



Preschool-Grade 8

FAMILY HANDBOOK  
2008-2009

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

## Memo to Parents

Welcome to St. Mary of the Lake School for the 2008-2009 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 Statements

K-5

St. Mary of the Lake School works in partnership with families to help children learn and live the Catholic faith while promoting academic growth and recognizing the developmental uniqueness of each child.

6-8

In partnership with families, St. Mary of the Lake Middle School recognizes the developmental uniqueness of adolescents, helping these young people learn and live our Catholic faith and grow academically.

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

## Philosophy Statements

K-5

St. Mary of the Lake School provides an atmosphere, which allows for the expression of Catholic beliefs and an understanding that each child develops in his or her own time through:

**Spiritual** objectives to foster growth in faith through word, worship and service,

**Academic** objectives adapted to the readiness and potential of the learner,

**Physical** objectives to foster teamwork, sportsmanship and healthy lifestyles,

**Emotional** objectives to nurture self-concept and enhance problem-solving skills, and

**Social** objectives to promote an attitude of care, concern and respect for self and the global community.

6-8

St. Mary of the Lake Middle School supports young adolescents as they experience and interpret the broader world in which they live. Middle School embodies:

**Spiritual Goals** that provide moral guidance and allow each child to continue to grow in faith through word, worship and service.

**Academic Goals** that adapt to the learner's readiness and potential, and foster intellectual curiosity.

**Physical Goals** that promote teamwork, sportsmanship and a healthy lifestyle.

**Emotional Goals** that facilitate critical reflection, which promotes the development of decision-making skills and a positive self-image.

**Social Goals** that encourage citizenship and promote respect for self and the broader community.

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

## Table of Contents

Memo to Parents—pages 1-2	Accreditation, Mission Statements, Philosophy Statements
Staff Directory—page 5	
Office Hours, Daily Schedule, Contact Information—page 6	
Admissions and Registration—page 7	Admissions Policy, Registration
Communication—pages 8-10	Cell Phone Use, Change of Address/Phone Number, Communication Envelope, Conferences, Email, Messages, Non-Custodial Parents, Telephone Use, Grievance Procedure
Attendance—page 10-11	Attendance, Arrival and Dismissal, Drop-off/Pick-up by Car, Reporting Absences, Returning to School, School Closings, Tardy
Transportation—pages 11-13	Bicycle Riders, Bus Riders, Bus Rider Behavior, Car Riders, Change in Transportation, Field Trip Transportation, Walkers
Dress Code and Uniform Policy—pages 13-15	Dress Code Expectations, Uniforms, Non-Uniform Days, Student Footwear, Uniform Noncompliance, Vendors for Uniforms, Winter Clothing
Lunch and Recess—pages 15-16	Family Accounts, Free and Reduced Lunches, Hot Lunch Program, Lunchroom Behavior, Lunch Volunteers, Playground and Recess
Health and Safety—pages 16-19	Asbestos Notification, Health & Emergency Cards, Health Records, Health Services, Illness and Injury, Immunizations, Mandatory Reporting of Child Abuse/Neglect, Medication, Pesticides, Pets, Safety Drills, Security, Visitors
Academics—pages 19-21	Class Placement, Class Size Policy, Curriculum, Learning Assessment, Grading Scale for Middle School, Field Trips, Honor Roll, Sacramental Programs, Spirituality, Standardized Testing
Assignments—page 22	Homework, Study Habits
School Environment—page 23	Behavior Expectations, Expectations for Computer/Network Use
Students Activities—pages 23-25	Assemblies, Athletics, Band, Birthday Treats, Party Invitations, Extended Day, Lost or Damaged Books/Materials, Preschool, Promotion/Retention, Safety Patrols, Service Projects, Student Council, Student Records, Textbooks/Instructional Materials, Yearbook Committee
Parent Activities—page 26	Catholic School Advisory Committee (CSAC), Citizens for Educational Freedom (CEF), Home and School Association, Volunteers,

Property—page 26-27

Care of Property, Items Prohibited in School, Lockers, Lost and Found,  
Valuables

Miscellaneous—page 27

Elevator Use, Vending Machine

Finances—page 28

Tuition and Fees, Tuition Assistance, Past Due Accounts

Government Programs—pages 28-29

Bus Transportation, Text Book Aid, Health Aide and School Nurse,  
National School Lunch Program, Special Education Services, State  
Income Tax Credit and Deductions

Quick Reference Index—pages 30-31

## Staff Directory

### Administration

Pastor .....	Father Rodger Bauman
Principal .....	Mary Fritz
Assistant Principal/Preschool Director.....	Sister Sharon White
Administrative Assistant .....	Nancy Ciernia

### Teachers

Preschool .....	Pat Barry Karen Black
Kindergarten.....	Patty Clauson Dawn Follmer
First Grade .....	Rebecca Nordstrom Anya Yaroch
Second Grade .....	Mary Maloy Melody Otto
Third Grade .....	Jeanne Bennek Cathy Olson
Fourth Grade .....	Pat Bullis Melissa Capocasa
Fifth Grade .....	Patti Cibuzar Molly Cox
Middle School	
Mathematics.....	Peter Gordon
Social Studies.....	Patsy Bishop
Religion/Spanish.....	Mike Langer
Language Arts .....	Katie Thompson-Wilfahrt
Science .....	Teresa Root
Art and TLC (Thinking, Learning, Communicating) .....	John Mooney

### Specialists

Music .....	Dave Carlson
Media .....	Terry Nelson
Physical Education.....	Sandy Reibel
Spanish .....	Barb Iannazzo
Technology.....	Julie Orloske

### Support Staff

Aides.....	Nancy Bosak, Karen Brogan, Ann Cooper, Ann Stelter, Deb Wosika
Athletic Director .....	Jill Schwartz
Extended Day .....	Nicolette Olson Dawn Parranto
Food Service .....	Sharon Sobczak
Health Aide.....	Carolyn Messbarger

## School Office Hours

Monday-Friday

7:00 AM – 3:30 PM

## Daily Schedule

Doors Open	6:30 AM
Students enter building	7:15 AM
Breakfast Served	7:15 AM
K-8 Begins	7:35 AM
Lunch served	11:10 AM-12:10 PM
K-8 dismissal	2:07 PM

## Contact Information

School Office	651-429-7771
Principal	Ext. 238
Assistant Principal	Ext. 279
Reporting an Absence	651-429-8001 Ext. 227
Extended Day	Ext. 272
Fax	651-429-9539
Hill-Murray Band Instructor	651-777-1376
WBL Bus Transportation	651-407-7538
WBL School Closing Hotline	651-407-7540
Address	4690 Bald Eagle Avenue White Bear Lake, MN 55110
Website	<a href="http://www.stmarys-wbl.org">www.stmarys-wbl.org</a>

## 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 1<sup>st</sup> 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.

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 Use

St. Mary of the Lake School recognizes that many students have access to cell phones and that they are considered a student safety measure outside of the school day. However, cell phones 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 during the instructional day. Cell phones must be turned off and stored in the student's locker or coat area. Cell phones will be confiscated if used during the instructional day and taken to the office. A student must see the Principal or Assistant Principal at the end of the school day to retrieve a confiscated cell phone. St. Mary of the Lake School is not responsible for lost, stolen, or damaged cell phones.

### 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

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

### Conferences

Student progress is reported through parent/teacher/student conferences twice a 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 can be scheduled with individual teachers.

### 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. 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 until 7:15 AM. During inclement weather students enter the building using the gym hallway door and wait in the vestibule.

### 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 2<sup>nd</sup> 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!

### 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.

### 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.

## 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.
- 2<sup>nd</sup> Report: Student conference, parent notification, review of bus safety instruction and one-week bus suspension.
- 3<sup>rd</sup> Report: Student conference, parent notification, review of bus safety instruction and one-month bus suspension.
- 4<sup>th</sup> Report: Student conference, parent notification, and loss of bus privilege for the remainder of the year.

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.

### Field Trip Transportation

Commercial carrier or contracted transportation is the most desirable method to use for transporting students to and from field trips. The use of private passengers vehicles is discouraged and avoided, if at all possible.

## 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. (No unnatural and dyed hair colors or styles that draw undue attention are allowed.)
- 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 in September, October, April, May and June
- Girls may wear makeup that does not draw undue attention.
- Tattoos and body piercing are prohibited.

### Uniform 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

### Uniform 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 pleated skirt (two pleats front/back)  
Skort: Navy blue or tan  
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

## Uniform 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

## Uniform for Girls in Grades 6-8

Pants: Navy blue or tan twill dress pants or thin-wale corduroy  
Skirt: Navy blue or tan pleated skirt (two pleats front/back)  
Skort: Navy blue or tan  
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 or complementary color  
Shoes: Closed heel and toe, tie or Velcro shoes with non-marking soles.  
*Slip-ons, platforms or shoes with buckles or zippers are not permitted.*

## 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 guidelines, will be given appropriate items to wear from the school clothing closet.

## 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 0 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 is getting low. Special envelopes are provided for making payments.

### 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 breakfast and hot lunch daily through the White Bear Lake School District 624 satellite program. Breakfast costs \$1.50 for students. Lunch is \$3.00 for students and \$3.50 for adults. Milk is included with both breakfast and lunch. Additional milk or milk for those with bag lunches is 40 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.

### 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, students have supervised activities in the classrooms.

## 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 should 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 Policy

The student teacher ratio in K-8 is 24:1. Administration may adjust the student teacher ratio, as needed.

### 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, music, art, physical education, reference skills, technology (computer literacy and word processing) and Spanish.

Middle School (Grades 6-8)

Religion, mathematics (general math, pre-algebra, algebra, geometry), Social Studies (Ancient Civilizations, American History, American Government), Earth Science, Physical Science, Life Science, Literature, English (grammar, spelling, writing, vocabulary development), Music, Art, Technology, TLC (Thinking, Learning, Communicating) and Spanish.

## 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 3-7)
- Trimester interim and progress reports

## Grading Scale for Middle School (6-8)

The grading system for Middle School students takes into account homework, class work, tests, quizzes, behavior, attitude 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	U

Reduced grades are given for late projects and assignments. Students are allowed two days for each day missed to make-up work, due to absence.

## 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 once the school year begins.

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).

## 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 6-8.

## Sacramental Programs

Students are formally prepared through the parish Faith Formation Program for the reception of Reconciliation, Eucharist, and Confirmation. Although the school curriculum incorporates the study of each of these sacraments at various grade levels, it is parish policy that anyone wishing to receive these sacraments must participate in one of the parish sacramental programs. Sacramental programs are offered at various times throughout the year. For further information contact the Faith Formation Office.

## 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

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.

## 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.

## School Environment

### 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.

### 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 for the boys and volleyball for the girls. Basketball and hockey are available for both boys and girls in the winter. The athletic department sponsors an annual basketball tournament. In spring, baseball is offered for the boys and fast-pitch softball for the girls. Each spring, 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 on five Fridays during the months of January, February and March. 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 details.

#### Band

Band instrument lessons are provided by Hill-Murray High School for students in grades 4-8. Parents are billed and make payment directly to the band instructor.

#### 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 accredited and 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. On the second offense, the device will remain in the principal's office until the last day of school where it can be retrieved by 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 2008-2009:

K-8 Tuition:                 \$3,313 + Fees

### Fees applicable to all students

Registration ..... \$ 50 per child (non refundable)  
Kindergarten..... \$ 20 (for Kindergarten child only)  
Activity ..... \$ 45 per child  
Technology..... \$ 60 per child

### 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.

## 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 White Bear Lake School District 624.

#### 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.

## Quick Reference Index

- Absences, 11
- Academics, 19-21
- Accreditation, 1
- Activities—Parent, 26
- Activities—Student, 23
- Address of School, 6
- Admissions Policy, 7
- Arrival and Dismissal, 10
- Asbestos Notification, 16
- Assemblies, 23
- Assessment (Learning), 20
- Assignments, 22
- Athletics, 23-24
- Attendance, 10
  
- Band, 24
- Behavior Expectations, 23
- Behavior (lunchroom), 15
- Bicycles, 11
- Birthday Treats, 24
- Breakfast (cost), 15
- Bus Behavior, 12
- Bus Riders, 11-12
- Bus Transportation, 28
  
- Car Riders, 12
- Catholic School Advisory Committee, 26
- Cell Phone Use, 8
- Change of Address/Phone, 8
- Change in Transportation, 12
- Child Protection (VIRTUS), 26
- Citizens for Educational Freedom, 26
- Class Placement, 19
- Class Size, 19
- Closings, 11
- Communication Envelope, 8
- Computer (expectations), 23
- Conferences, 8
- Contact Information, 6
- Core Principles, 23
- Curriculum, 19-20
  
- Daily Schedule, 6
- Discipline, 23
- Dismissal and Arrival, 10
- Dress Code Expectations, 13
- Drills (Safety), 18
- Drop Off/Pick Up by Car, 10
  
- Early Dismissal, 11
- Elevator Use, 27
- Email, 8-9
- Emergency/Health Cards, 16
- Emergency Drills, 18
- Extended Day, 24
  
- Family Accounts (lunch), 15
- Faith Formation, 21
- Fax, 6
- Fees, 28
- Field Trips, 21
- Field Trip Transportation, 12
- Finances, 28
- Fire Drills, 18
- Footwear, 14
- Free & Reduced Lunch, 15
  
- Government Programs, 28-29
- Grading Scale (Middle School), 20
- Grievance Procedure, 9-10
  
- Health Aide, 29
- Health/Emergency Cards, 16
- Health Records, 16
- Health/Safety, 16-19
- Health Services, 16
- Home and School Association, 26
- Homework, 22
- Honor Roll, 21
- Hot Lunch Program, 15
  
- Illness, 17
- Immunizations, 17
- Injury, 17
- Instructional Materials/Textbooks, 25
- Invitations, 24
- Items Prohibited in School, 27
  
- Late (see Tardy), 11
- Learning Assessment, 20
- Lockers, 27
- Lock-Downs, 18
- Lost or Damaged Books/Materials, 24
- Lost and Found, 27
- Lunch Program, 15
- Lunch Volunteers, 15
- Lunchroom Behavior, 15

Make-up Work, 20  
 Mandatory Reporting, 17-18  
 Medication, 18  
 Messages, 9  
 Mission Statements, 1  
  
 National School Lunch Program, 29  
 Network (expectations), 23  
 Non-Custodial Parents, 9  
 Non-Uniform Days, 14  
  
 Office Hours, 6  
  
 Parent Activities, 26  
 Party Invitations, 24  
 Past Due Accounts, 28  
 Perfect Attendance, 10  
 Pesticides, 18  
 Pets, 18  
 Philosophy Statements, 2  
 Phone Messages, 9  
 Pick-up/Drop-off, 10-11  
 Playground, 15  
 Preschool, 24  
 Prescriptions, 18  
 Prohibited Items, 27  
 Promotion, 24  
 Property (Care of), 26  
  
 Recess, 15-16  
 Registration, 7  
 Reporting Absences, 11  
 Retention, 24  
 Returning to School, 11  
  
 Sacramental Program, 21  
 Safety Drills, 18  
 Safety Patrols, 25  
 Schedule (Daily), 6  
 School Bus Behavior, 12  
 School Closings, 11  
 School Nurse, 29  
 Security, 19  
 Service Projects, 25  
  
 Snow Days (See Closings), 11  
 Special Education Services, 29  
 Spirituality, 21  
 Sports, 23-24  
 Staff Directory, 5  
 Standardized Testing, 21  
 State Income Tax Credits/Deductions, 29  
 Student Activities, 20  
 Student Council, 25  
 Student Records, 25  
 Study Habits, 22  
  
 Table of Contents, 3-4  
 Tardy, 11  
 Technology, 23  
 Telephone Use, 9  
 Testing (Standardized), 21  
 Textbook Aid, 28  
 Textbooks/Instructional Materials, 25  
 Tornado Drills, 18  
 Transportation, 11-13  
 Treats, 24  
 Tuition Assistance, 28  
 Tuition/Fees, 28  
  
 Uniforms, 13-14  
 Uniform Noncompliance, 14  
 Uniform Vendors, 14  
  
 Valuables, 27  
 Vending Machines, 27  
 Vendors for Uniform, 14  
 VIRTUS, 26  
 Visitors, 19  
 Volunteers, 26  
  
 Waiting List, 7  
 Walkers, 13  
 Website, 6  
 Weekly Communication, 8  
 When to Keep a Child Home, 17  
 Winter Clothing, 15  
  
 Yearbook Committee, 25

## Acknowledgement Form

I/we have read the 2008-2009 *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 \_\_\_\_\_

