASS (included in the pouches) from the supervisor. The student returns the PASS to the supervisor upon arrival back on the playground. The supervisor returns the pouch at the end of the play period and reports any problems to the office.
4. RULES FOR PLAYGROUND BEHAVIOR (and CONSEQUENCES if these rules are not obeyed.)
 - a. BALLS ROLLING INTO THE STREET: If a ball rolls into the street the supervisor either retrieves it or else watches the road while the student retrieves it. Students may need a reminder to not play that close to the edge of the playground. All ball games are to be played on the playground across the street.
CONSEQUENCE: If a student retrieves the ball unsupervised, the student will be asked to give up the ball during that play period.
 - b. SWINGS: One person at a time on each swing, sitting down.
 - c. SAND PIT: Students may use toys and small shovels, etc. NO THROWING OF SAND.
 - d. SLIDE AND CLIMBING EQUIPMENT: Students take turns-no pushing. No climbing up the slide.
 - e. CROSSING THE STREET: Students may not cross the street to the playground without the supervisor being present and leading them across. If a student asks to use the PASS, the supervisor checks the safety of the crossing before letting the student cross.
5. BEHAVIOR THAT IS NEVER ALLOWED:
 - a. Throwing stones, snowballs and other harmful objects.
CONSEQUENCE: Send the student to the principal's office.
 - b. Tripping, punching, hitting others, tearing at clothing, grabbing caps and other items of clothing, tackling, jumping on others and knocking others down or any behavior, such as these, that does not show a loving community spirit.
CONSEQUENCE: The supervisor stops the behavior. If students continue to misbehave, they are sent to the principal's office.
 - c. Playing outside the play area (such as the church lawn, behind the shed, in the "Rock" lawn area and the sidewalks)
CONSEQUENCE: Student must stand by the school building or the fence.
 - d. Because of congestion and proximity of windows, softball is not allowed on the black top.
 - e. When grades 3-6 plays softball, the only balls they may use are the soft-core balls provided by the school.

The purpose of playground time is to get some exercise and have fun together. Therefore, students are encouraged to play some games in which everyone is allowed to play.

When someone is injured seriously, send another student in to get help. NEVER LEAVE STUDENTS UNSUPERVISED! If it appears that there may be broken bones, DO NOT MOVE THE CHILD.

If someone has minor injuries send him or her to the office for first-aid. It might be well to send another student along with him/her.

THANK YOU FOR HELPING US KEEP OUR STUDENTS SAFE!!

“STUDENT NOTES” APPENDIX E

ARRIVAL

Students begin to arrive at school at 8:00 A.M. If you come before that time, your parents will have to contact the principal. If you arrive before 8:10, go directly to your classrooms when you arrive. This is a good time to study before the day begins. Please do not gather in the halls or other classrooms.

ABSENCES

It is important to be in school on a regular basis if you are to do well in your studies. You miss a lot of explanation and activities when you do not come. If you really are ill, we want you to stay home. In that case, or in case of an emergency, we will send your work home.

Please have your mom, dad, or guardian write an excuse for you when you come back to school, unless they have already called the school.

DRESS

What you wear is an important part of a wholesome classroom environment. Wear proper clothing for the season. Shorts may be worn only when Mom, Dad, or your guardian say it is okay, but we do not allow short shorts or spaghetti straps.

During cool weather, a jacket, sweatshirt or sweater is needed. Winter weather requires snow pants, boots, caps, and mittens. You will need to get fresh air at recess to stay healthy and to help you think. If you forget to wear your boots when they are needed, you will still have to go outside and stand next to the building

DRESS EXTRA NICE ON MASS DAYS. (NO shorts during mass please). You may change into shorts after Mass. Students are reminded that on Wednesdays and Holy Days they will participate in mass and should dress respectfully and appropriately.

BOOKS

We provide books for all your classes. They are so expensive! So we are asking you to take special care of your books. Use your book bags to take them back and forth to school. If you ruin or lose a book, please let your teacher or the librarian know immediately.

BUS BEHAVIOR

Many of you ride on school buses.

So that you will travel in safety these rules are necessary!

1. The driver is in charge of the bus and students. You must obey the driver promptly and cheerfully.
2. Be on time. The bus cannot wait!
3. Sit where the driver tells you.
4. When waiting for the bus, wait for the bus to come to a complete stop before moving closer to board.
5. Keep your head and hands in the bus.
6. Remain seated when the bus is in motion.
7. Courtesy and respect are to be shown to others on the bus! Bad language, spitting, hitting or tripping are absolutely OUT.
8. If you damage the bus, you must pay for the damage.
9. Keep the noise level down.
10. If you must cross the road when you get off of the bus, cross in front of the bus.
11. No bats, etc. are allowed on the bus.

DISCIPLINE

Discipline is about respect. This means respect for you and for others. It means we will all accept each other and be concerned for each other. Each of us is important and worthwhile in the eyes of God.

Discipline means you are in control of your actions and that you take responsibility for them.

Your teachers will give you your classroom rules. Read those rules carefully; ask questions if you don't understand them; then follow those rules.

Disrespect of rules, obscene language, or hurtfulness to others will not be tolerated. This is because we care about each of you, and we don't want you to be hurt in any way.

DISMISSAL

Dismissal is at 3:00 (walkers) and 3:05 (bus). We will not be dismissing school early as this causes the bus to wait additional time at the high school. You are to go where your parents or guardians have instructed you to go and where the school has been informed via note that you are to go. Unless you have a signed parent or guardian note – or your parent or guardian calls the school – you will go home the route your parents or guardians designated at registration. You may not ride home on the bus with another student without a signed bus permission pass from school. If you are not picked up by 3:15, you will be required to be in our School Age Child Care Program until your parent or guardian arrives, and your parents will be billed for a minimum of one hour of child care and one snack fee.

EARLY DISMISSAL

If you will be leaving school early, a note is necessary from your parents informing your teacher about it.

FIELD TRIPS

Field trips are learning opportunities and will sometimes be arranged for you. Your parents or guardians must sign a permission slip for these. Your safety is important on those trips. Stay with your chaperones at all times. Courtesy is always important. Thank the host or hostess when you leave.

FIRE, TORNADO, AND LOCKDOWN DRILLS

Your teacher will explain the procedure to be followed during these drills. Listen carefully! Your safety depends on it.

PLEASE REMAIN SILENT DURING THESE DRILLS. Walk and remain at the directed area until given the signal to return.

GUM

Gum chewing is out! Please do not bring gum to school.

1. We do not want you to choke on it.
2. We do not want it all over the floor and on the bottom of furniture.
3. The cooks have an awful time getting it off of the plates when it goes into the dishwasher.

** There are certain “special occasions” where teachers and the principal will allow gum – Catholic Schools’ Week, rewards, etc.

LIBRARY

Our library is a nice place to be. You will come there as a class at least once a week. You may be given other occasions to work there by your teacher. It is expected that you will be quiet in the library and respect the workers who are there to help you.

HOMEWORK

You will be given assignments at the close of most of your classes. Teachers will give you some school time to work on them. What you don’t finish in school must be taken home. If you use your time well in school, you should not have too much to do at home. Please be prompt in getting your work done and handed in.

No one should have to work more than an hour on homework each day, provided you use your time well in school and when you study at home.

*P.S. PARENTS, this is a good guide for homework time. If your child(ren) need more time, check on how they use their time.

Grade 1 = 10 minutes
Grade 2 = 20 minutes
Grade 3 = 30 minutes
Grade 4 = 40 minutes
Grade 5 = 50 minutes
Grade 6 = 60 minutes

There will be limited homework over the weekends, unless your child has late work or a long-range project due. This is your time to spend with your family.

LUNCHROOM

You are expected to use good eating habits in the lunchroom.

1. Speak in a conversational tone (no loud talking).
2. Walk in the lunchroom at all times.
3. Do not play with or waste your food.
4. Thank the cooks and servers as you go through the line.
5. Stay seated until you are told to leave.
6. Push in your own chairs.
7. Pick up all of your garbage and extra silverware and napkins.
8. Hand your plates to the plate scrapers ONE AT A TIME.
9. THANK YOU!

PARTIES

School time is not a time for long parties unless it is a school function planned by the school. If you bring a birthday treat, it should be simple – no homemade baked goods, please. Because we have implemented our wellness policy, we are requesting you do not bring sweets to share on your birthday. Please bring a nutritious snack (yogurt, cheese sticks, veggies and dip, granola bars, etc.) If you would like to bring in a book for your teacher to read to the class and later donate to the library in your name, this would also be a wonderful birthday treat for your class.

PLAYGROUND

All playground supervisors and should be shown proper respect and obedience. The supervisors will enforce the following rules:

1. You bring in the equipment that you take out.
2. You play in your designated area!
 - Grade K-2 on the parking lot by the school.
 - Grades 3-6 across the street (You may cross that street only with a supervisor!) All ball games must be played across the street.
3. Games involving tackling, jumping on others, kicking, or hitting others are not permitted.
4. For your own safety, the throwing of stones, snowballs or other harmful objects are not permitted.
5. If you bring in the things you take out, you should always have equipment to play with.
6. Leave others' hats/ clothing alone!
7. One person to a swing.
8. If you have a problem while on the playground, talk to the supervisor!
9. You must get permission from the supervisor to leave the playground to come into the building for any reason.

The supervising adult will discipline students who misbehave.

If you cannot go out because of a recent illness, you must bring a note from your parents. You will then be expected to work by the principal's office or detention room under supervision there. Please do not bring notes asking to stay in because you don't feel like going out! You do need the fresh air.

BATHROOMS

Bathrooms are not social gathering places. Please flush, and be sure to wash your hands before you leave the bathroom. We ask that you be quiet in the bathrooms.

SCHOOL SUPPLIES

Your parents or guardians have furnished you with the necessary school supplies; use your supplies carefully and well. You are responsible for having more pencils and paper when your supply runs out.

It would be a good idea to have your school supplies marked with your name (not grades PreK and K).

TELEPHONES

You may use the school phone in an emergency. Asking to go to a friend's house is not an emergency. This should have been arranged the night before. Try to remember your books, shoes, etc., so that your parents won't have to chase after you with them. When you do have to call your parents to ask them for something, please remember to thank them.

TRANSPORTATION

If you have any changes from your regular means of leaving school, please give your teacher a written note from your parents. We need to know if someone is picking you up, or if you are going home with a friend.

If you are riding a bus with your friend, please bring a note from your parent which we will stamp with the school name and sign for you to give to the bus driver.

VISITATION

You will need to have permission from school to have a friend visit you during school hours. (These situations will be limited to family emergencies and/or students wishing to transfer to our school.)

MASS

We attend Mass once each week. Mass is a time when we can thank God for His many blessings and ask Him to help us live good lives. We ask that you participate well and let us pray for one another.

WELLNESS POLICY

St. Mary of Mt. Carmel Catholic School has contracted with Long Prairie-Grey Eagle Schools to provide nutritious meals for our students. Because of this, we are mandated to follow the wellness policy of the Long Prairie-Grey Eagle Schools. The complete policy can be viewed on the Long Prairie-Grey Eagle School website (www.lpge.k12.mn.us), St. Mary of Mt. Carmel website (stmaryslp.org), and St. Mary of Mt. Carmel School Office. If you would like a personal copy of this policy, please contact Brenda Gugglberger.

Once again, I ask that staff and parents are diligent in helping students choose nutritious snacks. Please suggest students bring nutritious snacks for morning snacks. The “snack wagon” will sell only items that fit the guidelines established by the wellness policy. For birthdays, please suggest students bring nutritious snack and/or other items (pencils, tattoos, and etc.)

We cannot expect our students to follow these guidelines if we do not set a good example.

INTERNET ACCEPTABLE USE AND SAFETY POLICY

The use of the school district system and access to use of the Internet is a privilege, not a right. All students, staff, and parents are required to read and sign the Internet policy. The complete policy can be viewed on St. Mary of Mt. Carmel website (stmaryslp.org) or St. Mary of Mt. Carmel School Office. If you would like a personal copy of this policy, please contact Brenda Gugglberger.

STUDENT ATTENDANCE

A. St. Mary of Mt. Carmel School believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student’s Responsibility

It is the student’s right to be in school. It is also the student’s responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student’s responsibility to request any missed assignments due to an absence.

2. Parent or Guardian’s Responsibility

It is the responsibility of the student’s parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher’s Responsibility

It is the teacher’s responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher’s responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher’s responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher’s responsibility to work cooperatively with the student’s parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the St. Mary of Mt. Carmel are **REQUIRED** to attend all assigned classes and/or study halls everyday school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school advisory council for review and approval. When approved by the school advisory council, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death in the student's immediate family or of a close friend or relative.
- (4) Medical, dental or orthodontic treatment, or counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Family vacation (preapproved by Principal) and not to exceed ten (10) school days.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension.
Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

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

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Oversleeping.
- (4) Vacations with family (not preapproved by Principal)

- (5) Absences resulting from cumulated unexcused tardies.
- (6) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

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

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death in the student's immediate family or of a close friend or relative.
- d. Medical or dental treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention. Unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

The complete attendance policy can be viewed on St. Mary of Mt. Carmel website (stmary.org) or St. Mary of Mt. Carmel School Office. If you would like a personal copy of this policy, please contact Brenda Gugglberger.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school junior high school, or high school.

B. Reporting Responsibility

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

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

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.