

**St. Mary of Mt. Carmel Catholic School
Family Handbook
2013-2014**

“DESTINATION: HEAVEN”



ST. MARY OF MT. CARMEL CATHOLIC SCHOOL
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ST. MARY OF MT. CARMEL CATHOLIC SCHOOL FAMILY HANDBOOK

TABLE OF CONTENTS

ANNUAL CALENDAR.....	3
DAILY SCHEDULE.....	4
PERSONNEL.....	4
I.MISSION STATEMENT.....	5
II.ST. MARY’S SCHOOL PHILOSOPHY.....	5
III.ACCREDITATION.....	5
IV.CURRICULUM.....	6
A. Religion.....	6
B. Reading.....	6
C. Math.....	6
D. Science.....	6
E. Social Studies.....	6
F. Music.....	6
G. Physical Education.....	6
H. Art.....	6
I. Misc. (Drugs, Alcohol, AIDS, Health, etc.).....	7
V. SCHEDULES.....	7
VI. SCHOOL GUIDELINES.....	7
A. Absences and Excuses.....	7
B. Field Trips.....	7
C. Health.....	7
D. Immunizations.....	7
E. Open House and School Visits.....	8
F. Patrols.....	8
G. Progress Reports.....	8
H. Registration.....	8
I. Sacraments.....	8
J. Safety.....	8
K. School Attire.....	9
L. School Lunch.....	9
M. Late Lunch Payments.....	9
N. Shared Time.....	10
O. Special Services.....	10
P. Supervision.....	10
Q. Tuition.....	10
R. Volunteers.....	10
S. Communications.....	11
VII. SCHOOL ORGANIZATIONS.....	11
A. St Mary’s School Advisory Council.....	11
B. National Catholic Educational Association (NCEA).....	11
VIII. DISCIPLINE POLICY.....	11
A. DISCIPLINE.....	11
B. BOARD OF EDUCATION DISCIPLINE POLICY.....	12
C. APPENDIX A: CODE OF CONDUCT.....	13
F. APPENDIX D: PLAYGROUND SUPERVISION RULES.....	14
IX. WELLNESS POLICY.....	15
X. INTERNET POLICY.....	15
XI. ATTENDANCE POLICY.....	15-17
XII. STUDENT NOTES.....	18-21

ST. MARY OF MT. CARMEL SCHOOL CALENDAR

2013-2014

August	21	Teacher Workshop
August	22	Teacher Workshop
August	25	Family Potluck at 2:30 P.M.
August	27	Prek/New Family Open House/Conferences
August	28	Open House/Conferences
September	2	Labor Day – No School
September	3	First Student Day - Kindergarten - 6, Prek 4 and Prek 3
September	11	Grandparents' Day Mass and Reception
September	16	Work-a-thon Kick-off
September	20	Early out at 1:00 P.M.
September	30	No School at St. Mary of Mt. Carmel - Diocesan Ministry Day
October	9	First Reconciliation and First Communion Parent Meeting at 4:30 P.M.
October	11	Work-a-thon
October	11	Early out at 1:00 P.M.
October	17-18	MEA – No School
November	8	End of First Quarter – Early out at 1:00 P.M.
November	14	Parent/Teacher Conferences
November	19	Parent/Teacher Conferences
November	22	Early out at 1:00 P.M.
November	28-29	Thanksgiving – No School
December	6	Early out at 1:00 P.M.
December	18	Christmas Program - 1:30 P.M. and 6:30 P.M.
December	19	Christmas Program Snow Day – 1:30 P.M. and 6:30 P.M.
December	20	Last Day of Classes before Christmas Break
December	23-31	Christmas Break – No School
January	1	Christmas Break – No School
January	2	Classes Resume
January	10	Early out at 1:00 P.M.
January	18	First Reconciliation
January	24	End of Second Quarter – Early out at 1:00 P.M.
January	26- 31	Catholic Schools' Week
January	26	Catholic Schools Week Family Mass and Brunch 10:30 A.M.
January	27	Teacher Inservice Day – No School
February	14	Early out at 1:00 P.M.
February	17	President's Day – No School
March	6	Parent/Teacher Conferences
March	11	Parent/Teacher Conferences
March	14	Early out at 1:00 P.M.
March	28	End of Third Quarter – Early out at 1:00 P.M.
April	18	No School - Good Friday
April	21	No School - Easter Monday
April	23	First Communion Retreat/Practice
April	25	Early out at 1:00 P.M.
April	25	Auction/Dinner Dance
May	2	Early out at 1:00 P.M.
May	4	First Communion
May	14	Spring Concert
May	26	No School (Memorial Day)
May	27	Kindergarten Graduation at 1:30 P.M.
May	28	Sixth Grade Graduation at 8:30 A.M.
May	28	Prek(4) Graduation at 11:00 A.M. (Morning Class)
May	28	Prek(4) Graduation at 2:00 P.M. (Afternoon Class)
May	29	Last Day of School

DAILY SCHEDULE

7:45 A.M.	SCHOOL IS OPEN FOR STUDENTS
8:10 A.M.	MORNING ANNOUNCEMENTS
8:15 A.M.	CLASSES BEGIN
TEACHER DETERMINED	MORNING BREAK
11:35 A.M. – 12:05 P.M.	RECESS
12:05 – 12:35 P.M.	LUNCH
3:05 P.M.	WALKERS LEAVE
3:05 P.M.	BUS LOADS
3:10 P.M.	BUS LEAVES
MASS - Wednesdays at 10:30 A.M.	

ST. MARY OF MT. CARMEL CATHOLIC SCHOOL PERSONNEL 2013-2014

PRE-KINDERGARTEN	MRS. JONI YOUNG
KINDERGARTEN	MRS. CHRIS HEBERT
GRADE 1	MRS. SANDY JOHNSON
GRADE 2	MRS. ANGELA BERKNESS
GRADE 3	MRS. MARY VETTER
GRADE 4	MRS. BARBARA SANDBERG
GRADE 5	MRS. MEGAN DREHER
GRADE 6 & MUSIC	MRS. JULIE TWARDOWSKI
PHYSICAL EDUCATION	PUBLIC SCHOOL STAFF
KEYBOARDING	MS. LINDA KIELTY
TITLE I	MRS. CARISSA BITZ
FOSTER GRANPARENTS	MARGARET BECKER, NEVA PESTA, MARY LU SMITH AND BEVERLY HEINZE
LIBRARY	MRS. ROD HINNENKAMP AND MS. MAURITA PRIMUS (VOLUNTEERS)
SECRETARY	MRS. DORIS BIERMAIER
CHILDCARE	MRS. JILL DEMPSEY
TECHNOLOGY/ FUNDRAISING COORDINATOR	MRS. AMY VANVALKENBURG-DINKEL
CUSTODIAN	MR. JEFF LITTLER
PASTORS	FATHER MARK WILLENBRING
PRINCIPAL	MRS. BRENDA GUGGLBERGER
YOUTH MINISTRY AND DIRECTOR OF RELIGIOUS EDUCATION	MS. VICTORIA PETERSON
DAYCARE COORDINATOR	MRS. MELISSA PESTA

FAITH AND EDUCATION ADVISORY COUNCIL

FATHER MARK WILLENBRING	BRENDA GUGGLBERGER
VICTORIA PETERSON	MELISSA PESTA
ANDREW OTREMBA	THERESA ZYLLA
KIM BUNTJER	JULIA DRAXTEN
MARCY WEBER	JEAN EBERLE

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DAYCARE PHONE: (320)357-0816
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 oriented 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 disciples of Jesus, spreading the word of God and ultimately entering the kingdom of heaven.

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 and School Improvement Plan

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, 2012 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 1-6. 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 8:15 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.

VI. SCHOOL GUIDELINES

A. Notification for Absences, Illnesses, and Appointments, and Transportation Changes

1. Written notes signed by a parent are required for the following:
 - a. To explain why a student was absent. (If a child is going to be absent, parents must call in before 8:10 A.M. If there is no answer, the parents should leave a message on the school answering machine noting the reason for the child's absence. If the school does not receive a call, the school secretary will call the parents between 8:10 A.M. – 8:30 A.M. If you do not answer our call, we will assume your child is missing and call the police department.
 - b. To ask permission to stay in from recess for illness – must have doctor's note.
 - 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, we will secure a bus from Aksamit or the Rainbow Rider.
 - d. Parents may accompany the students on these field trips.

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 or a child has vomited.

Parents MUST complete an emergency form 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 MUST 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. **NO MEDICINE WILL BE GIVEN TO STUDENTS WITHOUT WRITTEN CONSENT FROM A DOCTOR.**

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 and spring 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 1.
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 of Mt. Carmel School 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 north and south doors 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 north and south doors. 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. Shorts and skirts must be even with the end of the child's hand when the hands are down. Shorter shorts and skirts may be worn with appropriate leggings. Shirt straps must be one inch across. 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. If a student is not dressed appropriately for mass, his/her parents will be called to bring additional clothing. If the parents cannot be contacted, the student will wear clothing provided by the school.

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.

1. 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.

M. School Closing Decisions:

St. Mary of Mt. Carmel cooperates with the LPGE School District concerning early dismissal and closing due to winter weather. LPGE uses, as its primary consideration, the safety of children. The ability of the busses to transport all students safely is the criteria used by both the bus companies and the public school administration. Road conditions vary within the district, and LPGE advises parents to make the final decision about whether to send their child to school or not.

LPGE announces school closing and early dismissals through the Skyward system. This system provides parents with a phone message. St. Mary's has implemented the FastDirect system, and we utilize this system in addition to LPGE Skyward. The information submitted on your registration is used to communicate with you through Skyward and FastDirect. It is critical that

the information is up to date at all times in order for us to contact you in the case of an emergency. Please contact St. Mary's office when changes are made.

Announcements may also be accessed the following radio and television stations: KEYY, WCCO, KSAX, KSTP, KCCO/KCCW, and KARE 11. When you hear the announcement for LPGE Schools, St. Mary's is included in that announcement.

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. Students in grades k-6 have phy-ed over at the public school and are bussed 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 7:45 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 for playground volunteers during their first day of supervision. 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 after school child care program and the parents will be billed at a rate of \$2.50 per hour with a one hour minimum per child.

Q. Tuition

Each year St. Mary's School Advisory Council assesses the amount needed for tuition. For the 2012-2013 school year, the tuition is as follows: \$1425 for the 1st child in grades k-6; \$1250 for the 2nd child, and \$575 per additional children. The prekindergarten program (4-year olds) is \$1400.00 for five half days. The prekindergarten (3-year olds) is \$570.00 for two half days.

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 (September 4, 2013), families are required to sign an agreement for automatic withdrawal through American Heritage National Bank or an invoice plan through the school. This year we are also giving parents the option of paying tuition via credit card. These payments can be made in one lump sum at the beginning of the year or in ten monthly installments. Please contact the principal if you are interested in this program.

1. Tuition Aid: If you are unable to afford the full cost of tuition, you may apply for tuition aid in the school office. Tuition aid cannot exceed 60% of the cost of tuition unless the family meets with the pastor and principal and can show sufficient cause for increased aid.

a. All families who apply for tuition aid are asked to volunteer additional hours (1 hour for each twenty dollars (\$20.00) of aid granted to help our school. Information on ways to volunteer will be discussed during the tuition aid meeting with the principal. 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.

The actual cost of educating a student at St. Mary's is approximately \$5600 per student. The difference between that and the tuition is paid for through parish subsidy, fundraising activities, 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 DONATING DIRECTLY TO OUR SCHOOL AS PART OF YOUR CHARITABLE GIVING'S TO HELP WITH THE PARISH SUBSIDY.

R. Volunteers

St. Mary of Mt. Carmel School requires all families to volunteer 10 hours per year to our school.

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.

PLEASE NOTE: ALL VOLUNTEERS AND VISITORS MUST LOG IN AT THE STATION BY THE SCHOOL OFFICES AND WEAR THE VISITOR/VOLUNTEER NAME TAG. WHEN THE SCHOOL IS LOCKED, PLEASE RING THE NORTH OR SOUTH DOORBELL. WHEN YOU ARE LET INTO SCHOOL, PLEASE LOG IN AT THE STATION NEAR THE SCHOOL OFFICES. THANK YOU!!

S. Communications

St. Mary of Mt. Carmel strives to keep an open line of communication with parents. We communicate the following ways:

1. Weekly Folder

Each Wednesday, the school sends home a weekly folder with the oldest child in each family. All school information is sent home in this folder, and it is very important that parents look at the contents of the folder each Wednesday. The school publishes a weekly newsletter, and this newsletter is in the folder each Wednesday. The newsletter is also available on the website, and a copy will be sent to all parents via email using our FastDirect services.

2. Daily Take Home Folders/Assignment Books

Students in all grades have daily take home folders and/or assignment books. Parents should look at these folders and/or assignment books daily to read teacher's notes. Parents can also send notes to teachers and the school using the daily take home folder and/or assignment book. Parents should also make sure they check the take home folders and/or assignment books and make sure their children have completed all the required assignments. Every teacher requires a daily parent signature for homework completion.

3. FastDirect

This year we have contracted with FastDirect, a communications company. The services we will utilize are their parent notification, teacher email, assignment posting, and tuition notices. Because this is our first year using this service, please be patient with us as we learn the program. A letter explaining how parents can best benefit from FastDirect will accompany the beginning of the year packet.

4. School Council Meetings

Our school council meets the first Wednesday of each month at 5:15 P.M. in the school library. Everyone is welcome to attend.

5. Weekly Church Bulletin

School information is announced for our parish members in our church bulletin.

6. Parent/Teacher/Student Conferences.

Parent/teacher/student conferences are scheduled twice per year. Parents are encouraged to ask for additional meetings at any time they have concerns.

VII. SCHOOL ORGANIZATIONS

A. St. Mary of Mt. Carmel Faith and Education Council

St. Mary of Mt. Carmel Faith and Education 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

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.

St. Mary of Mt. Carmel Discipline Policy

The word "discipline" comes from the word "disciple." Christ told us how to look at and recognize His followers. St. Mary of Mt. Carmel Catholic School is a place where:

- Every person is respected regardless of age;
- Students, staff, teachers, and administrators work to help each other;
- All exhibit the love and concern of Christ Himself, for Christ is very present in our school today.

Our school community is a community of faith, whose bond of unity is shared by the presence of God in each one of us. In order to create the atmosphere where such values and attitudes can grow, it is necessary for all students to fulfill their responsibilities. Children must have respect for themselves, for one another, and for the adult members of this school community. St. Mary of Mt. Carmel Discipline Policy is based on Scripture Verses and the Ten Commandments.

Corinthians 13:4-8

“Love is patient, love is kind. It is not jealous, it is not pompous, it is not inflated, it is not rude, it does not seek its own interests, it is not quick-tempered, it does not brood over injury, it does not rejoice over wrongdoing but rejoices with the truth. It bears all things, believes all things, hopes all things, endures all things. Love never fails.”

Thessalonians 5:12-22

“We ask you, brothers, to respect those who are laboring among you and who are over you in the Lord and who admonish you, and to show esteem for them with special love on account of their work. Be at peace among yourselves...Admonish the idle, cheer the fainthearted, support the weak, be patient with all. See that no one returns evil for evil; rather, always seek what is good [both] for each other and for all. Rejoice always. Pray without ceasing. In all circumstances give thanks, for this is the will of God for you in Christ Jesus...Test everything, retain what is good. Refrain from ever kind of evil.”

Ten Commandments – (for children to understand)

1. Put God first.
2. Use God’s name with respect.
3. Remember to keep Sunday special.
4. Respect your parents.
5. Don’t hurt others.
6. Be faithful in marriage.
7. Don’t steal.
8. Don’t lie.
9. Don’t be envious of other people.
10. Don’t be envious of other people’s things.

We expect Students to:

- Be a good example to fellow students
- Participate in self-discipline and develop a sense of responsibility
- Obey rules established by the school and the classroom teacher
- Treat others and property in a respectful manner

Parent Expectations

- Support the faculty and reinforce the ideals and goals of the school in your home and by encouraging your children in their efforts to achieve them
- Take a conscientious role in your child's development by being aware of his or her academic or social needs

Faculty Expectations

- Implement rules and policies fairly and consistently
- Communicate to parents any significant changes in their child's behavior, academic or social being. Meeting with parents need to be done privately.

Student Behavior

- Discipline and achievement: There is close connection between discipline and academic achievement. This achievement demands self-control on the part of the student, mutual respect, and cooperation on part of the teachers and students and creating a learning environment that is orderly, peaceful and purposeful.
- Behavior Improvement Process: Self-control is a learned process and it takes time and effort to develop. Much unacceptable behavior occurs because children make mistakes in their journey of becoming young adults. This usually means that the school needs to be the environment that will help the student develop a sense of self-control. To help a child improve his/her behavior in the classroom, staff will follow these steps:
 - Warning
 - Think Time
 - Call home

- Detention

If ordinary discipline fails to convert a student from the point of unreasonable behavior, then extraordinary means must be employed. These would include the following:

- Conferences with student, parent, teacher, and principal
- In-school suspension
- Out-of-school suspension
- Revocation of privileges and denial of class activities
- Alternative placement, following an exit conference with student, parent, teacher and principal

Unacceptable Behavior

Some examples of behavior in a Christian educational community and requiring the use of extraordinary discipline measures include:

- Chronic lack of effort and work
- Disregard of school and classroom regulations
- Defacement/Destruction of School Property
- Frequent Disruption of Classes
- Frequent Violations of Dress Code
- Stealing
- Verbal Disrespect
- Insubordination toward any staff member of the school community
- Frequently hurting students feelings, bullying them or calling them names
- Fighting or Verbal abuse of students
- Frequent tardiness
- Truancy

Some behaviors merit suspension from school, including:

- Grave disrespect of a staff member
- Serious vandalism or theft
- Causing harm or injury to another through fighting or carelessness
- Possession or use of a weapon
- Doing anything which threatens the health, safety or welfare of the school community
- Any other serious misconducts

The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rules or procedures for just cause at his or her discretion.

Daily Reflection

Did you love your neighbor today? Were you patient today? Were you kind? Jealous? Rude? Quick-tempered? etc.

Weekly Reflection – Virtue of the Week

Patience - Kindness - Respecting teachers/principal – Respecting “those laboring among you” - Cheering the fainthearted - Supporting the weak - Praying without ceasing, etc.

Bullying

Verbal and non-verbal behavior that occurs repeatedly over time and causes physical or emotional harm to another. Such behavior may include, but limited to teasing, taunting, threatening, hitting, stealing or destroying personal property.

Staff will be responsible for preventing bullying in the following manner:

- Supervise students closely in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bully reports
- Take parents concerns about bullying seriously
- Investigate all reports of bullying
- Assign consequences for bullying based on the St. Mary of Mt. Carmel Catholic School Disciplinary Procedures
- Provide immediate consequences for retaliation against students who report bullying
- Support St. Mary of Mt. Carmel Catholic School Bully Policies

Students will be responsible for preventing bullying in the following manner:

- Treat others with respect
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch; laugh or join in when someone is bullied
- Report bullying to staff
- Practice the 4 R's respect of self, respect for others, respect for the environment, and respect for learning

Procedures for bullying and disciplinary action:

1. Immediately report any bully incident to staff
2. The bully incident will be investigated by teachers and principals with the goal of stopping the bullying
3. In case of serious bullying, staff will record the incident and both parents will be notified. A meeting will be set up for both parties to discuss the issues.
4. An attempt will be made to help to help the student change their behavior through counseling and corrective discipline.

Disciplinary action will include:

- 1st Incident: Investigate all allegations and a verbal warning.
- 2nd Incident: Further investigation, including meetings with parents, witnesses, teachers and students. May result in possible school suspension with mandatory probation period.
- 3rd Incident: If it is deemed that a student continues to exhibit bullying behavior, it may result in expulsion from school.

Detentions

When a student receives a detention, the student must get their parent to sign and return it to school the next day. Detentions will be on Monday-Friday from 3:00 P.M. - 4:00 P.M. Detentions can be given to any student in grades K-6. Detentions will be in the supervising teacher's classroom and your child will be given a written assignment to complete. Failure to return the detention slip and assignment the next school day will result in another detention. Detentions can be given from any teacher or staff. The premise is that if you follow the rules, you won't get a detention.

ST. MARY'S SCHOOL GUIDE FOR PLAYGROUND SUPERVISION – 2013-2014

Students at St. Mary's play on two playgrounds: M/T/W/TH - Grade Pre- K-2 on the blacktop area and on the playground equipment. M/T/W/TH - Grades 3-6 across the street. On Fridays, all students are on the blacktop area and playground equipment.

The supervisor is there to WATCH STUDENTS. Please stand where you can see all the students on the playground.

Playground Supervisors:

1. There is a first aid kit and school passes in the equipment shed.
2. If a student needs to use the bathroom, he/she must get a pass from you before going into school.
3. Students should not go in to get a drink of water or to get toys.
4. All equipment should be put away in an orderly fashion. Students can do this with supervision.
5. Grades 3-6 go in when the bell rings and grades K-2 go in five minutes after the bell rings – they should start lining up on the lines when the older students go into school.
6. If you cannot make your volunteer playground shift, please call the school so we can find a substitute.
7. There should always be one staff person and at least one volunteer on duty at all times. If you are outside and there is no other adult on the playground, please send a student in to tell Mrs. Gugglberger so she can come out and help or find someone to help.
8. Our students are wonderful, but if a student is being disrespectful or not listening, please let a staff person know.

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.
- 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 or putting rocks on the slide.
- e. CROSSING THE STREET: Students may not cross the street to the playground without the supervisor being present and leading them across. Students should walk out to the playground on the inside of the fence and rope. If a student asks to use the PASS, the supervisor checks the safety of the crossing before letting the student cross.
- f. AREA: - Students on the playground area are to stay on the inside the fence and rope.

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. Students should KEEP HANDS TO THEMSELVES!**
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 – students must play inside the fence and roped area.
- d. 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.

WELLNESS POLICY

St. Mary of Mt. Carmel Catholic School wellness policy may be viewed online, or you can ask for a copy at the school office.

Once again staff and parents are encouraged to be diligent in helping students choose nutritious snacks. Please suggest students bring nutritious snacks for morning snacks and birthday treats. For birthdays, students can also bring other items such as pencils, tattoos, and etc.

Teachers are strongly encouraged to limit junk food. No pop is allowed in school for students.

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 (www.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 POLICY

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.

c. The administrator or secretary will mark in FastDirect any late arrivals and early outs for children. Children MUST report to the school office when they arrive late or leave early.

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 – or sleeping in.

(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 to check in and order lunch. The secretary or principal will mark in FastDirect the time the student has checked in to school.

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.

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 at St. Mary of Mt. Carmel School 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 (www.stmary.org) or St. Mary of Mt. Carmel School Office. If you would like a personal copy of this policy, please contact Brenda Gugglberger.

“STUDENT NOTES”

ARRIVAL

Students begin to arrive at school at 7:45 A.M. 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.

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 3:05 (walkers) and 3:10 (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 extended day 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. You must sign out at the office. (If you arrive late to school in the morning, you must also sign in at the office.)

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. PLEASE NOTE: IF YOU HAVE A BIRTHDAY PARTY FOR YOUR CHILD, YOUR CHILD MAY ONLY PASS OUT INVITATIONS DURING SCHOOL IF ALL CHILDREN – OR ALL BOYS OR ALL GIRLS – ARE INVITED TO THE PARTY. THIS WILL AVOID HURT FEELINGS DURING SCHOOL.

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. You must stay inside the gated and roped areas.
 - Grades 3-6 across the street (You may cross that street only with a supervisor! You must walk inside the gated and roped area to go across the street.) 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.

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.