

**St. Mary of Mt. Carmel Catholic School
Parent & Student Handbook
2022-2023**



**ST. MARY OF MT. CARMEL CATHOLIC SCHOOL
425 CENTRAL AVENUE
LONG PRAIRIE, MN
56347-1339**

(320) 357-0813 ~ Direct Line to School Office
(320) 460-1647 ~ School Cell (text or calls)
(320) 357-0814 ~ Direct Line to Principal's Office or
ldinkel@stmaryslp.org
Email: office@stmaryslp.org
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ST. MARY OF MT. CARMEL CATHOLIC SCHOOL FAMILY HANDBOOK

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DAILY SCHEDULE

7:30 A.M.	SCHOOL LIBRARY OPEN FOR STUDENTS
7:45 A.M.	STUDENTS ALLOWED IN CLASSROOMS
8:10 A.M.	MORNING ANNOUNCEMENTS
8:15 A.M.	CLASSES BEGIN
TEACHER DETERMINED	MORNING BREAK
11:15 A.M. – 11:45 P.M.	KINDERGARTEN, 1 st & 2 nd RECESS
11:30 A.M. – 12:00 P.M.	RECESS: 3 RD – 6 TH
12:00 – 12:30 P.M.	LUNCH ALL GRADES IN CHURCH HALL
2:53 P.M.	BELL FOR CAR RIDERS, FAMILY GROUPS
2:58 P.M.	BELL FOR BUSSERS & WALKERS
3:03 P.M.	BUS LOADS
3:07 P.M.	BUS LEAVES

ST. MARY OF MT. CARMEL CATHOLIC SCHOOL PERSONNEL

2022-2023

PRE-SCHOOL CHILDREN'S HOUSE	MRS. ROSEMARY BERSCHEIT
KINDERGARTEN CHILDREN'S HOUSE	MRS. CHRIS HEBERT
GRADE 1	MRS. JAMIE HEURUNG
GRADE 2	MRS. MARY VETTER
GRADE 3	MRS. MARY JIMENEZ
GRADE 4	MRS. FELICIA MIDDENDORF
GRADE 5	MRS. MEGAN DREHER
GRADE 6	MRS. JULIE TWARDOWSKI
MUSIC-PERFORMANCE	MRS. JESSICA BASH
MUSIC-ACADEMIC	MISS JOHANNA BECKER
PHYSICAL EDUCATION	MRS. KELSEY PAURUS
TITLE I	MRS. AMY MIDDENDORF
CATECHESIS OF THE GOOD SHEPHERD	MRS. KIM BUNTJER
FOSTER GRANPARENTS	MR. DAVE KREBSBACH
	MRS IRIS KREBSBACH
LIBRARY	MRS. MARY STOCCO (VOLUNTEER)
SECRETARY	MRS. JESSICA ELMER
PARAPROFESSIONAL (KINDERGARTEN)	MS. REBECCA DINKEL
BI-LINGUAL AID (PRESCHOOL)	MRS. ROSIBEL AMBRIZ OROZCO
CUSTODIAN	MR. LEE BRUDER
PASTOR	FATHER OMAR GUANCHEZ
PRINCIPAL	MRS. LINDA DINKEL

ST. MARY'S SCHOOL ADVISORY COUNCIL

FATHER OMAR GUANCHEZ	LINDA DINKEL
SCOTT ALBERS	ANN EDWARDS
MARCUS BERSCHEID (PRESIDENT)	SARAH KATTERHAGEN
CHRISTINA PESTA	DAVE VOGEL

SCHOOL EMAIL: office@stmaryslp.org
SCHOOL WEBSITE: stmaryslp.org
SCHOOL PHONE: (320) 357-0813 OR Text: 320-460-1647
PRINCIPAL PHONE: (320) 357-0814
LINDA DINKEL (CELL): (320)533-0236 ldinkel@stmaryslp.org

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

Out of love for Jesus Christ and as his disciples, the mission of St. Mary of Mt. Carmel School Community is to guide students in developing their intellectual, spiritual, physical and social gifts to their highest potential in order to become contributing members of society and active members of the Body of Christ

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

As Catholic School Educators:

We believe that our Catholic School is not only a school, but a community of faith;

We believe that those entrusted to us are not only students, but children of God;

We believe we are not only educators, but ministers of the Gospel;

We believe the values we teach are not only character building,
but a call to live a virtuous and holy life;

We believe our courses of study are not only academic pursuits, but a search for truth;

We believe the purpose of education is not only for personal gain and the development of society,
but for the transformation of the world.

III. 2021-2028 ACCREDITATION AND SCHOOL IMPROVEMENT PLAN

St. Mary of Mt. Carmel School successfully completed the accreditation review in October, 2022. As part of our desire to continue to grow and flourish – and as part of our on-going accreditation status commitment – we will implement a seven-year (2021-2028), long-range plan. The St. Mary of Mt. Carmel School Strategic Plan for Improvement (SSP) is posted on our website or can be viewed in the school office. If you would like a personal copy of this policy, please contact Linda Dinkel.



*Developed with the input, desires and goals that all
St. Mary's parents share for their children, we identified the most
important qualities for our graduates,
and we are privileged to work in partnership
with parents to instill them:*

A graduate of St. Mary's School is:

- grounded in Christian faith, morals, and a life of virtue;*
- self-disciplined in their studies and academically prepared to move forward;*
- well-mannered and respectful to all;*
- prepared for leadership and service to others.*

IV. CURRICULUM

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

A. RELIGION

Spirit of Truth by Sophia Institute, 2017 edition.

Spirit of Truth teaches and reviews all of the basics of our faith each year. The content is correlated to the Catechism of the Catholic Church and is a good balance of scripture, doctrine, and morality. Additionally, grades 3-6 receive a copy of the YouCat for Kids as a resource.

B. LANGUAGE ARTS

Preschool through 1st Grade use the Waseca Language Phonics program for beginning readers. In grades 2 through 6, Novel Unit studies form the basis of our Language Arts program, augmented by Journey's lesson plans and teacher study guides. In addition, all grades use the writing, grammar and vocabulary program from the Institute for Excellence in Writing. Students will continue to utilize our accelerated reader program as a supplemental reading incentive. Kindergarten and 1st grade utilize phonics-based reading books with graduated readers when students are ready.

C. MATH

St. Mary's uses Everyday Mathematics, 2016 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

We use Mystery Science (K-5) and Generation Genius (Grade 6) augmented with unit studies and hands-on experiments. This online program correlated to textbook unit studies covers life science, earth science and physical science and correlates to the Minnesota State Science Standards

E. SOCIAL STUDIES

In social studies we use TCI. This online program and student textbook curriculum covers state communities, state history, U.S. history, world history and correlates to the Minnesota State Social Studies Standards. This engaged learning fosters critical thinking skills that enable students to become self-determined, responsible citizens.

F. MUSIC

We use a combination of curriculums from Music Play Online and Mrs. Miracles music for classroom academics and music performance. Sixth grade students attend LPGE schools for band or choir

G. PHYSICAL EDUCATION

Our physical education program is designed for use specifically in small spaces with special emphasis on building the skills needed for lifetime sports, physical activity and health. Curriculum followed is Mr. Clark's Elementary Physical Education.

H. ART

MEET THE MASTERS focuses on the contributions of various artists throughout the centuries and teaches students their history and unique contributions to the art world. Students learn a specific technique or style that individual artists are known for, practice this technique, then apply it to their own mini "masterpiece", learning about shapes, colors, textures, composition and designs. Students grow in appreciation of the art masters by broadening their exposure to various artists

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.

VI. SCHOOL GUIDELINES

A. Email or call the School Office for Absence and/or Illness, unexpected late arrival, or change in transportation home at the end of the day:

1. If a child is going to be absent or late in arriving, **parents must call in before 8:10 A.M.** If there is no answer, the parents should leave a message on the school voicemail noting the reason for the child's absence.
2. Our communication system, SchoolSpeak, will send parents an automatic text and/or email when their child is marked absent or tardy.
3. If the school has not receive a call from you regarding your child's absence, 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.**
4. Email or call the School Office to take a different means of transportation than is usual for the student (ex: a different bus home or get off at another student's home, etc.)

B. Parents must send a written note for the following:

1. To ask permission to stay in from recess for illness the child must have a doctor's note.
2. To explain why the student cannot participate in physical education
3. To notify about a dental or doctor appointment that occurs during the school time.

C. Field Trips

Only Field trips with some academic or curriculum enrichment component are approved. Generally these rules apply:

1. Out-of-Town Locations
 - a. Transportation is by bus for out-of-town trips
 - b. The cost of the trip is paid through student registration fees – with the exception of Lake Carlos Environment Camp. (Additional fees may be asked for "extras").
 - c. Parents must sign approval slips before students may participate.
2. Local Field Trips
 - a. Parents are notified if an off-campus, local field trip is planned (ex: going to the post office, fire dept., public library, etc.)
 - b. A blanket parental consent form is issued at the beginning of the school year that covers local field trips. It must be signed by parents before their child may participate in an 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. Health

School is a place of learning and students work best when they are feeling well. We, therefore, ask parents to keep their student 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 contact form for your 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 must have those directions **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.**

E. 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.

F. Open House, Conferences and School Visits

Parents are always welcome to visit school. Fall and spring conferences are an opportunity to visit classrooms and meet 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 the classroom. Every March there is a spring open house as part of registration for the next school year.

G. Patrols

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

H. Progress Reports

Progress reports are issued four times a year via SchoolSpeak. Twice per year, teacher-parent-student conferences are scheduled. In addition, teachers regularly post progress and grades on SchoolSpeak. Of course, parents may contact teachers at any time to talk about their child's progress. Please email your teacher through SchoolSpeak

I. Registration

1. Students entering Kindergarten must be five years old on or before September 1.
2. Students entering Morning or Afternoon Preschool must be at minimum three years old on or before September 1.
3. Students register (or re-register) for the following year in March/April.
4. 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.
5. St. Mary of Mt. Carmel School has a limit of 22 students per grade;
6. The combined Montessori Kindergarten and Preschool Children's House will have two licensed teachers and a minimum of one classroom aid.
7. 1st grade will have a paraprofessional in the classroom when enrollment exceeds 18 students.

J. 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 2 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.

K. Safety: Staggering release times at the end of the day

1. **Car Riders and Family Groups: 2:53 Bell**

The bell for students who walk home or are picked up by car ride rings at 2:53. Older siblings go immediately to younger sibling's rooms and walk as a family to their ride. Walkers leave by the most appropriate door and follow the safety patrol across intersections. It is important that all students obey patrol directions.

Bussers: 2:58 Bell

The bell for students who ride the bus rings at 2:58. Older siblings go immediately to younger sibling's rooms and line up as a family for the bus. The bus rules are generally 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 and the bus company.

2. **Crisis Management Plan** A plan is in place and available for review upon request.

L. 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 allow short shorts, skirts 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 skirts may be worn with appropriate leggings. Shirt straps must be one inch across. 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.

M. 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 given 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. 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. 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.

N. 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 buses 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 SchoolSpeak 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 SchoolSpeak. **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 if this information changes.**

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

O. Shared Time

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

P. Harmony Choir

In addition to our music curriculum taught on Mondays and Tuesdays, 4th through 6th grade students have the opportunity this year to participate on a voluntary basis in the Harmony Choir. Taught by Mrs. Jessica Bash, this group will meet on Friday afternoons for 45 minutes to learn to sing in rounds and harmony. This choir will anchor the School Mass choir. Although this class will not be graded, students must be caught up on regular class work to participate and may lose the privilege of attending through poor behavior and/or falling behind in their academic progress.

Q. Special Services

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

R. Supervision

Students are supervised at all times between 7:30 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 with their supervision duties, guidelines are provided for playground duties during their first day of supervision. School will not be responsible for children playing on the playground before the school day begins or after 3:10 P.M. on school days, or on weekends or during the summer months. If a child is not picked up by 3:10 P.M., he/she will be placed in our After School Child Care Program and the parents will be billed at a rate of \$4.00 per hour with a one-half hour minimum per child.

S. Tuition

Each year St. Mary's School Advisory Council assesses the amount needed for tuition. For the 2022-2023 school year, the tuition is as follows: \$1795 for the 1st child in grades k-6; \$1550 for the 2nd child, \$775 for 3rd children, and 4th child is free. The preschool program for 3 and 4-year olds is \$1525.00 for five half days, \$1,260.00 for four half days, \$975 for three half days, and \$680.00 for two half days. Afternoon preschool is \$1,425 for five days.

St. Mary's School uses American Heritage National Bank in the collection of tuition. If you do not choose to pay all tuition for the year prior to the start of the school year (September 6, 2022), families are required to sign an agreement for automatic withdrawal through American Heritage National Bank or an invoice plan through the school. Parents also have 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 or twelve monthly installments. Please contact the principal if you are interested in this program.

1. **Tuition Relief:** If you are unable to afford the full cost of tuition, you may apply for tuition relief. Tuition relief cannot exceed 40% of the cost of tuition unless the family meets with the pastor and principal and can show sufficient cause for increased aid.

The actual cost of educating a student at St. Mary's is approximately \$5,100.00 per student. The difference between that and the tuition paid by families 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.

T. Volunteers

St. Mary of Mt. Carmel School requires all families to volunteer a minimum of 15 hours per year to our school. Opportunities for volunteering during school day hours include: recess, lunchroom and dishwashing, Spanish translation/interpreting; Catechesis of the Good Shepherd aid. Service Hours are also earned by working at our fundraising events which include a Fall Event, the Christmas Cookie Bake, and the Spring Auction Dinner. Volunteer hours will be recorded by the fundraising chairpersons or by the teacher-in-charge or school secretary. It is the volunteer's responsibility to make sure their hours are recorded.

RECORDING SERVICE HOURS; SCHOOLSPEAK TRACKING; CREDITING HOURS, AND PAYMENT OF UNFULFILLED HOURS

1. In addition to a beginning of the year Tuition Statement, families will also receive a Service Hour Statement with a notation for \$300 “owed” to the school in volunteer hours (15 hours at \$20/hour) unless they opted to pay \$300 in advance. **THIS IS NOT A BILL.**
2. Throughout the year, parents’ volunteer hours should be recorded on a clip board at the volunteer position, reported to the school office or person in charge, or recorded at all fundraising events.
3. Service hours completed will be posted in SchoolSpeak Tracking at the end of each month. Parents can review this at any time through SchoolSpeak.
4. Completed hours are credited quarterly on your Service Hour Statement at a rate of \$20 per hour, sent out quarterly.
5. All volunteer hours must be completed by MAY 19, 2023.
6. **INCOMPLETE VOLUNTEER HOUR FEES WILL BE ADDED TO THE YEAR-END BALANCE AT A RATE OF \$20 PER MISSING VOLUNTEER HOUR.**

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 these many volunteers, this school is a good place to be! **Volunteers working directly with children will be required to complete the diocesan Safe Environment Training online and agree to a release of information to conduct a background check. These steps are required under the diocesan sexual misconduct policy effective July 1, 2003.**

PLEASE NOTE: ALL VOLUNTEERS AND VISITORS MUST SIGN IN AT THE AT THE SCHOOL OFFICE OR ON THE VOLUNTEER SHEET PROVIDED ON SITE. IF THE SCHOOL IS LOCKED, PLEASE RING THE DOORBELL.

U. Chaperones

Field Trips often require the aid of extra adults to help maintain supervision of students. **NEW THIS YEAR:** As per St. Cloud Diocese guidance, all parents attending fieldtrips will be required to complete the online Diocesan Safe Environment Training and complete a background check. These background checks are paid for by the school and are good for five years.

V. Communications

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

1. **SchoolSpeak**
SchoolSpeak is a parent notification system and our primary, most complete, and most convenient way of maintaining communication between parents, teachers, and the school office. In SchoolSpeak you’ll find student grades and progress reports, school calendar, volunteer tracking, newsletters and announcements, lunch menu, and weekly news of what’s going on in your child’s classroom. This system also allows St. Mary’s School to send mass text and email messages to parents. It is the best way for you to email with your child’s teacher or the office.
2. **Office Cell Phone for Text Messages and after hour calls**
Because of the convenience of text messages, the school office has a cell phone dedicated to receiving text messages from you. We also use it to send messages to individual parents for various reasons. The office cell phone number is: 320-460-1647
3. **Weekly Folders**
Each Wednesday, the school sends home a weekly folder with the oldest child in each family. A lot of school information is sent home in this folder, and it is very important that parents look at its contents every Wednesday. The school publishes a weekly newsletter which is included in this folder, sends home permission slips, information on special events, LPGE paperwork, etc.
4. **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 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 or assignment book. Parents should also make sure they check the take-home folders or assignment books to make sure their children have

completed all the required assignments. Every teacher requires a daily parent signature for homework completion.

5. **School Council Meetings**

Our school council meets the second Wednesday of each month at 12 P.M. via ZOOM meetings or in-person. Contact the principal if you wish to attend a meeting with an agenda item

6. **Weekly Church Bulletin**

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

7. **Midterm Progress Reports**

Individual student progress reports are posted on SchoolSpeak at midterms.

8. **Parent/Teacher/Student Conferences.**

Parent/teacher/student conferences are scheduled twice per year. The first conference is mandatory for all families. Spring Conferences are on an as needed basis, and/or at the request of parents. Parents are encouraged to ask for additional meetings at any time they have concerns.

VII. SCHOOL ORGANIZATIONS

A. St. Mary of Mt. Carmel School Council

St. Mary of Mt. Carmel School Council sets policies for all the educational programs of the school. There are six 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. Ex-Officio members on the Council are the Pastor and Principal.

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 publishes 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, under the guidance of the teacher, help formulate classroom rules. These rules 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 a 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 teachers to teach and students to learn without disruptive behavior. Our behavior policy is rooted in the development of virtues, and a school-wide program, Education in Virtue, is used to teach the virtues and how they look and sound in individual behavior. Corrective guidance uses the virtues as the ideal that we are all striving for, adults and children alike.

B. BOARD OF EDUCATION DISCIPLINE POLICY

The Board of Education passed this policy in November of 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 every 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
- Model 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 encourage 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.
- If parents need to talk to the teacher about an issue involving their child, they should make an appointment to speak with the teacher outside of school hours.

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 the 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 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 – Virtues of the Month

Each month, the entire school focuses on four particular virtues through a program called Disciples of Christ: Education in Virtue. The virtues are meant to be the underlying guide to all of St. Mary's discipline and character development efforts.

Bullying

Verbal and non-verbal behavior that occurs repeatedly over time and causes physical or emotional harm to another. Such behavior may include, but is not 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 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 a notice sent home, 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.

PLAYGROUND RULES

Students at St. Mary's play on two playgrounds: Grade Pre-K-2 on the blacktop area and on the playground equipment and grades 3-6 across the street.

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. SLIDE AND CLIMBING EQUIPMENT: Students take turns-no pushing. No climbing up the slide or putting rocks on the slide.
- d. 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.
- e. 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 objects. CONSEQUENCE: Sent 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 playing softball, the only balls that may be used 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.

IX. WELLNESS POLICY

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.

X. INTERNET ACCEPTABLE USE AND SAFETY POLICY

The use of St. Mary's internet is a privilege, not a right. All students, staff, and parents are required to read and sign the Internet Use policy received at orientation.

Guidelines for Policy

St. Mary of Mt. Carmel School recognizes the importance of technology in education. The Internet and other forms of telecommunication are tools that are used by students and staff of St. Mary of Mt. Carmel School to aid in the advancement of academic excellence. The use of the Internet or other forms of telecommunication must be consistent with the Mission of St. Mary of Mt. Carmel School: St. Mary of Mt. Carmel School exists to spread the Gospel message of Jesus and to foster spiritual and academic development of the children enrolled at St. Mary of Mt. Carmel School.

Use of any personal electronic device, including cell phones, tablets, computers, etc., without the express permission of teacher or staff, is not permitted on school grounds. This includes regular school hours, early arrival at school, and After School Care on locations including St. Mary's Church, Family Center, school and playgrounds. Your student deserves instruction that is free of the distractions these devices impose on everyone. In addition, St. Mary's School is responsible for all student internet safety. Since we cannot control what is viewable on personal devices, we will control access to these devices on school and church grounds.

Rules for Device and Internet Use

St. Mary of Mt. Carmel School offers Internet access and other forms of telecommunication to all students and staff. The following rules are therefore observed.

- To help ensure appropriate use of the Internet and other forms of telecommunication, all staff, students and parents must sign and date the *Acceptable Use Policy* form.
- Any student use of the Internet and other forms of telecommunication is to be instructor directed.

- In an effort to ensure appropriate use of information, all Internet use is filtered and monitored, and access to websites is whitelisted to ensure student safety.

Procedures and Consequences

*Users are ultimately responsible for their own activities, so it is important for those users to be aware of what is appropriate and inappropriate. The following is **not** intended to be an all-inclusive list identifying appropriate or inappropriate use of the Internet or other forms of telecommunication. St. Mary of Mt. Carmel Catholic School reserves the right to review and revise these Procedures and Consequences as necessary.*

1. Users will refrain from providing personal information about themselves or others. This includes but is not limited to: name, address, telephone number, password, user name, or email address.
2. Users will follow all copyright laws.
3. Users will not engage in any forms of games without prior approval.
4. Students will be limited to Internet sites by the instructors.
5. Users will not accept, forward, transfer or otherwise perpetuate chain letters.
6. Users will not subscribe to news groups or list servers without permission of instructor.
7. Users may not access chat rooms, message boards or any other service of this type.
8. Users will not open, modify, copy or delete files belonging to other users without their consent.
9. Users will not engage in obtaining unauthorized access, hacking, or other unlawful activities.
10. Use of the computer and Internet is intended for schoolwork only and users will be subject to any additional rules, limitations and conditions set forth by the school.
11. Users will remember that Internet access is a limited resource, and will not use it in a wasteful manner.
12. Users will acknowledge that information is not private and may be inspected without notice.
13. Users in violation of appropriate use of technology at St. Mary of Mt. Carmel School will forfeit their right to its use and will face sanctions deemed appropriate by the administration.
14. Users will not create or use a personal email address in order to get around the school's approved whitelist of websites.
15. Parents/Legal Guardians will be responsible for compensating St. Mary of Mt. Carmel School for any losses, costs or damages incurred by the school resulting from violation of these procedures.

XI. STUDENT ATTENDANCE POLICY

1. 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. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
2. 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.

I. 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 every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian 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. Parents must inform the school by 8:10 AM if a student will be absent for the day.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. The teacher must provide any student who has been absent with any missed assignments upon request, by 3:30 pm of the day requested. 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 Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes. 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 record late arrivals and early outs for children. Children MUST report to the school office when they arrive late or leave early.

B. Attendance Procedures

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.
- 3) **Parents of students who miss 8 or more days of school – excused or unexcused – will be sent a letter noting the total absences to encourage efforts to reduce missed school days.**

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 tardiness.
- 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) **Parents of students with 3 unexcused absences will receive a letter from the principal.**
- 4) **Parents of students with 5 unexcused absences must meet with the principal**

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 SchoolSpeak the time the student has checked in to school.
 - b. Tardiness between periods will be handled by the teacher.
3. 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.
5. Accounting for Tardiness

Three tardies to school will be counted as one absence and will be counted toward days absent for a student’s annual attendance report.

D. Participation in Extracurricular

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
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.

XII. SCHOOL COMMUNICATON POLICY

All communications during the school day to and from students and staff must go through St. Mary of Mt. Carmel School communication systems to ensure the safety and best education of our children.

Parents should contact the school at 320-357-0813 or office@stmaryslp.org, or text 320-460-1647 to relate information regarding absences, tardies, students leaving early, students going home in any way or with anyone other than the normal routine, etc. Parents may copy the student's teacher in office emails.

Parents may email teachers using their staff emails through SchoolSpeak to discuss student progress. Because staff teach during the day, these emails might not be viewed until after school or the following day. Staff should return all parent emails within 24 business hours.

Guidelines for parent-teacher interactions:

Texting or calling the teacher on their personal cell phone is not appropriate and seldom effective. We do not readily give out teacher's personal phone numbers. Also, while teachers are required to have their phones in the classroom, they only check their text messages on rare occasions as they are focused on teaching your child. Parents can email the teacher, or can call, email or text the school office and we will convey the message.

Conversations with the Teacher about Student Academic or Discipline Matters

While short, spontaneous conversations between parents and teachers about minor subjects can occur almost anytime, sensitive conversations, such as questions on academic progress or discipline issues, should never be addressed in a casual, unscheduled manner. Teachers can be available for scheduled meetings by contacting them through email or a message left at the office.

If a parent mentions such topics to a teacher in a hallway or classroom setting, the teacher will first ask to set up a time and place more appropriate for effective discussion. If the parent persists at that time, the teacher will redirect the parent to the principal in order to make an appointment for a meeting. Under no circumstances should these sensitive conversations take place with other students and/or parents present.



STUDENT HANDBOOK & GUIDELINES

A graduate of St. Mary's School is:

- grounded in Christian faith, morals, and a life of virtue*
- self-disciplined in their studies and academically prepared to move forward*
- well-mannered and respectful to all*
- prepared for leadership and service to others.*

ARRIVAL

Students begin to arrive at school at 7:45 A.M and must go directly to their classroom. The school library is open daily at 7:30 for those students who must arrive early. This is a good time to study or organize before the day begins. Students cannot gather in the halls or other classrooms.

ABSENCES

It is important to be in school on a regular basis for you to do well in your studies. Many important explanations and activities are missed when you do not come. If you really are ill, you should stay home and school work can be gathered and sent 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 them. Use your book bags to take them back and forth to school. If you damage or lose a book, please let your teacher or the librarian know immediately.

BUS BEHAVIOR

Many of you ride on school buses. To 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 2:50 (walkers and family groups), 2:55 (bussers). **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 as 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-half hour of child care.

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 not allowed! 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 of homework each day, provided you use your time well in school and when you study at home. The following 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. 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 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. Please 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.

STUDENT PERSONAL CELLPHONES

Students are not allowed to have their cellphones with them in the classroom. They must be kept on silent in their backpacks during the school day. Students may check their phones for parents' messages the last five minutes of each day or at a specific time for a specific reason approved by their teacher.

CHROMEBOOK & TABLET USE

All information (electronic data, including emails, internet, etc.) on student chromebooks or tablets is the property of St. Mary of Mt. Carmel, and students have no expectation of privacy in any of this information. It can be accessed by St. Mary of Mt. Carmel School at any time, for any reason, and we are able to monitor student internet use and websites visited. SMMCCS has white listed those sites that students are allowed to use to maintain control of student viewing habits on St. Mary's devices.

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.

SMMCCS 2022-2023 ACADEMIC CALENDAR

AUGUST <table border="1"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p>29-31 Teacher Inservice Days - No Students 31 Fall Family Meetings</p>								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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3-17	Baking Cookies start						3 or 10	Spring Program					
21	Christmas Program						7	1 st Holy Communion					
22-31	Christmas Break-No School						26	Last Day of School					

170 Instructional Days

180 Staff Days