



KINDERGARTEN-GRADE 8

Family Handbook

2011-2012

4690 Bald Eagle Avenue
White Bear Lake, Minnesota 55110
651-429-7771
651-429-9539 (fax)
www.stmarys-wbl.org

Memo to Parents

Welcome to St. Mary of the Lake School for the 2011-2012 school year! We look forward to working with you and your child/ren in providing a quality Catholic education.

This handbook provides valuable information and outlines important school policies and procedures. We hope it will promote understanding, cooperation, and a spirit of support within the St. Mary of the Lake School community.

Please read this handbook and familiarize yourself and your children with the information it contains. After you have reviewed the *Family Handbook*, please sign and return the Acknowledgment Form.

The principal retains the right to amend this *Family Handbook*. Parents and guardians will be notified in writing of any such changes during the year. Please keep all notifications with this handbook for easy reference.

Accreditation

St. Mary of the Lake School is accredited by the Minnesota Non-Public School Accrediting Association (MNSAA), and submits annual reports to this agency in order to meet accreditation standards.

Mission Statement

St. Mary of the Lake Catholic School community is dedicated to educating students in a nurturing environment while respecting their gifts and guiding them on their life-long journey of faith.

*The goal of the Family Handbook
is to promote understanding, cooperation,
and a spirit of support within the school community.*

Philosophy Statement

St. Mary of the Lake School, in partnership with families, provides students the opportunity to celebrate and grow in their Catholic faith, to discover their academic potential, and to become concerned, respectful, and responsible citizens.

- ◆ We believe in the life-long journey of faith. We provide opportunities to live out the Catholic faith through word, worship, service, and prayer.

- ◆ We believe in academic excellence. We encourage intellectual curiosity and active learning and provide an engaging curriculum while addressing student needs.

- ◆ We believe in a nurturing environment. We create a caring Catholic community by emphasizing compassion, cooperation, and acceptance of others in a safe environment.

*St Mary of the Lake School:
choice for Faith, Community, Academic Excellence*

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Staff Directory

Administration

Pastor	Father Ralph Talbot
Principal.....	Patrick Gallivan
Administrative Assistant	Nancy Ciernia

Teachers

Preschool	Pat Barry
Dawn Follmer	
Kindergarten.....	Patty Clauson
	Elizabeth Sierminski
Grade 1	Mary Maloy
Grade 2	Rachel Gilbert (Sept-Dec)
	Melody Schumacher (Dec-June)
Grade 3	Jeanne Bennek
Grade 4	Melissa Capocasa
	Cathy Olson
Grade 5	Patti Cibuzar
Grade 6	Molly Cox
Grade 7	Allison Krenz
	Katie Thompson-Wilfahrt
Grade 8	Patsy Bishop

Middle School

Art.....	Patsy Bishop
English.....	Allison Krenz
Language Arts	Katie Thompson-Wilfahrt
Math	Molly Cox
Religion	Patsy Bishop
Science.....	Molly Cox
Social Studies.....	Patsy Bishop
Spanish	Allison Krenz

Specialists

Media.....	Terry Nelson
Physical Education	Sandy Reibel
Spanish (Grades PreK-5)	Barb Iannazzo
Spanish (Grades 6-8)	Allison Krenz
Technology.....	Julie Orloske

Support Staff

Athletic Director	Jim Pederson
Educational Aid (Grades 1-2)	TBA (Sept-Dec)
	Rachel Gilbert (Dec-June)
Educational Aid (Grade 5)	Karen Brogan
Extended Day	Nicolette Olson
Food Service	Ann Stelter
Health Aide	Carolyn Messbarger

School Office Hours

Monday-Friday

7:00 AM - 3:00 PM

Daily Schedule

Doors Open	6:30 AM
Students enter building	7:10 AM
Breakfast Served	7:15 AM
K-8 Begins	7:35 AM
Lunch served	10:50 AM-12:15 PM
K-8 dismissal	2:07 PM

Contact Information

School Office Principal	651-429-7771 Ext. 238	pgallivan@stmarys-wbl.org
Reporting an Absence	651-429-8001 Ext. 227	
Extended Day	651-429-7771 Ext. 272	
Fax	651-429-9539	
WBL Bus Transportation	651-407-7538	
WBL School Closing Hotline	651-407-7540	
Address	4690 Bald Eagle Avenue White Bear Lake, MN 55110	
Website	www.stmarys-wbl.org	

Admissions and Registration

Admissions Policy

St. Mary of the Lake School complies with state and federal laws prohibiting discrimination to the end that no persons(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender or age. St. Mary of the Lake School admits students of any race, color, creed and national or ethnic origin. Students must be 5 years of age by September 1st to enter Kindergarten.

Registration

Student registration occurs in late January or early February each year. Registration is first open to current St. Mary of the Lake School families (PS-8). Priority is then given to members of the parish, then to families from other Catholic parishes and finally, to all others.

Registration is considered complete when the non-refundable registration fee is paid, the registration form and tuition contract and, if applicable, the appropriate banking information and FACTS Agreement Form are completed and submitted to the school.

Waiting List

A waiting list will be kept for grades that have reached maximum enrollment. Completed registrations are dated and numbered as they are received.

*St. Mary of the Lake School
has a reputation for setting high expectations,
fostering leadership skills, and building a strong foundation of
Catholic/Christian values.*

Communication

Cell Phone/Electronic Device Use

St. Mary of the Lake School recognizes that many students have access to cell phones/electronic devices and that they are considered a student safety measure outside of the school day. However, cell phones/electronic devices can cause a disruption to the learning environment (ringing during class, text messaging for dishonest work completion, students asking to be excused from class and proceeding to make cell phone calls, etc.)

To eliminate such disruptions, students are not allowed to use cell phones/electronic devices during the instructional day. Cell phones/electronic devices must be turned off and stored in the student's locker or coat area. Cell phones/electronic devices will be confiscated if used during the instructional day and taken to the office. First offense a student must see school administration at the end of the school day to retrieve a confiscated cell phone/electronic device. Second offense a \$20 fee will be collected when a parent retrieves a confiscated cell phone/electronic device from administration. St. Mary of the Lake School is not responsible for lost, stolen, or damaged cell phones/electronic devices.

Change of Address/Phone Number

Changes in address, telephone number, or emergency contacts should be reported to the school office immediately. Up-to-date records are important in handling emergency situations.

Communication Envelope or Folder

Most school communications are sent weekly through a family communication envelope or folder. Communication envelopes/folders are sent home with the youngest student in the family. After receiving the communication envelope/folder, parents/guardians should date, sign and return the envelope/folder to school with the student the next school day.

Conferences

Student progress is reported through parent/teacher/student conferences throughout the year. Since the student is considered an important member of the conference, he/she is expected to attend. If a parent wishes to discuss something without the child present, please call the teacher to make arrangements to do so. Conferences are a time for each child to sit down with his/her teacher and parent/guardian(s) to discuss progress and areas that need improvement. Additional conferences may be scheduled with individual teachers. Please contact your teacher to schedule the conference. Administration requests that parent concerns with classroom policies, procedures and academics be directed initially to the teacher.

Email

All teachers and most staff have email accounts available to communicate with parents. Email addresses are posted on the school website. Teachers and staff do their best to respond within 48 hours of receipt of an email. Any urgent matters should be phoned into the school.

St. Mary of the Lake School cannot guarantee the privacy of any email sent to teachers and/or staff. It is recommended that teachers and parents do not convey sensitive or personal information via email. It is best shared during a scheduled conference or private phone call. Email should only be used for general questions and to share non-sensitive comments and concerns.

Teachers and staff are not expected to reply to email that contains hostile, overly rude or accusatory comments and questions. These emails will be forwarded to administration. If parents/guardians would like email answered, it should be sent in a tone/manner that reflects our Catholic community.

Messages

Relaying messages to students is an interruption of the educational process. Therefore, only emergency messages should be called in to the office. Calls for teachers during the school day are directed to voice mail via the administrative assistant. Teachers check for messages before school, over the noon hour and at the end of the day.

Non-Custodial Parents

St. Mary of the Lake School provides non-custodial parents access to academic records and other school related information regarding their child. If there is a court order specifying that no information is to be given, the custodial parent needs to provide the school with an official copy of the court order that outlines the rights and restrictions of the non-custodial parent.

Telephone Use

Students are discouraged from using the school phone to make non-emergency calls during the school day. It is the responsibility of parent and child to discuss and make arrangements for transportation and after school activities prior to arrival at school.

Grievance Procedure

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

- 1) The parent or student (grievant) will meet with the teacher to discuss resolution of the grievance.
- 2) If the grievance is not resolved (and/or involves a teacher), the grievant will meet with a school administrator. If the grievance involves school administrators the grievant will meet with the pastor, or his designee.
- 3) If the grievance is still not resolved, one of two approaches will be taken.
 - A. A policy grievance is addressed to the school committee.
 - B. A non-policy grievance is addressed to a grievance committee.
- 4) The Grievance Committee will be made up of three persons; one designated by the pastor, one designated by the respondent and one designated by the grievant.
- 5) The Grievance/Parish Committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral or both.
- 6) At the conclusion of the meeting and upon due consideration, the Grievance/Parish Committee will make its recommendation to the pastor. (The committee shall not

- have the power to alter or amend parish policies).
- 7) The pastor or his designee will then decide the grievance.
 - 8) The grievance procedure should be completed within 60 days.
 - 9) If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedure.

Attendance

Attendance

Regular attendance and punctuality are essential. Make-up work cannot replace participation in class discussions and projects. Please make every effort to schedule family trips outside of school time. Trips often create instructional gaps that cannot be compensated for when the child returns. Perfect attendance means the student was in school for each minute of every scheduled school day.

Arrival and Dismissal

Supervisors are present for the arrival and dismissal of students. Upon arrival, students wait outside near the gym hallway door or in the gathering space near of Kohler Hall until 7:20 AM. During inclement weather students enter the building using the gym hallway door and wait in the vestibule.

Tardy

It is the responsibility of each family to work out a system so that students arrive on time for school. Students who consistently arrive late for school are being deprived of social interaction, morning prayer, announcements, and time to get organized. If a student arrives late, the student must report to the office and receive a tardy slip before entering the classroom.

First Bell: 7:35 AM

Tardies:

1-4th: Warning

5th and 10th: Parent Letter

11th: Mandatory conference with the school principal. Student will not be allowed to return to school until parent/principal conference is held.

12th: Family may be referred to the Ramsey County Attorneys Office – Truency Division

Drop-Off/Pick-up by Car

Students driven to and from school are dropped off and picked up in the bus-loading zone after all traffic has cleared. Families can also drop off or pick-up students on the south side of 2nd Street.

For the safety of students, please do not stop in front of the main entrance to drop-off or pick-up students. Please remain in your car at all times and move forward as directed

by staff greeters, approximately eight cars at a time.

In the morning, please unload quickly. Staff members are available to help younger children. Students exit vehicles curbside and use the sidewalk.

In the afternoon, car riders are picked up in the bus loading zone after all buses have departed. Students enter vehicles curbside only. Be alert and drive slowly! No cell phone use please!

Reporting Absences

Students must be reported absent before the school day begins by calling 651-429-8001, ext. 227. If absence is due to travel or some other non-health reason, the parent/guardian should notify the school prior to the absence. The health aide will call parents/guardians if a child is absent or late and the school has not been notified. The school should be called each day that a child is absent.

Returning to School

A written note from the parent/guardian stating why the child was absent, must accompany the child when returning to school.

School Closings

Early dismissals and school closures are announced on **WCCO-AM (830) Radio**. If White Bear Lake Public School District 624 is dismissed early or closed for the day, St. Mary of the Lake (Preschool-Grade 8) and Extended Day are also closed. The White Bear Lake School Closing Hotline is 651-407-7540.

In the event of an early dismissal due to weather or emergency, the school contacts families. If no one can be reached, the child/ren will be supervised until alternative arrangements can be made.

Transportation

Bicycle Riders

Bike riders should arrive no earlier than 7:20 AM. Children in K-3, must have written permission on file in the office in order to ride their bikes to and from school. Bicycles are to be parked and locked on the bike rack provided. Bike riders are expected to follow all bicycle safety rules, **wear helmets** and **use hand signals**. The school is not responsible for bicycles parked on school grounds.

Bus Riders

The White Bear Lake School District 624 provides transportation to students who reside within the St. Mary of the Lake Parish boundaries. For information regarding a specific address, please call the District Transportation Office at 651-407-7538. Early in the school year, District 624 conducts bus and pedestrian safety training. This training meets the expectations of the State of Minnesota.

A parent/guardian may request in writing to have his/her child ride a different bus to a destination other than that assigned. Names and addresses need to be included in the request and the request must be given to the bus driver when boarding the bus.

Bus Rider Behavior

Students who do not follow safety rules are subject to the following consequences:

- 1st Report: Student conference and parent notification.
- 2nd Report: Student conference, parent notification, review of bus safety instruction.
- 3rd Report: Student conference, parent notification, review of bus safety instruction and one or more days bus suspension.
- 4th Report: Student and parent conference, loss of bus privilege.

Administration reserves the right to suspend any student, on first offense, for conduct which could threaten the safety of other students on the bus or any other conduct which is determined serious enough to warrant such action. It is the parents' responsibility to arrange for transportation during a bus suspension.

Car Riders

Children who come to school by car should arrive no earlier than ten (10) minutes before school begins. Once children arrive at school, they should proceed to the waiting area. At the end of the day, students should be picked up by 2:15 PM. Students in the building after that time will be expected to attend the Extended Day Program.

Change in Transportation

Teachers document the means of transportation used by students in their class. Changes in transportation need to be sent in writing to the child's classroom teacher even if the change is only for one day.

Any last minute change to afternoon transportation for student due to family emergency must be phoned into the school office. No email or voicemail will be acknowledged. Students are dismissed and at bus/car lines by 2:00 p.m.

Field Trip Transportation

Commercial carrier or contracted transportation is the only method to use for transporting students to and from field trips. The use of private passengers vehicles is not allowed.

Walkers

Walkers should arrive no earlier than 7:20 AM. When coming to or leaving from school, the children should cross at the appropriate crosswalks.

Dress Code and Uniform Policy

Dress Code Expectations

St. Mary of the Lake School requires students in K-8 to wear a uniform and adhere to the following dress code:

- Uniforms must be clean and neat in appearance.
- Clothing must be size appropriate.
- Cargo and flare pants are not acceptable.
- Hair must be worn neatly and be well groomed. Natural hair color only. No Mohawks, shaved symbols or partially dyed hair.
 - Males – Hair must be off the collar and not covering eyes.
 - Females – Hair must not cover the eyes or face
- Walking shorts, jumpers, skirts and skorts must be a modest length—just above the kneecap.
- Shirts must be tucked in at all times.
- Shorts may be worn when appropriate weather conditions exist.
- Females in grades K-5 may not wear makeup.
- Females in grades 6-8 may wear light makeup that does not draw undue attention.
- Females are permitted to wear earrings that do not hang more than one (1) fingernail length below earlobe. Large earrings create safety issues.
- Males are not permitted to wear earrings while at school or participating in school activities.
- Tattoos and body piercing are prohibited.

Dress Code for Boys in Grades K-5

Pants: Navy blue or tan twill dress pants or thin-wale corduroy

Shirt: White, navy blue polo (long or short sleeved)
White, navy blue turtleneck (long sleeved)

Shorts: Navy blue or tan tailored, walking shorts

Sweatshirt: Optional attire worn over the uniform shirt

Dress Code for Girls in Grades K-5

Pants: Navy blue or tan twill dress pants or thin-wale corduroy

Jumper: Navy blue or tan drop waist jumper

Skirt: Navy blue or tan skirt

Skort: Navy blue or tan
No Leggings Please

Shirt: White, navy blue blouse (long or short sleeved) with Peter Pan collar
White, navy blue polo (long or short sleeved)
White, navy blue turtleneck (long sleeved)

Shorts: Navy blue or tan tailored, walking shorts

Sweatshirt: Optional attire worn over the uniform shirt

Dress Code for Boys in Grades 6-8

Pants: Navy blue or tan twill dress pants or thin-wale corduroy

Shirt: White, maroon polo or oxford shirt (long or short sleeved)
White, maroon turtleneck (long sleeved)

Shorts: Navy blue or tan tailored, walking shorts

Sweatshirt: Optional attire worn over the uniform shirt

Dress Code for Girls in Grades 6-8

Pants:	Navy blue or tan twill dress pants or thin-wale corduroy
Skirt:	Navy blue or tan skirt
Skort:	Navy blue or tan No Leggings Please
Shirt:	White, maroon polo or oxford shirt (long or short sleeved) White, maroon turtleneck (long sleeved)
Shorts:	Navy blue or tan tailored, walking shorts
Sweatshirt:	Optional attire worn over the uniform shirt

Non-Uniform Days

Periodically, students are not required to wear uniforms. These days are often associated with holiday celebrations or other special events. The guidelines for these days are as follows:

- Attire must be neat with no inappropriate logos and terms.
- Hats may not be worn unless specified.
- Out of uniform passes may not be used on days when students attend Mass or participate in field trips.
- Sandals are not permitted on out of uniform days.
- No bare midriffs or back sides, no low cut tops, or spaghetti straps are allowed

Student Footwear K-8

Socks: Plain white, navy blue, black.

Shoes: Closed heel and toe, tie or Velcro shoes with non-marking soles.

Uniform Noncompliance

Students are expected to be in uniform according to the guidelines. Students not following these guidelines will be corrected and receive a warning (grades 6-8) and/or a written "Out of Uniform" notice (K-5). Students who repeatedly ignore the dress code will be referred to school administration and will be subject to the Student Code of Conduct.

Vendors for Uniforms

Uniform can be purchased at Donald's Uniform Store, Sears Department Store, Land's End or Educational Outfitters. Please be attentive to the tan color of the uniform.

Winter Clothing

Students in grades K-5 are expected to go outside for a daily lunch recess unless the temperature or wind-chill is below 10 degrees F. K-5 students are required to have boots and snow pants when there is snow on the ground. Students who are not adequately dressed for the weather will still be expected to go outside; however, they will be restricted to a limited area of the playground.

Lunch and Recess

Family Accounts

Payment for meals is computerized. Each family has an account where funds are kept to offset hot lunch costs. Each student has a unique PIN number, which he or she enters into the computer while proceeding through the cafeteria line. Parents/guardians receive written notice when the family account has a balance of \$20.00 or less. Statements will be sent to these families in the communication folder. Families with a negative balance may have meal privileges suspended until payment is made. Families will be responsible for sending a cold lunch.

Free and Reduced Lunches

Information on free and reduced student lunches is published and distributed to families annually. Families that may qualify are encouraged to apply. This not only helps individual families, it also helps the school to qualify for additional funding in other areas. A family can apply anytime during the year if family size or income changes.

Hot Lunch Program

St. Mary of the Lake School provides a hot lunch daily through Lancer Hospitality. Lunch is \$3.15 for students. Milk is included with lunch. Additional milk or milk for those with bag lunches is 45 cents.

Lunchroom Behavior

Students are expected to wait patiently in the cafeteria line, remain seated at the tables, practice good table manners, use an "indoor voice" and clean up after themselves.

Lunch Volunteers

Parents/guardians are invited to assist in the lunchroom with preparing, serving and cleaning up. Children are not allowed in the kitchen and serving areas. If younger children come with lunchroom volunteers they must sit with the students while lunch is being served. **All lunchroom volunteers must have completed the Archdiocesan mandated background check and Virtus Training.**

Playground and Recess

The adults on the playground, whether staff or volunteers, are direct supervisors who have responsibility to address unsafe play. Students are expected to know and follow the playground safety rules.

Students go outdoors for recess daily, weather permitting. If the temperature or wind-chill is below 0 degrees Fahrenheit, or if it is raining, or at the discretion of administration, students have supervised activities in the classrooms.

All playground/recess volunteers must have completed the Archdiocesan mandated background check and Virtus Training.

Health and Safety

Asbestos Notification

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete stringent inspections for asbestos and to develop a plan of management for all asbestos-containing building materials. St. Mary of the Lake is in full compliance with this law. As a matter of policy, St. Mary of the Lake shall continue to maintain a safe and healthful environment for youth and employees.

This past year, St. Mary of the Lake conducted the following with respect to its asbestos containing building materials: All asbestos containing materials were maintained under the operations and maintenance program.

Health and Emergency Cards

At the beginning of the school year, a health and emergency card must be completed for each child. This card has the home phone number, parent/guardian work number and phone numbers of friends and relatives who may be contacted in an emergency. It is essential that this record be kept current. Please notify the office of any change in address or phone number.

Health Records

Health records are maintained for each student. The health record includes results of required health exams, screenings, immunizations and specific health concerns or conditions.

Kindergarten students are required to have a physical exam prior to starting school. It is highly recommended that students have a physical before entering seventh grade.

Public school personnel conduct vision and hearing exams annually.

Health Services

A health aide works part-time, five (5) days a week (always over the lunch hour) and the school nurse works one (1) day a week. Office personnel cover the health office when either the health aide or nurse is unavailable. The school nurse and health aide administer first aid in emergencies, contact parents of sick children, maintain health records, and do health screening.

Illness and Injury

The school nurse, health aide or administrators approve the dismissal of a student who becomes ill or hurt during the school day. Parents/guardians are notified when the illness is reported. If parents/guardians are unable to come for the student, they must make arrangements for a relative or other authorized person to pick-up the student at the school office.

Parents will always be contacted about serious injuries and all head injuries. In cases of emergency, the school attempts to reach the parent/guardian before taking any action; however, the immediate safety of the child is given first consideration in any action.

School personnel are not permitted to dispense medication of any kind or apply any medication to injuries without a note from a physician. Should a child require medication, the parent/guardian must either bring it to school to administer it themselves, or leave it in the school office with all the required information. Children are never allowed to keep any type of medication in their possession. Appropriate school personnel are trained in emergency allergic reaction procedures.

If a child is ill or injured and unable to participate in Physical Education activities, please send a note stating the reason and the length of time the child will be unable to participate. Students are expected to participate in PE classes unless a note is received from the parent or guardian.

Children must be kept home if they have any of the following symptoms:

- Fever
- Diarrhea
- Vomiting
- Rash that is spreading
- Eye drainage
- Difficulty breathing
- Uncontrolled coughing

Immunizations

Before children attend a Minnesota school for the first time, they must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, hepatitis B and rubella. This requirement can be waived only if properly signed medical or conscientious exemption is filed with the school. School admission may be revoked if this requirement is not fulfilled (Minnesota Statutes Section 123.70). Parents and guardians are responsible for keeping health and immunization information current.

Mandatory Reporting of Child Abuse/Neglect

School staff is legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and abuse, which may be summarized as follows:

Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.

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

Abuse can be physical or sexual abuse or emotional maltreatment.

Medication

If a student must take medication during school hours, St. Mary of the Lake School requires a licensed physician's signature and medication order for both prescription and over-the-counter medication. Signed parental permission is also required. Medication must be sent to school in a current labeled prescription bottle or in the original over-the-counter container. The Health Aide or School Nurse administers medications. Parents

are responsible for keeping the school informed of changes in the student's health or medication.

Pesticides

St. Mary of the Lake School abides by Minnesota State Law requiring schools to inform parents and guardians if pesticides are applied on school property and the long-term health effects on children from a pesticide application or the class of chemicals to which they belong. It is school policy not to apply pesticides while children are present. If a situation arose that warranted an application of a pesticide, parents would receive notification prior to an application of the pesticide and the class of pesticide.

Pets

St. Mary of the Lake School follows the Minnesota Department of Health recommendations regarding pets/animals in school classrooms. Pets allowed (after parent notification by the teachers to identify children with allergies) include: guinea pigs, gerbils, domestic-bred mice, rabbits, hamsters, birds, dogs and cats. Animals that are not recommended are reptiles (lizards, turtles, snakes, and iguanas), poultry (chickens and ducks) and wild animals. All visits of family pets to classrooms need to be reviewed with the classroom teacher prior to arrival.

Safety Drills

Students participate in safety drills to learn to quickly evacuate the building or go to a place of safety. During drills, students are expected to walk and observe silence at all times. Five (5) fire and five (5) lock-down drills are held during the year to make safety procedures a familiar routine. A "duck and cover" tornado drill is held annually in the spring. The school does not answer phone calls during a tornado warning. In the event of a bomb threat, the fire drill evacuation plan is followed.

Security

In order to provide for the safety of students and staff the following procedures are followed:

- All employees must wear proper identification.
- All entrances (with the exception of the main entrance) are locked at all times.
- Visitors can gain access to the building through the main entrance off the parking lot.
- All visitors must report to the office reception area to sign-in and pick-up a visitor's badge to wear,
- Children must be checked in and out by parents or guardians once the school day has officially started.
- Staff and students will be actively involved in becoming aware of the people in the building and instructed how to respond if they see someone without proper identification.

Visitors

All visitors, (including parents and guardians) shall enter through the main entrance, sign-in at the school reception desk during school hours, and receive a visitor's badge. No visitors, including parents and guardians, will be allowed to interrupt instructional time

in the classrooms without permission from the office or teacher. Any items forgotten at home must be dropped off in the school office.

Academics

Class Placement

Administration and the previous year's teachers spend considerable time in assigning students to classrooms. The goal is to balance classes according to boy/girl ratio, academic ability, social-emotional issues, work habits and special learning needs. If a parent/guardian feels there is information the principal should have about his/her child, such written communication should be provided to the principal before the end of the school year. This communication should identify specific educational concerns, not a request for a specific teacher.

Class Size

School administration will be responsible for ensuring that the educational needs of the students are met with high quality.

Curriculum

A variety of teaching strategies and materials are used to meet the individual differences and learning styles of children. Curriculum offerings include:

Kindergarten-Grade 5

Religion, mathematics, language arts (reading, writing, spelling, speaking and listening), handwriting, social studies, science, health, art, physical education, reference skills, technology (computer literacy and word processing), Spanish, and music.

Middle School (Grades 6-8)

Religion, Mathematics, Social Studies (Ancient Civilizations, American History, American Government), Earth Science, Physical Science, Life Science, Language Arts/English (grammar, literature, spelling, writing, vocabulary development), Art (incorporated in Social Studies and Religion), Technology, Spanish, Physical Education, and music.

Learning Assessment

Student progress is monitored and assessed through:

- Portfolio assessments
- Self-assessments
- Subject area developmental scales
- Health related fitness tests
- Teacher designed tests and checklists
- Interviews and conferences
- Teacher observation and reflection
- Standardized tests (grades 1-8) NWEA Map Assessment (Fall, Spring)
- Trimester interim and progress reports

Grading Scale for Grades 4-8

The grading system for students in grades 4-8 takes into account homework, class work, tests, quizzes and class participation. Students accumulate points each trimester for each component. The percentage of points achieved in each class is rounded to the nearest whole percent to assign a letter grade as follows:

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

Field Trips

Field trip experiences are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips, exhibit appropriate behavior and wear uniform attire. Notification is sent to parents/guardians if students need to wear clothing other than the uniform.

An activity fee is assessed for each child in grades K-8 to pay for the cost of field trips and special activities, such as assemblies and class programs. The activity fee is non-refundable.

Archdiocesan insurance regulations require the use of the parent and guardian authorization form **each time** students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must remain at school. Phone calls to or from parents and guardians do not fulfill authorization requirements for participation (Archdiocesan Guideline #6630, Catholic Mutual Form).

Middle School Trips

The middle school students will participate in a variety of fieldtrip experiences:

- ELC – All students in grades 6, 7, and 8 will attend ELC this winter (Feb. 2012.) In future years, the ELC trip will be reserved for grade 6.
- Washington, D.C. – Eighth graders will visit Washington, D.C. each May.
- End of Year Fieldtrip – Students in grades 6 and 7 will participate in an end of year trip. (Possible venues include Valleyfair, MN Twins game, Water Parks, ect.)

Honor Roll

St. Mary of the Lake School believes in recognizing and rewarding academic accomplishment. The Honor Roll is based on report card grades and is posted each trimester for grades 4-8

Criteria for Honor Roll:

High Honors:	3.67 and higher No grade below a B No behavior grade below a 2
Honors:	3.0-3.66 No grade below a B- No behavior grade below a 2

Spirituality

St. Mary of the Lake School fosters the spiritual development of students through instruction in Catholic faith and traditions, varied prayer experiences and service opportunities at school, as well as, the local and global community. It is school policy that all students, including non-Catholics, attend religious instruction and liturgies.

Standardized Testing – NWEA Map Assessment

Standardized testing is essential to assessing student progress. It is important that students be present during testing. Please do not make any appointments for your child/ren during testing weeks. Check the school calendar for testing dates and plan accordingly.

Sacramental Programs

Baptism

The gift of new life is precious to the community of St. Mary's and a reason to rejoice. Bringing your child into the Church through baptism includes the following essentials: Attend a Baptism Preparation Session at the Church in the St. Joseph's room at 6:30 p.m. Register by calling the Parish Life Center at 651-429-7771 By doing these early in your pregnancy it is easy to reserve a baptism date that fits your family's schedule.

Schedule a Baptism

Sign up for Baptism dates (which are usually the second and fourth Sunday of the month at 12:15 p.m. after the 11 a.m. mass) will be done at the Baptism Preparation class or by calling the Parish Life Center after attending a class. We recommend attending the preparation class early in your pregnancy, which facilitates signing up for a baptism date when the baby arrives. There is a \$30 per child administration fee.

Baptism Preparation Session

The baptism preparation session is one hour long. Babies are welcome! The session covers the natural symbols of life that the Church uses in baptism: water, oil (Sacred Chrism), sponsor, white garment, candle. The goal is to increase understanding of those

symbols and why they are used, so the richness of Christ's action in the family is explored and appreciated in a new way and to a new depth of meaning.

Confirmation

"Be Sealed with the Gift of the Holy Spirit" are the words of the Bishop to each youth being Confirmed. It is the completion of baptismal grace, preparing one for ever deeper living of the Eucharist, Christ's presence in the world through our "hands and feet." Confirmation is one of the sacraments of initiation. At St. Mary's preparation for the sacraments involves the family - either a sponsor or a parent - in all the sessions with the youth. There are intergenerational discussions and activities, prayer, speakers, service opportunities and fun.

- Participation in Confirmation preparation requires:
 - At least one full year of faith formation prior to and including the year of preparation in either a Catholic school or Faith Formation program. Faith formation in the parish school consists of the grounding in all facets of the Catholic faith, which enhances and supports the celebration of the sacraments. There are no grade requirements other than the diocesan policy that candidates for Confirmation be no younger than the 8th grade, and since a 16 year old may serve as a baptism sponsor, it would be advisable to celebrate Confirmation before that age.
 - A copy of the certificate of baptism is required if the child was not baptized at St. Mary's
 - A \$30 program fee plus materials for a service project
- Preparation sessions for Confirmation usually begin in January. The Confirmation Mass is held at the Cathedral of St. Paul usually in May.

Eucharist

The heart of Catholic worship is the Eucharist: it is the source of grace, and the summit of the Church's action - offering bread and wine, symbols of ourselves, to be transformed into the living Body and Blood of Christ. When Eucharist is received, the person is further transformed into the hands and feet of Christ in the world. An awesome mystery and privilege!

At St. Mary's preparation for the sacrament of the Eucharist (First Communion) is completed jointly with children and their parents. Why the family involvement in Eucharist preparation? The family is the first and most important teacher in the formation of a child not only in the natural experience, but more importantly in the spiritual experience.

Preparation sessions for First Eucharist begin in the spring each year. Families will select a mass over the weekends that First Eucharist is celebrated.

Participation in First Eucharist Preparation Requires:

- Since religious education of a child in the Catholic School covers so many aspects of the Catholic faith such as the Creed, sacraments, the commandments, and prayer, at least one full year of faith formation prior to and including the year of preparation in either a Catholic school or Faith Formation program is required.

- A copy of the certificate of baptism is required if the child was not baptized at St. Mary's
- A \$30 program fee for materials.

To register for preparation classes, all families must submit the [Sacrament Registration Form](#). Please call the Parish Life Center at 651-429-7771.

Reconciliation

Reconciliation (also known as Penance or Confession) is one of two Sacraments of Healing. When a person has failed to live up to the ideals of Christian faith and practice in imitation of Jesus, how does one get "back on track"? The sacrament of Confession (we tell our sin/s) Penance (we are given a penance not as punishment but as a sign of our willingness to change) /Reconciliation (we are brought back into the fullness of a child of God) is the place or experience. God is love and God's love is never more fully realized than in the experience of being forgiven for whatever causes pain and suffering.

Reconciliation Schedule

Saturday at 9:00 AM in the Blessed Sacrament Chapel

Reconciliation Room in the Blessed Sacrament Chapel

The Blessed Sacrament Chapel is located on the east side of the church, the door accessible from the south. Inside the Chapel is the Reconciliation Room, open during hours for confessions. It has both the option for kneeling behind a screen and thus invisible to the priest confessor, or sitting face to face for confession, in a more conversational style with the priest confessor.

Preparation for the Sacrament of Reconciliation:

Families with youngsters (*see below) of any school age, with emphasis on 5th grade, who wish to prepare for the sacrament of Reconciliation can participate in a series that will meet four Tuesday evenings from 6:30-8 p.m.

- The Church through Canon Law says: "Children should be prepared for and should be encouraged to approach the sacrament of penance as part of their preparation for first communion. However, penance before communion is a doctrinal requirement only if a person is in a state of serious sin, and exceptions are permitted even in that case(c. 916). Therefore, if the parents, who have the primary responsibility for the child's catechesis, should determine that their child is not ready for first penance but is ready for first communion, the child should not be denied the right to the sacrament." (New Commentary on the Code of Canon Law ©2000, page 1110)

For the above reason our emphasis is on the older elementary aged school child. At this age children, due to brain development, are typically more able to begin predicting the consequences and effects of their actions, therefore at times choosing to do wrong, which constitutes sin (as opposed to accidents or mistakes or actions done without intention and consent). The sacrament, then, helps us remember the incredible love and mercy of God, even when we sin!

The first session, for parent(s)/guardian(s) only and the next three sessions are for youth with their parent/guardian, (consisting of one evening discussion on rules and laws,

another on what constitutes sin; and at third on how to go to confession) concluding with a celebration of the sacrament of Reconciliation in church. A letter confirming registration is sent in late September.

Anointing of the Sick

Anointing of the Sick is intended for those who are seriously ill in body, mind and/or spirit. St. Mary's celebrates the sacrament in a liturgical and communal way, during mass two times per year, on Saturday mornings in May and October. Anointing is also available on an on-call basis by calling the main parish number 651-429-7771. An answering service will answer during non-business hours.

Marriage

- St. Mary's celebrates with and is deeply committed to you as you begin your married life in Christ.
- The process of marriage preparation includes the following essentials:
- Meet with one of the priests at least 6 months prior to your anticipated wedding date.
- Take a FOCUS inventory and meet to review results.
- Participate in a Pre-Marriage Retreat. One resource to find a session is to click on [Archdiocesan Marriage Resources](#).
- Attend one Wedding Liturgy Workshop at St. Mary's to help them plan their wedding ceremony. Each wedding will have a wedding coordinator assigned by St. Mary's.

RCIA - Rite of Christian Initiation of Adults

We celebrate belonging to a faith community! Each year a team of parish members and staff facilitate a process for adults who wish to look more closely at the Catholic Church.

The RCIA is for:

- Those who are not baptized, leading to the sacraments of Initiation - Baptism, Confirmation and Eucharist
- Those baptized in a Christian tradition and who wish to become Catholic
- Those baptized in the Catholic tradition who wish to complete their initiation through the sacraments of Confirmation and/or Eucharist.

Inquiry sessions are ongoing Wednesdays at 6:30 p.m. at the church. If you, or someone you know, might be interested in knowing more about the process, or to register, please call the Parish Life Center at 651-429-8001 Ext. 222 and speak with Helen Welter.

Would you like to be a sponsor?

Sponsors who not only serve as a support and faith-journey companion, but grow in their own faith life, are needed. Try it - you will like it!

Assignments

Homework

Homework assignments are part of the learning process. Homework serves to reinforce, expand, and enrich lessons covered in the classroom.

Teachers are expected to:

- Communicate homework goals and expectations.
- Set clear, concise expectations concerning assigning, returning and evaluating homework.
- Coordinate homework assignments with other teachers.

Students are expected to:

- Know and understand the purpose of the homework assignment.
- Record homework into daily planner.
- Understand directions and what is required for completion of the assignment.
- Complete and return assignments.
- Always do quality work.

Parents/Guardians are expected to:

- Know the homework policy and individual teacher requirements.
- Provide a study area that is quiet and relatively free of distractions.
- Notify the teacher if the child frequently has trouble understanding directions.
- Offer guidance by way of explanation, if necessary.
- Look over the assignment for completion and quality.

Study Habits

Specific skills and techniques can make learning easier and more enjoyable for students. The following are student guidelines for achieving good study habits:

- Be prepared for class with pencils, paper, daily planner (grades 2-8) and needed materials.
- Be an active participant in class—listen well and take part in discussions and activities.
- Ask clarifying questions.
- Plan your day and schedule time for homework.
- Apply what is learned to new situations.
- Strive to do the very best work possible.
- Set high goals—just “getting by” is not a worthwhile goal.

Homework Policy

- Students are expected to turn in all assigned work on the required due date.
- If a student is present for any part of a school day, they are required to turn in their assignments when they arrive or before they leave.
- Teachers will not provide work prior to family vacations.

- Students will have the same amount of time to make up their work as they are absent.
- All late work will be reduced appropriately by faculty.
- (Grades 4-8 Only) All missing assignments must be turned in prior to the end of the unit to receive credit. After that time missing work will be recorded as an F in the grade book.
- All work must be completed and turned in. Any student not completing their work will earn an incomplete (I) until work is made up.

Middle School Academic Reward Days

- Middle School students will earn a reward day each mid-trimester if they have all of their school work turned in.
- Students with all school work turned in will be allowed to choose between fun activities in the gymnasium or a classroom.
- Students that do not have all of their missing work completed and turned in will report to a designated workroom to complete assignments. Once complete, students will join those in the gym or activity room.

School Environment

Code of Conduct

St. Mary of the Lake Catholic School's Code of Conduct describes the expectations of administration, staff and students regarding student conduct. The goal is to provide a Christian school climate that is free of disruptions where students can pursue their studies in a manner most conducive to learning. In an effort to fully inform students and parents of the expectations of the school, the policies and rules of conduct are outlined. Parents are urged to contact the teacher and/or principal concerning school discipline.

Violation of the Code of Conduct will result in disciplinary action up to and including expulsion.

This Student Code of Conduct is in force whenever the student is on school property and at any school-related event where the student is representing the school. Staff members will be notified if a student has "A History of Violent Behavior" per state statute 121A.64. These records must be a part of the education record and are transferred with the student.

Responsibilities

Student Responsibilities for achieving a positive learning environment at school or school-related activities will include:

- Attend all classes daily and be on time (except when ill or otherwise excused) and be prepared for each class with appropriate materials and required assignments.
- Follow school rules, procedures, and directives concerning appropriate behavior, safety and dress.
- Show respect for others and their property.
- Refrain from harassment; hate language, name-calling, and profane, insulting, threatening or intimidating remarks/gestures.

- Strive toward self-discipline, setting individual goals and utilizing good work habits in the pursuit of mastery of the essential elements of the curriculum.

Parent/Legal Guardian Responsibilities for working in partnership with the school to pursue educational excellence shall include:

- Establish and maintaining a positive working relationship with teachers and administrators.
- Attend scheduled conferences and/or initiate conferences to discuss academic progress and other concerns.
- Encourage the student to adhere to the Student Code of Conduct and support the procedures outlined, including the attendance and uniform policies.
- Cooperate with school administrators and teachers when their child is involved in a disciplinary problem.

Administrator Responsibilities to help students reach their maximum potential shall include:

- Serve as an appropriate role model for students in accordance with the standards of the profession and assume responsibility for providing a positive school environment.
- Encourage parent communication and active participation in the education of their children and make a reasonable effort to notify parents of academic, appropriate and/or inappropriate conduct concerns.
- Support and administer the Student Code of Conduct and respond promptly and efficiently to student discipline referrals.

Teacher Responsibilities to support a classroom environment that promotes student success shall include:

- Serve as an appropriate role model for students in accordance with the standards of the teaching profession; teach students to strive toward self-discipline and encourage work habits that will lead to the accomplishment of personal goals.
- Teach the curriculum that has been outlined by the school, be prepared to perform teaching duties with appropriate preparation, assignments and instructional materials.
- Maintain an orderly classroom environment that is conducive to learning; enforce rules and regulations outlined in the Student Code of Conduct; comply with school policies, rules regulations and directives.
- Establish rapport and an effective working relationship with parents and students.
- Refer chronic violators of school rules and procedures to the office.

Infractions of the Code of Conduct are listed in three categories of offenses:

- Level I
- Level II
- Level III

Please note that nothing in the Code of Conduct precludes St. Mary of the Lake Catholic School administrators, teachers, staff and volunteers from alerting law enforcement authorities when federal or state laws are violated.

<p style="text-align: center;">Level I Offenses</p>	<p style="text-align: center;">Level I Consequences – the offending student is subject to one or more of the following disciplinary actions:</p>
<ul style="list-style-type: none"> • Consistent Violation of Classroom Rules • Nonconformity to Dress Code • Tardiness • Non-preparedness for class • Eating in unauthorized places or at unauthorized times • Disruptive behavior in any school common areas 	<p>Verbal reprimand Removal from the classroom Written referral to parents Principal Office Referral Detention</p>
<p style="text-align: center;">Level II Offenses</p>	<p style="text-align: center;">Level II Consequences</p>
<ul style="list-style-type: none"> • Multiple Level I offenses • Disrespect to any staff member • Irreverence at church, liturgies or prayers • Possession of obscene or pornographic materials • Use of racist or discriminatory language • Fighting/encouraging other to fight • Destruction of school property or the property of others • Academic dishonesty • Harassment of a verbal, written or physical nature • Leaving school property during the school day without teacher or administrative permission 	<p>Automatic Principal Office Referral Additional days of detention In-school suspension Saturday School Removal of student from school for the remainder of the school day Financial restitution to the school or victim for financial expenses incurred as a result of the offensive conduct</p>
<p style="text-align: center;">Level III Offenses</p>	<p style="text-align: center;">Level III Consequences</p>
<ul style="list-style-type: none"> • Multiple Level II offenses • Defiance of school appointed authority figures • Physical confrontation or physical harm to others • Possession, use, or transfer of prescription drugs, over-the-counter medication, vitamins, or pill-like substance without proper authorization from the student's parent, guardian and school administration • Possession, use, or transfer of controlled substances, tobacco products, alcohol, knives, firearms, and other weapons or dangerous objects and facsimiles thereof, combustible or flammable liquids and products • Stealing • Any conduct that would constitute a misdemeanor or felony under federal law or the laws of the State of Minnesota 	<p>Automatic Principal Office Referral The offending student is subject to one or more of the disciplinary actions listed for Level I and Level II offenses and is also subject to expulsion upon the recommendation of the principal. If expulsion is recommended for consideration, the appeals process may be instituted.</p>

Anti-Bullying Policy

Philosophy and Beliefs about Bullying:

The St. Mary of the Lake School, in partnership with families, provides students the opportunity to celebrate and grow on their Catholic faith, to discover their academic potential, and to become concerned, respectful, and responsible citizens. This philosophy is the foundation of the Anti-Bullying Policy. The Anti-Bullying Policy exists to foster a climate of mutual respect among the students and staff at St. Mary of the Lake School.

What is considered bullying?

Any action intended to hurt another person, either physically, mentally, or emotionally, so that the person feels less important. Bullying behaviors may include but are not limited to:

- Physical violence
- Name calling
- Ridicule
- Vandalism of personal property
- Invasion of privacy
- Teasing
- Ostracism (ignoring someone intentionally)
- Any offensive action or statement made about another with regard to ability, race, creed, gender, or physical attributes.

Procedure for Dealing with a Bullying Situation

1. The school staff will not tolerate bullying behavior. Staff will intervene on behalf of any student being bullied.
2. If the behavior does not stop, the staff member will issue an office referral to the offending student.
3. The allegations will be investigated by the school administration.
4. The victim of the bullying will receive support and assistance from the school administration.
5. The perpetrator of the bullying will be referred to the school administration. They will work with the student and their parents to develop a plan to prevent further bullying behavior.

Behavior Expectations

Students and staff of St. Mary of the Lake School follow three principles for defining how to treat self, others and property. The three core principles of conduct are:

- Be Safe
- Be Respectful
- Be Responsible

Administration and staff work with students to assist them in understanding these core principles. Students are acknowledged for their safe, respectful and responsible choices. Consequences are given to students who choose to be unsafe, disrespectful or irresponsible.

St. Mary of the Lake School does not tolerate threats to student safety: bullying, drugs of any kind, weapons and destructive threats. Please see entire Student Code of Conduct on page 23.

Expectations for Computer/Network Use

Before any student may use the school's computer network, the student and his/her parent/guardians(s) must sign an agreement. Failure to abide by the terms of the agreement may lead to termination of computer privileges.

Student Activities

Assemblies

Assemblies are planned periodically as special events on the school calendar. Some typical assemblies include: plays, concerts, speakers, cultural presentations, etc. Special attention to etiquette and good citizenship is expected of all participants. Parents are welcome to attend assemblies.

Athletics

St. Mary of the Lake Athletic Department participates in the Catholic Athletic Association (CAA). Middle School students have the opportunity to participate in three different sport seasons. Fall sports include soccer and volleyball. Basketball and hockey are available in the winter and baseball and softball in the spring. Fifth graders are allowed to participate in soccer, volleyball and basketball. Each spring the athletic department sponsors an annual basketball tournament. St. Mary's also participates in the CAA golf tournament. The Athletic Department offers a ski club to all Middle School students at Wild Mountain. In December, there is a one-day ski trip to Wild Mountain for 5th and 6th graders. Sport schedules are posted as soon as they are received. Please come and cheer on the SAINTS!

To participate in any of the sports, a student must have a sports physical (valid for three years) on file at school. There is a monetary fee per sport to join an athletic team. Such fees help pay the entry, uniform and equipment costs. Refer to the Athletic Handbook for eligibility requirements and attendance policy.

Band

Band instrument lessons are provided by outside vendor for students in grades 4-8. Parents are billed and make payment directly to the vendor.

Birthday Treats

If a family chooses to send birthday treats, please choose simple, easy to distribute, non-messy treats and keep in mind that there are children who have food allergies. An alternative to food treats could be a donation of a favorite book or game to the classroom.

Party Invitations

Party invitations should not be distributed in school unless a boy decides to invite all the boys in his class; a girl decides to invite all of the girls in her class; or, a child decides to invite **all** classmates.

Extended Day

St. Mary of the Lake provides an on-site before and after school childcare program on all regular school days. The before school hours are 6:30 AM until school begins. The after school hours are from dismissal until 6:00 PM. Extended Day services are not available on school holidays or days when school is closed due to inclement weather.

Lost or Damaged Books/Materials

Students are responsible for the reasonable care of books and materials supplied to them by the school. This includes textbooks and resource center books and materials. Parents/guardians pay the replacement cost for items lost or damaged by their children.

Preschool

St. Mary of the Lake School operates a state licensed preschool, for children ages 3-5.

Promotion/Retention

Promotion or retention is based on academic achievement, physical, emotional, psychological and developmental maturity. Parents/guardians are notified of a child's progress on a consistent basis. If a recommendation to retain a child is rejected by parents/guardians, they must sign a written acknowledgment of the school's recommendation.

Safety Patrols

Middle School students in grade six serve on the Safety Patrol. These students assist walkers in crossing the intersections between school and church on Mass days.

Service Projects

Students have several opportunities to participate in service projects on a class-wide and school-wide basis. Through participation in service projects, students learn that they can have a positive impact on the people and the world around them. School service projects help to develop problem-solving skills, social cooperation and practice of the values: courtesy, respect, kindness and giving. Some examples of service projects include: Birthday Boxes, Food Drives, Senior Center Visits, and Advent/Lenten outreach projects.

Student Council

The Student Council consists of Middle School officers and representatives from grades 4-8. It provides for the expression of student opinions; it strives to build a sense of Christian community within the school; it is a means of coordinating student activities; it endeavors to keep school spirit high and it carries out many worthwhile projects and activities.

Student Records

Records are maintained for each child attending St. Mary of the Lake School. These records are kept in order to keep the child's educational history and progress current.

If a family wishes to have records transferred to another school, the family must sign a "record release" form at the new school. Upon receipt of the request, St. Mary of the Lake School will forward student records. No records are transported via the family.

Textbooks/Instructional Materials

Textbooks and instructional materials that the students use are the property of St. Mary of the Lake School or the White Bear Lake Public School District 624. The students are responsible for maintaining proper condition of these books and materials. Parents/guardians of students who lose or damage textbooks or school materials are responsible for replacement costs.

Yearbook Committee

A Yearbook is published annually as a cooperative effort of students, staff and parents.

Parent Activities

Catholic School Advisory Committee (CSAC)

The Catholic School Advisory Committee is comprised of members from the school families and the parish. Each meeting has time allotted for an "open forum" where parishioners or school families may express their requests, views or concerns. An "Issue Discussion Request" form may be obtained from the school office.

Citizens for Educational Freedom (CEF)

CEF is a parents' organization working in the Minnesota Legislature for non-public school parents. The purposes of CEF are to promote the primary rights of parents to freedoms of choice, justice and quality in education for all. CEF has worked diligently for an equitable system in Minnesota regarding the MN income tax deduction, busing, and state funding for textbooks and health money. CEF continues to work on getting a voucher bill passed in the Minnesota Legislature. *Families are strongly encouraged to support CEF efforts by writing and phoning legislators about issues affecting non-public schools.*

Home and School Association

All parents and guardians of children enrolled in the school are members of the Home and School Association. The officers of the Home and School Association meet regularly to coordinate social, enrichment and fund-raising events for the school community.

Volunteers

Each family is expected to give 20 hours of volunteer time annually or be billed \$10.00 an hour at the end of the year. The school provides a variety of opportunities for families to fulfill their volunteer hours.

Adhering to the policies of the Archdiocese of St. Paul and Minneapolis, it is required that all volunteers and staff of Catholic schools, including parents and guardians, who devote time to school activities involving children, undergo a background check and training in VIRTUS, *Protecting God's Children*. This policy is for the safety of all children. Information about VIRTUS *Protecting God's Children* training sessions is provided annually.

Property

Care of Property

Each student and adult is expected to take care of school property. Destruction and/or defacing of school property will not be tolerated. Damaged property caused by carelessness or misuse will result in monetary and/or work restitution.

Items Prohibited in School

Any devices or items used for communication, entertainment, or to disrupt learning and/or the school routine such as, but not limited to cell phones, beepers, laser pointers, toys, iPods, CD players, radios, electronic games, should not be brought to school. In addition, no matches, simulated toy weapons, cigarettes, alcohol or illegal substances are permitted on the school premises. In the event that a student brings such an item to school, it will be confiscated and returned only to the parent/guardian.

Lockers

Lockers are the property of St. Mary of the Lake School, and are assigned for school use only. It is the responsibility of the student to keep the locker in neat order. It is recommended that students in grades 6-8 use combination locks to secure the lockers, with a copy of the combination being kept with the homeroom teacher. For the safety and benefit of all students, school officials reserve the right to inspect lockers at anytime. Students are not to place signs or stickers on or in their lockers, in order to help maintain the orderly appearance of the lockers.

Lost and Found

The Lost and Found area is located in the middle stairway, lower level. Students are encouraged to check for lost items when something is missing. Items will be displayed during school conferences. All lost and found items that remain after conferences and at the end of the year will be donated to an appropriate charity. Please label all student property.

Valuables

The school staff and administration are not responsible for valuables, which students bring to school. If a special circumstance makes it necessary for a student to bring things of value to school, these items can be left in the school office.

Miscellaneous

Elevator Use

Elevator use is for handicap accessibility. Students use the stairs unless an injury makes that impossible or they are directed to use the elevator.

Vending Machines

Vending Machines are located near the gymnasium. Use of vending machines is limited to after school hours.

Finances

Tuition and Fees

The Catholic School Advisory Committee sets an annual tuition rate. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising and state funds provide the remainder of funding toward the per pupil cost. Three payment plans are available.

Tuition and fee schedule for 2011-2012:

K-8 Tuition: \$3,820 + Fees

Fees applicable to all students

Registration \$ 50 per child/\$100 per K-8 Family (non refundable)

Kindergarten..... \$ 20 (for Kindergarten child only)

Activity \$ 65 per child (non refundable)

Technology..... \$ 85 per child (non refundable)

*Fees are non refundable.

Tuition Assistance

Tuition assistance is available. Contact the school office regarding application procedures.

Past Due Accounts

Tuition payments need to be made on time. In the event that the annual payment or the semi-annual payment are not received by the due dates (June 15 and/or November 15) the account is transferred to the FACTS program. The FACTS fee and/or the discount is billed to the account. A \$25 late fee is billed to the account each time an attempt to collect funds is made.

Registrations for a new school year will not be accepted from families with outstanding tuition. Families will continue to be billed until their debt is paid. School administration may turn delinquent accounts over to a collection agency if a past due family refuses to make arrangements for all fees.

Government Programs

Bus Transportation

Minnesota public school districts must provide “equal transportation” within district boundaries at no charge to families. White Bear Lake School District 624 has sole discretion, control and management of scheduling, routes, bus stop locations and discipline.

Textbook Aid

Funds, supported by tax dollars, are allocated by the State of Minnesota for aid to non-public schools. Parents must sign a form requesting this aid at the beginning of each school year.

Health Aide and School Nurse

Funds allocated for Health Services provide St. Mary of the Lake School with the services of a school nurse one day a week and a health aide five days a week. White Bear Lake School District 624 employs these individuals.

National School Lunch Program

St. Mary of the Lake School participates in the National School Lunch Program using services provided through Lancer Hospitality.

Special Education Services

Students attending St. Mary of the Lake School are eligible to receive special education services through White Bear Lake School District 624.

State Income Tax Credit and Deductions

Parents/guardians should check annually to determine tax credits and deductions available to them.

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Acknowledgement Form

I/we have read the 2011-2012 *Family Handbook* and agree to follow the school policies and procedures as stated.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____



School Administration reserves the right to amend the policies contained in this handbook. Parental notification of such changes will occur in writing.