

# **St. Mary's School Parent/Student Handbook**

**2025-2026**



# **St. Mary's School**

## **Introduction**

This handbook provides information about St. Mary's School. It will acquaint you with the guidelines and regulations of the school system. They are general in nature and cannot cover every situation. However, they give a broad guideline to cover the workings of the school and deal with student behavior. These guidelines and regulations provide the basis for an environment conducive to learning. This enables us to maintain high academic standards.

St. Mary's School is committed to Jesus Christ and to the full development of the spiritual, academic, physical, social, and emotional potential of each child.

## **MISSION STATEMENT**

St. Mary's School in Bird Island serves the area students in preschool through eighth grade by providing a Christ-centered Catholic education where academic excellence, self-worth and faith development go hand in hand in a nurturing environment.

## **ST. MARY'S SCHOOL PHILOSOPHY**

St. Mary's School has a strong commitment and responsibility to be a caring, sharing and witnessing community of faith guided by the Gospel message, rooted in Catholic tradition. We create an accepting environment in which students are challenged academically and spiritually to develop their talents to their fullest potential. We strive to teach the value of community service as well as to raise an awareness of peace and justice issues in our world today.

**ST. MARY'S SCHOOL STAFF AND FACULTY**  
**SCHOOL YEAR 2025-2026**

<u>Phone Ext.</u>	<u>Name</u>		<u>Email Addresses</u>
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259	Cindy Woefel	Cook	<a href="mailto:cwoefel@stmarysbi.com">cwoefel@stmarysbi.com</a>
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	Shawn Plumley	Custodian	

## **ADMISSIONS/WITHDRAWALS**

The primary purpose of the Catholic school within the Diocese of New Ulm is the education of young people in order to assist them in their academic, personal, and spiritual growth – “to educate the whole person: mind, body, and soul.” As a Catholic school, emphasis is first and foremost on the teaching and practice of the Catholic faith so children and young people can “experience learning and living fully integrated in the light of faith.” Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them.

The administration of the school recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

**NON-CATHOLIC STUDENTS:** The presence of students from other faiths provides a wonderful diversity to the school; however, the presence of non-catholic students in the school shall not alter the primacy of catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Catholic Church tenets state that non-catholic students may not receive the sacraments of the Church; therefore, they may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church’s positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

Should a waiting list be necessary, preference will be given to students in the following order: siblings currently in the school, students whose parents are parishioners within the Catholic Area Faith Community, siblings of students who have completed the school program, Catholic students outside the Area Faith Community and lastly to non-catholics without students currently enrolled or previously completing the program.

**NON-DISCRIMINATION CLAUSE:** Catholic schools, administered under the authority of the Catholic Diocese of New Ulm, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, disability, national or ethnic origin or citizenship in the administration of the educational, personnel, admissions, financial aid, athletic, and other school administered programs.

Students shall not be denied admission because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program with the reasonable accommodations that may be provided for the disabled child. A full range of services may not be available to a disabled student – only reasonable accommodations can be made. Parents are to fully disclose the nature and known extent of any physical, emotional environment, or learning disabilities at the time of registration.

This policy does not conflict with the priority given to Catholics for admission as students. Nor does it preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the catholic faith.

**PARENTAL ROLE:** The Catholic Church recognizes and the catholic school respects the parents as the primary and principal educators of their children. For a catholic parent, the promise at baptism to raise their children as catholic supports these premises and the catholic school thereby exists to assist parents in the Christian formation of their children – assisting in what is to already be happening in the home. With the school being a continuation of a child's primary education, all parents enrolling their children in the school are expected to support the school's mission and commitment to Christian principles. Parents are expected to annually sign the school's Handbook Agreement Form as acceptance of the school's policies as set forth within the handbook.

While present on the school campus be it for academic related activities or extracurricular events, every adult has the responsibility of appropriate conduct in order to support the school's mission and provide positive role models to our students. A coherent witness to catholic moral teaching is expected at the school and during any school-related activities.

**ADMISSION DOCUMENTS:** The following documents are required for each student's permanent records at the time of registration: immunization record listing the dates of all shots in compliance with those required by state law, baptism certificate (if applicable, catholic applicants only), custody agreement (if applicable), and if transferring from another school, the student authorization for release of all academic, psychological, behavioral, and evaluation records from the student's prior school.

**ADMISSION/ENROLLMENT DECISIONS:** A parent retains the right to withdraw a student at any time just as the school administration (principal and/or pastor) reserves the right to accept or deny admission of a student within the parameters of the school policies. The school administration hopes that all decisions may be made through amicable discussion. If needed, a grievance procedure to assist with any discussion is also a part of this handbook.

## **ALLERGIES**

Substitutions will be made for students with special needs if the student submits a medical statement that indicates how their special needs affect their diet. **THIS STATEMENT MUST BE SIGNED BY A LICENSED PHYSICIAN.** Forms for the medical professional can be obtained through the Food Service Department. The Food Service Department is not required to provide substitutions for the student unless they have a life - threatening allergy or disability. The written documentation will be kept

on file. If a student is lactose intolerant, a note may be written from the child's parent/guardian. The school is required to provide lactose free milk. If the student does not wish to have lactose-free milk, the parent must supply written documentation to the Food Service Department stating this.

Any Food Service questions, please call (320) 365-3324. Ask to speak with Michael Zimmerman.

## **ATTENDANCE**

1. **A PARENT OR GUARDIAN MUST NOTIFY THE SCHOOL** by calling the School Office before 8:10 am (365-3693), if the student will be absent that day. Any absence breaks up planned sequential class work and is detrimental to the learning process and should be avoided as much as possible.
2. Each teacher must be notified at least **ONE WEEK IN ADVANCE OF ANY “PLANNED” ABSENCES, such as vacations.** A note excusing a child from school or school activities must be presented to the teacher and/or office. Children being excused from school to attend funerals and/or extra-curricular events must bring a note from the parents and be picked up by the parent or designated adult. Students must attend the funeral or event with the family or designated adult. If you are NOT picking your child up at school, the office **MUST BE NOTIFIED BY PHONE/EMAIL.**
3. If you have not notified the school by 8:45 regarding an absence, **YOU WILL RECEIVE A PHONE CALL FROM THE SCHOOL.** Arrangements for homework should be made before noon on the **second day** of illness for the student who is absent.
4. Once at school, students do not leave the building or grounds, etc. without the permission of the teacher and /or principal or designated person. An iPad sign out is located in the secretary's office.
5. **If any student is absent because of illness for any part of a day on which an extra-curricular and/or concert pertaining to a BOLD or St. Mary’s activity is taking place, he/she CANNOT TAKE PART in that event that day.**
6. St. Mary’s School will comply with the Minn. Stat. language and any Renville County language that relates to student attendance.

### **Attendance Classification**

Any questions concerning an absence, excused or unexcused, should be directed to the building administrator for clarification before the absence or as soon as possible following the absence. **All coding of absences as excused or unexcused is at the discretion of the building administrator.** Administration reserves the right to meet with the parent/guardian if the time lost is excessive or if the student’s work is such that the loss of school time is not advisable.

1. **Pre-Arranged Excused Absences (AE)** [These absences must be **pre-arranged** with the school.]
  - Religious Days/Events
  - Extended Medical Absences due to surgery, hospitalization, or illness (with Doctor verification), (Emergencies will be granted special consideration when accompanied by Doctor verification).
  - Extended Family Commitments (as approved by administration)

- School Directed Activities [Field Trips, Extra-Curricular/Co-Curricular Activities/Contests, School Music Lessons, or other special circumstances approved by school administration]
- Disciplinary Consequences (such as ISS\* or OSS\*) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56. They are excused absences and students will be permitted to complete make-up work as per the Excused Absence classification.

**In the case of Pre-Arranged Absences, the students must complete their work prior to the absence unless approved by the teacher.** The building administrator or the classroom teacher may allow the student time following the absence for completion of make-up work in extenuating circumstances.

*\* A student receiving ISS/OSS will not be allowed to participate in any extracurricular activity or school-sponsored on-the-job programs on the day of the consequence. In addition, a student receiving OSS will not be allowed to be on school property or at school activities in accord with the Pupil Fair Dismissal Act.*

**2. Excused Absences (AE)** [An excused absence is one in which the parent or guardian has given their approval for their child to miss school, provided the absence fits in with school sanctioned absences. Any excused absence, other than illness or family emergency, needs at least 24 hour prior approval by Administration.] Examples include:

- Illness
- Medical Appointment
- Emergency approved by administration
- Extended Family Commitments (as approved by administration)
- Disciplinary Consequences (such as ISS or OSS) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56. They are excused absences and students will be permitted to complete make-up work as per the Excused Absence classification. (See \* above - Section II, Part C, Subd. 1)

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

**Work missed due to an excused absence must be made up within two (2) days for each day missed up to a maximum of two weeks from the date of the student's return to school.** Any work not completed within this period shall result in "no credit" for the missed assignments. However, the building administrator or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

**3. Unexcused Absences (AU)** [Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.]

- Truancy (A student absence which was not approved by the parent and/or school district.)
- Missing more than ten (10) minutes of a class period without following this attendance policy/procedure constitutes an unexcused absence.
- Any other absence not included under the attendance procedures set out in the school district policy and this handbook.
- **A student may not participate in any extra-curricular activity (during or outside the school day) or school-sponsored on-the-job program if he or she is suspended from or has an unexcused absence from any class during the day.**

**Work missed due to an unexcused absence will result in “no credit” for daily work and a grade reduction for tests and projects. If a project or test is not turned in within two class periods following the absence (or at the discretion of the instructor) “no credit” will be given.**

**Upon reaching the 3<sup>rd</sup> Unexcused Absence in a semester, the student’s parent/guardian will be contacted and will be strongly recommended to meet with administration.**

**Upon reaching the 7<sup>th</sup> Unexcused absence in a semester, the student’s parent/guardian will be contacted for a conference to discuss the possible loss of credit for the affected class(es).**

4. SPECIAL ATTENDANCE SITUATIONS:

- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.

**Tardiness** [Students are expected to be in their assigned area at designated times. Failure to have a valid excuse constitutes tardiness.]

- Tardiness will be reported by the classroom teachers.
- Tardiness and consequences will be issued by the classroom teacher.
- Administration reserves the right to increase the assigned penalty for tardiness in cases of Severe Chronic Tardiness (10 or more in a semester).

## REQUIRED REPORTING

### A. Continuing Truant.

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

- three days if the child is in elementary school; or
- three or more class periods on three days if the child is in middle school, junior high school, or high school; or



- a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for three or more class periods on seven school days and who has not lawfully withdrawn from school.

B. Reporting Responsibility.

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

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

***[Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]***

C. Habitual Truant.

A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for:

- seven days if the child is in elementary school; or
- for three or more class periods on seven days if the child is in middle school, junior high school, or high school; or
- a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for three or more class periods on seven school days and who has not lawfully withdrawn from school.

A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

## **BICYCLES**

Students are allowed to ride their bicycles to school. The school does not assume responsibility for them, except to provide a parking area with bicycle racks.

Students who ride his/her bicycle to school are to park it immediately in the racks and not move it again until he/she is ready to go home. There will be absolutely no riding of bicycles on the school grounds during school hours. It is recommended that locks be used when parking bikes in the rack. Bicycles are not to be used on the playground. This is a safety rule and students who do not abide by it will be asked to leave their bicycles at home. Students will walk their bicycles in the parking lot behind church at dismissal time.

## **BUSSING**

Riding the bus is a privilege. Bussing within the school district to St. Mary's is provided by the BOLD School District. Other provisions, such as out-of district bussing, must be addressed to the Superintendent of BOLD. Students are expected to follow the bus regulations. If there are violations of bussing behavior, St. Mary's receives warning notices from the bus company. Parents are sent a copy of the warning, with stated violation. St. Mary's follows the same procedure as BOLD regarding these student violations.

## **CAMPUS SECURITY**

As part of our school security, access to St. Mary's School is restricted. From 7:45 to 8:15 am the entrance into the building is through doors #1 and #3. The doors will be unlocked during this time frame. From 8:15 am to 2:50 pm, entrance into the building is through the door on the Southwest corner (Door #3) of the school, and everyone entering the building will have to be buzzed in by pushing the button on the security camera stationed at the door. Individuals will be limited in their movement through the building. **ALL VISITORS MUST** report to the office upon entering the building. From 2:50 to 3:20 pm the doors will once again be automatically unlocked.

**ALL STUDENTS MUST be checked in and out of the building in the office on 1st floor.**

## **CELL PHONES AND OTHER WEARABLE TECHNOLOGY**

St. Mary's understands the importance of easy access to cell phones and other wearable technology in today's society. However, cell phones and smart watches are high value items. They are not covered by the school's insurance policy in the case of loss, damage or theft. St. Mary's recommends these items stay at home. Families should be aware that any device brought to school is at your own risk. The appropriate times to use such devices would include before school and after school. Use of cell phones and other wearable technology will NOT be acceptable during class, this includes use in the hallway, bathrooms, or in route to another location unless otherwise specified by the classroom teacher. If a cell phone and/or other wearable technology is on school/church grounds during school hours and is seen by any staff of St. Mary's, the student will receive a verbal warning. A second offense will result in the device being turned over to the Principal for **three days**. At the beginning of day 4, the student may retrieve his/her device. If the device is taken from a student for a second time, it will be given to the

Principal for **five days**. At the end of five days, the device will be released to the student's parent. If a cell phone or other wearable technology was believed to be involved in cheating, the office will keep the device for up to five days. The school has the right to ban the possession of such items in school for individual children if, in the view of the school, the item disturbs learning or good order and discipline.

## **CLOSING-CANCELLATION-LATE START**

St. Mary's School follows the closing and late start policies of the BOLD Public School.

These are announced on the radio:

WCCO (8:30AM)

KWLM (1340AM)

KOLV (100.1fm)

KLGR (97.7 FM and 1490 AM)

KQIC (102.5fm and 1590am)

TV channels:

KARE 11

WCCO Channel 4

Parent Alert through FACTS Phone Numbers

If an extra-curricular or school event is scheduled on a weekend, and weather becomes a factor, the cancellations, etc. are made by the radio stations and TV stations listed.

School closings due to extreme weather and other closings will be announced over the above radio and TV stations and also over Parent Alert.

Information is also posted to the BOLD website. The web site address is [www.bold.k12.mn.us](http://www.bold.k12.mn.us) **DO NOT CALL** the bus service or the school to inquire about a late start or early dismissal.

Parents are responsible for listening to a radio station listed above or watching a television station listed above to know if school will be closing due to extreme weather. A Parent Alert message will also be sent.

## **CONDUCT RULES**

St. Mary's School believes that self-discipline is essential to an integrated Christian life, to good citizenship, and to personal fulfillment. Self-discipline can be learned. A major goal of St. Mary's is for each student to achieve self-discipline. St. Mary's will assist in the student's growth in this area.

Admission to St. Mary's is a privilege, not a right. Since St. Mary's is a parochial school, the administration and faculty understand that parents/guardians choose freely to send their children to St. Mary's and by that choice they are in effect supporting the regulations of the school in all areas, including academics and discipline. Therefore, the student is expected to abide by all of the school rules and regulations.

Classroom rules are determined by the teacher. St. Mary's believes that all children can behave.

- Students choose and are held responsible for choices
- Rules and consequences apply to all students

The administration retains the right to make the final decision regarding student discipline. The administration reserves the right to discipline students for off-campus conduct.

In all student discipline matters, the administration's decision is final.

**SWEARING: DO NOT USE GOD'S NAME IN VAIN.** Use only appropriate language at school.

## **CRISIS MANAGEMENT DRILLS**

Fire drills will be held periodically, throughout the year. During fire drills students are expected to maintain order by keeping SILENT, remaining in line, and proceeding in an orderly manner to their designated exits. Rules are reviewed with the students before drills are scheduled.

The tornado shelter is in the downstairs locker rooms. Various tornado drills are held throughout the school year. Evacuation routes, etc., are set up and practiced. St. Mary's works with BOLD in the Crisis Management program.

## **CURRICULUM**

St. Mary's offers a complete curriculum including

- Religion
- Reading
- Language
- Math
- Science
- Social Studies
- Music/Band
- Physical Education
- Health

## **DISCIPLINE**

St. Mary's Catholic School's philosophy is to provide a Christian learning and working environment for all students and staff. Each person deserves to be treated with dignity and respect. Self-direction rather than external control is our goal. A climate of mutual understanding, respect, trust and modeling should be cultivated in order to promote self-discipline. Self-discipline means being one's own disciple.

**Detention** – Detention may be given at the discretion of the teacher and/or principal due to demonstrating inappropriate behaviors and/or actions. Detention will be served on the same day or following school day as a lunch detention. Students will prepare a nuisance notification for their parents

to sign and return the following day. If a student receives three (3) detention for the same behavior within one (1) week, a parent meeting may be scheduled to discuss the problem.

**Suspension from School** – Students suspended from school for any reason shall also be suspended from participation and/or involvement in all school activities, programs, events, etc., that are held during the period of suspension. This rule applies to both in-school suspension and out-of-school suspension. All course work must be made up.

**Immediate Suspension** – On occasion, a student's behavior may be so contrary to the philosophy of this school and disruptive to the school routine that immediate action is required. When such behavior is exhibited, the Principal shall have the option to immediately suspend the student for a time not to exceed five days. During this suspension time, the Principal shall arrange a parental conference at which time the teachers, Principal, and Pastor shall explain the reasons for suspension and detail how the student's behavior must change. Should the student's behavior not change, the Principal shall have the option of determining what further steps need to be taken, including the final step of expulsion if necessary.

## **DRESS CODE**

A student's appearance should reflect the impression that formal learning is important enough to call for neatness in dress. The development of self-respect, self-discipline, motivation, school unity and pride, modesty and other Catholic values are critical to the formation of all St. Mary's students. It is important the students take pride in their appearance, always remembering that by wearing it inside and outside the classroom and the school, they are representing the school. Their dress and behavior should be a credit to God, themselves, and the school community.

St. Mary's students, under the direction of their parents, are neat, clean and appropriate in their apparel for school. If students or parents are unsure whether something is appropriate school attire, do not wear it to school.

The following types of dress are **UNACCEPTABLE AT ST. MARY'S**:

- 1. Yoga pants, leggings, tight fitting/spandex pants, are not worn unless when the child's arms are raised above their head the waistband of the pants is still covered by the shirt. This is for all students kindergarten through 8<sup>th</sup> grade.**
2. Jeans that are frayed, torn, or shabby looking;
3. T- shirts with inappropriate designs or sayings, and muscle shirts;
4. Skirts, dresses and shorts that are too short or too tight (NO mini-skirts); these items must be longer than when the student makes a fist with their arms by their side, it goes below their fist in length for all students kindergarten through 8<sup>th</sup> grade.
5. Straps on dresses and/or tank tops must be the width of 3 fingers or covered with a clothing article.
6. Sweatshirts that are worn and faded;
7. Cut off T-shirts or sweatshirts or pants;
8. Midriiffs or inappropriate tank tops

Consequences for wearing clothes not in dress code will be as follows

- 1. Violation 1 – Student will be given a verbal reminder of the dress code and parents will be notified. Student will be asked to change into appropriate attire.**
- 2. Subsequent Violations – Parents will be called to bring in something for the child to change into. If parents are unable to bring in replacement items, student will be issued replacement clothing for the day.**

**DRESS UP DAYS:** Every Thursday, on the day of the All School Liturgy, we have a dress up day. Sweat shirts/pants, blue jeans and athletic shorts are NOT PERMITTED on these dress up days. Neat, appropriate dress clothing should be worn on these days. Bermuda shorts are allowed to be worn on Mass days during designated months.

**FOR GIRLS:** Dresses, split skirts, dressy capris, dress pants and denim dresses or skirts are considered appropriate apparel. Also, yoga pants, leggings, tight fitting/spandex pants, if the bottom is fully covered by a longer top/sweater. (Applies to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade)  
**NO BLUE JEANS.**

**FOR BOYS:** Dress pants, dress shirts, or sweater. Colored denim pants, **NO BLUE JEANS**, dress denim shirts with tie are also considered appropriate. Solid colored t-shirts and/or polo shirts are preferred.

**SHORTS:** During the months of April, May, September and October, shorts may be worn. Short shorts and spandex (volleyball) shorts are not appropriate. Shorts should be longer than when the student makes a fist, and with their arms by their side the length is longer than the fist. If temperatures are warm during some of the other months of the year, the principal in conjunction with the Committee of Education may designate other "shorts' days."

**MAKE-UP:** Small amount of make-up may be worn.

**PHYSICAL EDUCATION:** For Physical Education classes, students are required to wear tennis shoes. Grades 5-8 are required to have t-shirt, shorts and/or sweat pants to change into.

**INAPPROPRIATE APPAREL:** Any staff can make the determination of inappropriate apparel however, the principal has the final decision. In such a case, the parent will be contacted.

## **DRILLS**

**FIRE:** Students are evacuated from the school building during fire drills in approximately two minutes or less. Drills are held a minimum of 5 times per year. All students and staff leave the building during the drill.

**TORNADO:** These drills are held in the course of the school year. All students have a designated area to go to with their class and teacher for their safety.

**LOCK DOWN:** A Lock Down Policy will be enforced. Five drills will be held during the year.

## **EARLY ARRIVAL**

We stress the importance of being punctual. We ask for your cooperation in ensuring that your child gets to school on time. School patrols are on duty before school starts. In the interest of safety, we ask that children do not come to school earlier. There is no need to arrive at school before school patrols are on duty. School patrols are on duty at 7:45 a.m. **Students will NOT be allowed in the building before 7:45 am** unless prior arrangements with a teacher/staff have been arranged.

## **EDUCATIONAL FIELD TRIPS**

Field trips are privileges; no student has an absolute right to a field trip. Because field trips are a privilege, students can be denied participation if they fail to meet academic or behavioral requirements. Proper permission forms for field trips, issued from the insurance company and the school, are the forms that parents are required to sign and return to the school. Students who fail to return/submit a proper form will not be allowed to participate in the field trip. **TELEPHONE CALLS ARE NOT ACCEPTED IN LIEU OF PROPER FORMS.** Parents are also expected to sign the permission form, etc., which releases the school from liability.

## **ELECTRONIC DEVICES**

Electronic devices are not allowed during the school day (8:15 am to 3 pm). Examples of electronic devices include, but are not limited to: Personal iPads, Tablets, iPods, etc.

## **EMERGENCY PROCEDURES**

At St. Mary's we practice a number of emergency procedures throughout the school year to prepare staff and students, in the event of an emergency. The drills include fire drills, evacuation drills, tornado drills, and lockdown drills. We ask parents to talk to their children regarding the importance of these particular drills. Copies of the procedures are located in the principal's office and should you have any questions regarding any particular drill, please do not hesitate to contact the principal's office.

## **EXTRA CURRICULAR ACTIVITIES**

Through cooperation with the BOLD School, the students of St. Mary's have the advantage of participating in any extra-curricular activity offered by either school. Though we urge students to participate in extracurricular activities, students and parents must remember that the class work comes first. St. Mary's complies with BOLD's eligibility policy. Students in extracurricular activities must be in school all day on the day of a scheduled event if they plan to participate in an event, except for previously scheduled appointments. Parents will be asked to sign a form concerning rules for participation in extracurricular programs. St. Mary's School follows the BOLD policies and guidelines for Extra Curricular Activities, fees, etc., including BOLD's academic policy.

## **FACULTY APPOINTMENTS WITH PARENTS**

Out of respect for our faculty, parents are asked to please make appointments when wanting to meet with teachers.

## **FUNDRAISERS**

1. Marathon for non-public education (All Students)
2. Cash Calendars
3. Winter Raffle & Catholic United Financial Raffle
4. Prime Rib Dinner
5. Marian Open (golf tournament)

## **HARASSMENT**

Parents are asked to read and understand the school's Harassment and Bullying Policy. Parents have the responsibility to ensure that children understand the consequences of this type of behavior. The purpose of this policy is to ensure a learning and working environment free from unlawful bullying, discrimination, harassment and violence.

### **Definition of Harassment**

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance or which creates an intimidating, hostile, or offensive working or learning environment. Harassment may be directed at an individual or a group of individuals. Harassment often involves repetitive conduct, but isolated acts may have the same effect. The basis for harassment may include age, creed, color, disability, national origin, race, marital status, gender, religion, status with regard to receiving public assistance, and/or sexual orientation. Harassment may include:

- Using language that offends a student, employee, or visitor.
- Posting and/or distributing material that is derogatory.
- Defacing property in a way that is derogatory.
- Using verbal and non-verbal communication that degrades an individual's race, religion, gender, ethnicity, body type, disability, age or sexual orientation.

### **Bullying/Cyber bullying**

One category of harassment is bullying. Bullying by anyone will not be tolerated at St. Mary's Catholic School and will be addressed immediately if the school is made aware it is happening.

Bullying may occur between:

- A group and an individual
- An older student and a younger student
- A student to another student
  - A student to an adult
- An adult to another adult
  - An adult to a student



Examples of bullying behavior may include, but are not limited to:

- Name calling
- Sarcastic comments toward another
  - Intimidating stares
- Unwanted physical contact

### **Sexual Harassment**

Another type of harassment is sexual harassment. Sexual harassment may include one or more of the following:

Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating or offensive working or learning environment. It may also include situations where submission to such behavior affects decisions about the individual's employment or education.

Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- Teasing or joking of a sexual nature, sexual name calling, spreading sexual rumors, making derogatory or dehumanizing remarks.
- Display of offensive pictures, posters, or other graphics.
- Inappropriate and/or any form of unwelcome touching.
- Otherwise creating a hostile, intimidating, or offensive environment by misconduct of a sexual nature.

### **Harassment Policy Procedure**

Any member of the school community who experiences any form of harassment or bullying is encouraged to deal with the situation immediately by politely and firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly, or if a request to stop is not respected, he or she should report the incident to an appropriate school official (Principal).

The school administration will act to investigate all complaints, formal or informal, verbal or written, of unlawful discrimination, harassment, bullying, or violence, and to discipline or take appropriate action towards the violator. Based on the investigation, appropriate action may include, but is not limited to, counseling, disciplinary warning or other disciplinary actions.

The School specifically reserves the right to take appropriate action in response to conduct or communications that do not constitute unlawful discrimination, harassment, bullying or violence as

defined by this policy but that may constitute offensive behavior or behavior otherwise inconsistent with a Catholic, Christian learning and working environment.

A third party may be present during interviews at the discretion of the administrator. If appropriate, an investigative report documenting interviews, conclusions, and recommendations will be completed. The complainant, the alleged harasser, and their parents (if either is a minor) will be advised as to the outcome of the investigation. In cases involving minors, a report to the Child Protection Agency or to the police will be filed as required by law.

If the parties involved feel that inadequate action has been taken, the complaint should be taken to the Pastor of St. Mary's Parish. The Pastor of St. Mary's will determine if the matter should go through the Grievance Procedure.

Certain exemptions exist under Minnesota law that allow religious organizations such as St. Mary's Catholic School, under limited circumstances, to discriminate lawfully on the basis of religion and sexual orientation (e.g. State law authorizes the School to limit admission or to give preference in admission to Catholics). The School will do so only under the specified limited circumstances.

## **HEALTH SERVICES**

Students who become ill during the school day should report to the office. Students shall not leave the building because of illness without proper authorization. If there is a necessity to go home, the office will inform the parents.

## **HOMEWORK POLICY**

All students will regularly bring some homework home. If, as a parent, you feel your child is spending too much time on homework, please contact the teacher during the school day. This way it is possible to determine if there is a problem of time usage, learning difficulty, or anything else that may have come up. Homework on weekends is discouraged; however, if students do not use work time effectively, they may have homework on weekends. Unexcused or an excessive amount of late assignments will receive a lower grade. **Homework will not be available for pick up for the first day of absence due to illness.**

## **INSURANCE**

School insurance is available for purchase at the beginning of each school year. The forms should be completed and returned to school during registration or during the first week of school and will then be forwarded to the insurance company. You may, however, take out the school insurance at any time during the first ten days of the school year. This insurance does not pay in addition to any insurance you carry, but starts payment where any other policy stops, thus, helping to cover those deductible areas in your family policy.

## **LITURGIES AND ALL SCHOOL MASS**

Liturgies are attended by Grades K-8 on Thursdays, at 10:30 am. The handbook/calendar and/or the newsletter will inform you of the grade preparing the weekly liturgy. Every Thursday or Mass day (if on a different day of the week) will be considered a Dress-Up Day. Parents are strongly encouraged to attend these Masses. **ALL** students need the support of your presence, especially at the Mass their class prepares.

## **LOCKERS & DESKS**

Lockers and desks used by the students are the property of the school. Therefore, the school reserves the right to inspect lockers, desks, and their content at any time without notice. It is inappropriate for the students to enter another student's locker or desk at any time. This same holds for sports/athletics, extra curricular activities, etc. Coaches and other school officials may conduct searches of student belongings when deemed necessary.

## **MEALS**

Breakfast and hot lunch are available to all students. Breakfast consists of four food items: a grain, a meat or meat alternative, fruit and/or vegetable and milk. Under the law, children may refuse to take one of the four items. Lunch consists of five food items: a meat item, a bread item, two or more servings of fruit and/or vegetables and milk. These five food items make up a lunch that provides one-third of a child's nutritional needs. Under the law, children may refuse to take two of the five items.

Although we have an "offer" vs. "serve" program, the child receives the most nutritional benefit when the entire breakfast and/or meal are eaten. To encourage children to take the entire meal, Congress mandates that the price of the meal remain the same whether a child takes the entire meal or he/she refuses one or two items. Please encourage your child(ren) to try whatever is served.

Because young children are in the process of learning to make good food choices, they may need some help in choosing what they will eat. We are encouraging parents to go over the breakfast/lunch menu with their children to help them decide what to eat each day. If there is an item on the menu that is unfamiliar or unpopular with your child, we are hoping he/she will take a "taste portion" rather than refuse it totally. This will help introduce young children to new foods and to help give a variety of nutrients offered by the meal.

Our cooks are committed to producing quality meals that are nutritious and appealing to children. Any suggestions you might have to help make meals more acceptable to children are always welcome.

The cost of meals for the school year is \$.00 per meal. Seconds during lunch will also be offered at a cost of \$1.75. Students wishing to take seconds must have a permission form turned in to the kitchen staff. St. Mary's School Hot Lunch Program, contained within the FACTS program, is run by regular deposits made into your family account and from reimbursements for free and reduced meals. From this account, our main goal is to provide your child(ren) with a balanced, nutritious meal that he/she will enjoy. We must also use it for supplies and to pay wages for our lunchroom staff. In order to make our

program a success we encourage you to always make a monthly payment deposit in your child(ren)'s account. Any "extra milk" will be deducted from your account at \$.70 per carton.

The breakfast period begins at 7:45 am and runs until 8:05 am. Students will need to pick up the breakfast from the lunch room and bring it to their classroom to eat. The lunch period begins at 11:20 am and runs until 12:15 pm. Every effort is made to keep the classrooms and lunchroom as neat and clean as possible. Children are expected to use good manners and eating habits. This includes talking in modified tones with no yelling. Preschool students and teachers will eat in their classrooms and K-8<sup>th</sup> teachers will sit with their students in the lunchroom.

**If a child has a food allergy, please contact us so that we are aware of the allergy and its effects.**

### **MEDICATION ADMINISTRATION POLICY** (ACCORDING TO MN STATE REGULATIONS)

1. **School personnel will only administer medications that must be taken more than three times a day.** Medications prescribed three times a day should be administered at home as follows: before school, after school, and before bed; unless circumstances require specific times.
2. Parents who request medications administered by the school must have the Physician's order to accompany the parents' request. This request is in writing stating the name of the medication, the dosage, and the time to be given.
3. Medication to be administered in the school must be in the container prepared by the pharmacist with the name of the drug, dosage to be administered and when it is to be administered, included on the label.
4. The school personnel who administers the medication shall keep a medication administration record, and keep a file of information about the medication and its side effects.
5. The only exception to these rules is when the risk to a student's life or health demands that drugs or medicine must be given immediately.
6. The school will **NOT** administer Tylenol or other nonprescription medications.
7. **Allergies, asthma, exercise or seasonal induced asthma, etc. need to be reported to the school office and also need a drug administration form that is provided and signed by the physician and parent.**
8. Over the counter medicine: Students in grades 6-8 may possess and use nonprescription pain relief in a manner consistent with the labeling, with written authorization from the parent/guardian permitting the student to self-administer the pain relief medication. The school may revoke a student's privilege to possess and use nonprescription pain relievers if the school determines that the student is abusing the privilege. This rule does not include any other over-the-counter medication, especially those possessing ephedrine or pseudoephedrine. (M.S.121A.222) To obtain this form, please contact the office.

## **MONEY SENT TO SCHOOL**

All money sent to school should be put in a sealed envelope. **On the outside of the envelope** please include the following information:

- Child's first, last name, & grade
- Purpose of money (milk, hot lunch, tuition, etc.)
- **Checks are made out to St. Mary's unless otherwise designated**

## **NON-CUSTODIAL PARENTS**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child(ren) upon their written request. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced parents are asked to furnish the school with a copy of the custody section of the divorce decree. In the absence of a court order to the contrary, the non-custodial parent has the right to visit, remove, etc., the child(ren) from the school.

## **NON-DISCRIMINATION POLICY/ CIVIL RIGHTS**

It is the policy of St. Mary's School to comply with federal and state laws prohibiting discrimination and all requirements imposed by/or pursuant to regulations issued thereto, to the end that no person at St. Mary's shall on the ground of race, color, national origin, sex, marital status, status with regard to public assistance, age, or disability and handicapping condition (if, with reasonable accommodations on the part of the school, the handicapped person could be accommodated) be excluded for participation in, be denied of, otherwise subjected to discrimination under any educational program, or in employment, recruitment, consideration, or selection, whether part or full time, under any educational program, employment or activity by St. Mary's School.

## **OFFICE HOURS**

Office hours at the school are daily, MONDAY thru FRIDAY, from 7:45 am - 3:30 pm. If it is necessary to call before 7:45 am or after 3:30 pm a voicemail box will receive your message. MESSAGES OF ABSENCES MAY BE LEFT ON THE VOICEMAIL, 365-3693.

## **ORGANIZED SOCIAL STUDENT EVENTS**

St. Mary's School or its student organizations may support and/or sponsor dances for the students of St. Mary's School with Virtus trained chaperones. Chaperones will abstain from use of alcohol, controlled substances, or tobacco during the time they are responsible for supervision of students. Any event is to be limited to St. Mary's Students only. No parties or dances are to be scheduled in school or sponsored by the school during Lent. There are to be no activities in school on Wednesday nights after 6:00 p.m. except by explicit permission of the pastor.

## **PARENT/STUDENT/SCHOOL RESOLUTION OF ISSUES PROCEDURE**

A grievance is defined as any cause of complaint arising between St. Mary's School and persons served by the school. A complaint or misunderstanding should be resolved on the lowest level with a verbal discussion between the parties involved; however, sometimes a resolution is not reached so there are additional steps one may choose to take, each in hopes to reach resolution

### **Students:**

- Talk to the teacher or supervisor involved.
- Teacher and student may need to problem-solve or brainstorm solutions.
- If needed, only involve those students directly involved with the problem.
- If the problem is not resolved, visit with the principal.
- Keep the problem confidential.
- Be honest, straightforward, and forgiving.

### **Parents**

- Talk to the teacher or with the employee the grievance directly involves.
- If the matter cannot be resolved, discuss with the principal. (If the matter concerns the principal, put the matter in writing to the principal.) A meeting may need to be set up with the teacher, parents, student, and administrator.
- If the matter cannot be resolved, the matter should be put in writing to the principal. The principal (supervisor) will prepare a written response back to the person with the grievance in a timely manner.
- A written grievance needs to include: 1) the nature of the complaint, including whom the complaint is directed against 2) any factual data (other than hearsay) which the complaint deems appropriate, and 3) specific recommendations for appropriate resolution of the complaint.
- If the matter has still not been resolved, the superintendent would be the next level of authority. The written complaint is shared with the pastor along with any additional information that took place after the written complaint was shared with the principal.

**School Policy:** If the complaint is in regards to a school policy, The E & C Committee may be consulted with in regards to the policy in question.

- Submit the policy review request to the school principal.
- The written request should include the policy concern and specific recommendations for altering the policy.

At every level, fair and amiable exchange must be maintained. All efforts should be made to solve the problem through discussion and in a timely manner. Exceptions to this grievance procedure include any incidents involving the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child. If need be, the school will contact the appropriate diocesan personnel and the appropriate legal authorities immediately.

## PARISH INVOLVEMENT

It is presumed that the Catholic parents/guardians of our children will participate in the worship and life of their respective parish. This would presume regular attendance at weekend liturgies, the regular use of Sunday offering envelopes, and sharing in parish and school activities. We encourage you to urge your children to use their Sunday offering envelopes, also.

St. Mary's School welcomes children of other religious denominations. Because we are a Catholic School, all children who attend St. Mary's School are expected to participate in all religious activities, all religious classes, and all other faith experiences offered, i.e. liturgies, prayer services, etc.

## PESTICIDE

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if certain pesticides are applied on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that parents be told what the long-term effects are on children from the application of such pesticides or the class of chemicals to which they belong.

Notification will be available by newsletter and/or posted on the school website. If pesticides are applied it will happen in the spring of the year and/or it would be done over a weekend or after the students are dismissed for the summer. (For dandelions, only)

## PLAYGROUND POLICY

The playground at St. Mary's is supervised during school hours, whenever students are on the grounds. At recess time, hard bats and baseballs are not permitted. It is impossible for anyone to see all the students at one time. Accidents occur in spite of supervision. IF a child is injured, prompt attention is sought by the school in locating the parents and/or doctor. Children need to get exercise and fresh air. Students will go outside; therefore we cannot be responsible if they do not wear warm clothes in the winter. When the temperature and/or wind chill is below zero degrees, the students will be allowed to stay in during the recess periods. **A doctor's note is required for a student to be exempted from recess.** No Game Boys, hand-held games or personal electronic devices are allowed to be used during the school day.

## PHONE POLICY

School phones are available for business calls only. Students are not to use the phone without the permission of the teacher, principal or administrative assistant. Students should use the phone in the office with the assistance of the administrative assistant or a teacher. **STUDENTS AND TEACHERS WILL NOT BE CALLED TO THE PHONE DURING CLASS TIME UNLESS IT IS AN EMERGENCY.**

## **PICTURES-PUBLICATIONS**

A way of communicating to our parents, parishioners, alumni, and the community is through public relations materials. This includes our local newspapers, radio, website, athletic rosters, and promotional pictures for events such as Catholic Schools' Week. The school and the Dioceses of New Ulm reserve the right to use student pictures in publications and on the websites. Initialing on the appropriate line of the Parent Handbook signifies consent for use of your child(ren)'s photograph.

## **PROMOTION/RETENTION**

- a. After satisfactorily completing the requirements for their respective grades, students are promoted to the next grade at the end of the year. Any student that fails three classes at the end of the school year (the final average) can be retained.
- b. If a student misses 30 days of school he/she may be retained in his/her current grade.
- c. A student may repeat a grade if it is determined, in consultation with the teacher, principal, and parent/guardian, that he/she is either not developmentally ready or academically ready to be promoted to the next grade.

### **Grade-Level Promotion/Retention Policy:**

Purpose: The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion and retention.

The school administration expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

- a. Students who achieve at levels deemed acceptable by school professional staff and administration shall be promoted to the next grade level at the completion of each school year.
- b. Each student grade-level placement involving either retention or advanced grade placement – more than the typical next grade level at the completion of a school year – will be treated on an individual basis. All such student placement requests or recommendations will involve a meeting of the appropriate teaching staff (as defined by the principal), the principal, and the student's parents. The school teaching staff typically included on the team will include the prior grade-level teacher (if applies), the current grade-level teacher, and the upcoming grade-level teacher.

The placement decision will be the focus of the meeting. The meeting may be at the request of the school or the parent(s). Prior to the meeting, the principal and the appropriate teaching staff will meet to determine possible data collection methods and assessment tools to be used. The current grade-level teacher (or the Kindergarten teacher for a pre-kindergarten student) will be responsible for collecting and summarizing cognitive and social development assessment information (both formal and informal). The principal will also observe the student.



Appropriate teacher collected assessment data will be made available at the meeting for review and to assist in decision making. Outcomes of the meeting shall be in writing and may include: school recommendation, assessment data summaries, names and signatures of individuals in attendance.

Typically, the meeting will help to define both the advantages and challenges involved with each placement option for the student. In some cases, the school recommendation may be clearly defined and in others it may be less defined. If a school placement recommendation is made by the school, the parents will sign a statement either accepting or rejecting the recommendation. Even if there is no preferred placement by the school, the parent(s) will sign a statement specifying their decision regarding the placement request.

The school chooses to work with the parents to decide the best possible placement for the student; however, the school reserves the right to decline a placement request.

Should any part of this policy need clarification or adjustment due to individual circumstances, the principal shall have the right to make any final determinations regarding the procedure and the outcome.

## **RECORDS**

If a parent wishes to view a record of their child, the school must be given at least 24 hour notice. This requires the parent to make the request in writing.

## **REFUNDS**

Any balance over \$10.00 on lunch and/or after school accounts for families that leave St. Mary's due to graduation or enrollment elsewhere, will be submitted for reimbursement and a refund check will be issued and mailed to the mailing address on file with the school. Balances under \$10.00 will not be refunded.

## RELIGION CURRICULUM

[illegible]

<b>K</b>	M	I/M	I		I																			
<b>1<sup>st</sup></b>	R	R	M	I/M	M								I											
<b>2<sup>nd</sup></b>	R	R	R	R	R	I/M	I/M	I/M	I		I		R											
<b>3<sup>rd</sup></b>	R	R	R	R	R	R	R	R	R/M	I/M	M	I	M											
<b>4<sup>th</sup></b>	R	R	R	R	R	R	R	R	R	R	R	R	R	I	I	I/M	I							
<b>5<sup>th</sup></b>	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	I/M	I/M	I/M	I/M	I/M		
<b>6<sup>th</sup></b>	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	M	R	R	R	R	R	I/M	
<b>7<sup>th</sup></b>	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	I/M
<b>8<sup>th</sup></b>	R	R	R	R	R	R	R	R	R	R	R	M	R	M	M	R	R	R	R	R	R	R	R	R

Key: I = Introduced

M = Mastered

R = Reviewed

## REPORT CARDS AND GRADES

Grading is done four times per year. Parent/Teacher Conferences are also held during the year. The first of these is held in November, the other in January. Grading is done by letters for grades 3<sup>rd</sup>-8<sup>th</sup> and may be checked regularly by parents and students on RenWeb. It is based primarily on student ability and how each student is or is not working up to it. Students in grades 6-8 with a GPA of 3.67 or higher will make the A Honor Roll. B Honor Roll will be GPA's of 3.00 up to 3.66.

### Grading Scale for 3<sup>rd</sup> – 8<sup>th</sup> Grades:

A = 100, 99

B = 89, 88, 87

C- = 78, 77, 76

A = 98, 97, 96

B- = 86, 85

D+ = 75, 74

A- = 95, 94, 93

C+ = 84, 83, 82

D = 73, 72, 71

B+ = 92, 91, 90

C = 81, 80, 79

D- = 70, 69

F = 68 and below

Grades K – 2<sup>nd</sup> use S+, S, S-, N

## SAFETY PATROLS

- Students in grades 5 & 6 are members of the School Safety Patrol. They patrol at the corners where the students cross in the front of the building at the beginning and the end of the school day.
- School safety patrol members are expected to follow all rules and regulations of a school safety patrol. If they do not, they may be removed from the school safety patrol.
- Patrols are to be respected and obeyed as officers of the law and should act accordingly.

## **SCHOOL SUPPLIES**

School supplies are ordered as a school using Impacks School Supplies to reduce costs for families, promote equity, and ensure all students have what they need to successfully start the school year. Teachers will pass as many supplies as possible from grade to grade to reduce costs, especially those nonconsumable items like scissors, rulers, etc. All students in kindergarten through 8th grade will need gym shoes.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY**

General statement of policy-Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S. c. 2000, et seq., and MN State 363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. It is the policy of this school to maintain a learning and working environment that is free from harassment and sexual violence. It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee. The school will act to investigate all complaints, formal or informal, verbal or written, of sexual violence and will discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the school

## **SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED**

**A.** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

**B.** Sexual harassment may include, but is not limited to:

1. verbal harassment or abuse;
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. intentional brushing against a student's or an employee's body;
5. demanding sexual favors accompanied by implied or overt threat concerning an individual's employment or educational status;
6. demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to an individual's employment or educational status;
7. any sexually motivated unwelcome touching; or;
8. sexual violence, which is a physical act of aggression that includes a sexual purpose.

#### **\*\*\*\*REPORTING PROCEDURES**

Any person who believes he/she has been the victim of sexual harassment or sexual violence by a student or any employee of the school or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged act immediately to an appropriate school official as designated by this policy.

- A.** In the school building -The building principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the principal must notify Msgr. Douglas Grams, the Bishop's Delegate in Matters Pertaining to Sexual Misconduct, immediately without screening or investigating the report. A written report will be forwarded simultaneously to Mgrs. Grams. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to Msgr. Grams. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with Msgr. Grams.
- B.** The school hereby designates Msgr. Douglas Grams, the Bishop's Delegate in Matters Pertaining to Sexual Misconduct, as the School Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building principal as outlined above.
- C.** Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades, or work assignments.
- D.** Use of formal reporting forms is not mandatory. The school will respect the confidentiality of the complaint and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence.

#### **SMOKE/TOBACCO FREE ENVIRONMENT POLICY**

Smoking tobacco products, alcohol, and any other drug use are prohibited on school property. Possession of these products by students or staff on school property is prohibited. This includes the school building, the grounds on which the school building resides, school-contracted buses, and school-owned vehicles. Students who violate this policy will be subject to student discipline procedures. This may include suspension or expulsion. Staff members violating the policy will be reported to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his/her personnel file. Further violations will be considered insubordination and will be dealt with accordingly.

#### **SPECIAL PROGRAMS**

Special services are: Speech, Adaptive PE, Special Education, Title I, Occupational therapy, Psychologist and Physical Therapy. The Federally funded Title I Program provides extra help in reading and math. We follow the guidelines set by BOLD Public Schools. Title I students are serviced by the BOLD District. Extra-curricular activities at BOLD are open to St. Mary's 7th & 8th grade students.

## **SPORTS EVENTS**

We would like to remind students and parents that it is a privilege to attend these events. Students must come as a spectator and show good sportsmanship as they watch the event. While attending any events at St. Mary's students and other children need to remain with their parent(s) during an event.

## **STUDENT RESPONSIBILITY FOR SCHOOL PROPERTY**

Students are expected to keep up the appearance of the school building and grounds. Any evidence of vandalism will reflect the neglect of this responsibility. Therefore, a student will be held accountable for such acts of irresponsibility that he/she may have caused. This means that **THEY WILL HAVE TO MAKE RESTITUTION** for damaged, destroyed, or lost property such as desks, chairs, books, equipment, etc.

## **SUSPENSION/ EXPULSION**

Serious infractions of the school rules may lead to suspension or expulsion. Suspension may be either "in school" or home suspension. Infractions that may lead to suspension or expulsion include, but are not limited to, the following behaviors: demonstrated lack of respect for staff or students, fighting and violent behavior, use of abusive or inappropriate language, harassment of students or staff by words or actions, threats issued in any form to either students or staff: theft, vandalism, possession of, and/or use of a weapon, drugs or alcohol on school property.

Suspension shall be issued by the principal. Expulsion, reserved for the most serious of behaviors, shall be carried out at the decision of the pastor with the recommendation from the principal.

## **TARDINESS AND SCHOOL HOURS**

At the present time, the student day begins at 8:10 am and concludes at 2:55 pm. Students arriving after 8:15 am are marked TARDY. It is very important that students are at school on time. However, **STUDENTS ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:45 AM.** Supervision cannot be provided for them, nor can we accept the liability. Consistent tardiness will be dealt with by a call to parents. In accordance with the Minn. Stat. 120A, excessive tardies are seen as educational neglect and/or truant. Unless there is a specified reason known to teacher and parents, for students to remain after school, they are expected to go directly home at dismissal and/or be picked up immediately after school. Please note: If bus times change prior to September, the time school begins and tardy times will be adjusted accordingly.

## **TUITION SCHEDULE FOR 2025-2026**

ALL families that come to St. Mary's School will pay the following tuition rates:

### Parents' Cost of Tuition

One Child	\$ 4,050.00
Two Children	\$ 8,000.00
Three Children	\$11,800.00
Four Children	\$15,350.00

Please see Tuition Policy/FACTS information attached

### WEAPONS

St. Mary's School is a weapon free campus. Possession of/or use of firearms, replicas or instruments that could be used as weapons are prohibited.

Anything that has the possibility/intent of being a weapon is considered a weapon. The definition of a weapon is anything that can be used to harm another person. If a weapon is found to be in the possession of a student the following will happen:

1. The parents and the police will both be notified.
2. The weapon will be taken away from the student and returned to the parents.

### WELLNESS POLICY GUIDELINES

St. Mary's Catholic School promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a total learning environment. St. Mary's supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. **ALL HOMEMADE TREATS THAT ARE BROUGHT INTO THE SCHOOL FOR STUDENTS MUST HAVE A LABEL IDENTIFYING THE ALL INGREDIENTS THAT WERE USED TO MAKE THE SNACK. ITEMS BROUGHT IN THAT ARE NOT LABELED WILL NOT BE SERVED.** The following guidelines were written and approved by our Education Committee to be included in St. Mary's School Parent/Student Handbook.

#### POP

- Pop should not be used as a reward or a beverage at parties.
- Only water, milk, sport drinks, and beverages containing 100% fruit juices should be consumed at holiday parties.
- Pop should not be handed out as a birthday treat.

#### CANDY

- At holiday celebrations (such as Christmas, Halloween, etc.) the students may eat the snack provided along with one treat that does not meet nutritional standards. The candy they received will be sent home.

- Teachers are discouraged from giving candy as a treat or reward.
- We encourage parents to send healthy birthday treats or items such as pencils or erasers or a book donation to the classroom.
- Gum is NOT to be given and used as a reward or test anxiety for students. No gum!

## FOOD

- There should be a limited amount of food served at holiday celebrations. We are blessed with many willing parents who volunteer snacks/drinks. However, the teacher will contact any parent who volunteered to bring a snack or drink so we can limit the amount of food brought in.
- The list below are some popular snack choices for your consideration:

Trail mix	Cheese and crackers
Fruit cocktail	Fresh fruit
Granola/nutri grain/oatmeal bars-not cereal bars	
Dry cereal	Popcorn or popcorn balls
Rice cakes	Muffins
String cheese	Yogurt (regular, frozen, “Gogurt”)
Cheese cubes	Fruit smoothies
Chex mix	Vegetables and dip
Bagels	Pretzels (honey mustard)
Baked chips	Mini ham or turkey sandwiches
Jell-O (cups or jigglers)	Crackers (whole grain, graham, animal)

**Any of the above items should be brought to school in the original store bought packaging.**

## ACTIVITY

- Exercise is important. Because of that, no hand-held games or books will be allowed outside at recess time nor during the noon hour.

## VOLUNTEER AIDES/CHAPERONES

Our volunteer aides are a vital part of St. Mary’s School. We encourage you to be a volunteer aide-listening to the children read, assisting with children, using the copy machine, typing, and help with the vision/hearing screening. There are many other areas also. All volunteers that will be assistant students will have to have VIRTUS training. Call our school office if you would like to be a volunteer, 365-3693 and call the church office for more information on the VIRTUS training. Mandated background checks will be done on all adults who work with children. These policies include: state and diocesan mandates, as well as safe environment policies/materials, etc.

**RIGHT TO AMEND THE HANDBOOK-THE SCHOOL AND/OR PRINCIPAL RETAINS THE RIGHT TO AMEND THIS HANDBOOK AT ANY TIME, WITHOUT PRIOR PUBLIC NOTIFICATION.**



St. Mary's Catholic School  
140 South 10<sup>th</sup> Street  
Bird Island, MN 55310  
(320) 365-3693  
[www.stmarysschoolbirdisland.com](http://www.stmarysschoolbirdisland.com)

### ***Family Commitment Policy for the 2025-2026 school year:***

St. Mary's School is a Catholic School that prides itself in maintaining a high standard of quality education. To meet this standard St. Mary's School relies heavily on each family to contribute to fundraising, to serve on a committee(s), and to pay tuition. These three areas are essential in offsetting the cost to educate a student.

Therefore, it is imperative for all families to meet the following requirements laid out in this policy adopted by the School Education Committee and approved by St Mary's Church Administrative Council and Pastor. **Each family attests to their commitment by signing the final page of this policy.**

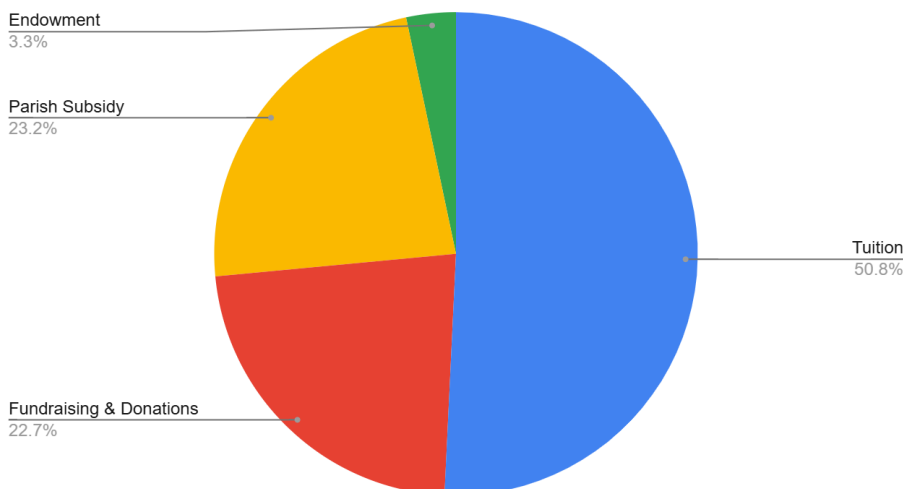
#### **COST TO EDUCATE:**

For 2024-2025 the cost to

educate is \$8,505 per pupil.

School Expenses	2024-2025
Salaries	\$948,486
<b>School Revenue</b>	<b>2024-2025</b>
Plant & Operations	\$158,426
Tuition	\$643,259
Instructional	\$72,901
Fundraising & Other Administrative	\$87,494
Donations	\$288,300
<b>Total</b>	<b>\$1,267,307</b>
Parish Subsidy	\$293,748
Endowment	\$42,000
Prek-8 Enrollment	\$1,267,307
<b>Total</b>	<b>\$1,267,307</b>
<b>Cost to Educate</b>	<b>\$8,505</b>

2024-2025 School Revenue Breakdown



## ***Fundraiser Commitment***

One effort to keep tuition affordable is to fundraise. Below are the list of fundraisers families are expected to participate in and how much they are expected to sell.

### **For Preschool ( $\frac{3}{4}$ year old class)**

- Fudge - sell at least \$200 of fudge (or \$100 of profit). If less than \$200 is sold then families must pay the difference to make \$100 in profit.
- Popcorn- sell at least \$200 of popcorn (or \$100 of profit). If less than \$200 is sold then families must pay the difference to make \$100 in profit.

### **PreK ( $\frac{1}{2}$ year old class) - 8th grade**

- Marathon - Families are expected to raise donations but there is no set amount of donations to be raised for this fundraiser per family or student. If our goal was spread out over the 75 families it would be about \$800/family. If it was spread out over the 120 students it would be about \$500/student.
- Winter Raffle - Families are **required** to sell 4 tickets at \$50/ticket. **Tickets not sold will be assessed to tuition.**
- Cash Calendar - Families are required to sell **10** Cash Calendars at \$30.00 each for a total of \$300.00. The money from the sales and any unsold calendars are due by December 1 of that school year. Any unsold calendars will be applied to your tuition account. If more than the required 10 calendars are sold, a \$20.00 per extra calendar sold will be applied to the family's tuition account. Credit will not be issued until after the first of the year and can only be used for tuition.
- Prime Rib Dinner - Families are asked to contribute to their grade level basket.
- Marion Golf - **Families are required to sell one - \$100 raffle ticket. Tickets not sold will be assessed to tuition.**

**Without fundraisers the cost of tuition would need to increase by at least \$2400/student.**

## ***Service Commitment***

### **SMART Committees**

Another way to keep costs down is to have families serve as volunteers for a variety of events and ways that lessen staffing needs. St. Mary's also believes that we do that better together and when leading by example. Your parent service commitment is an opportunity to help build a culture of service and provides a great opportunity to meet other families and see our mission in action. It is the expectation at St Mary's School that each family contributes a minimum of 10 hours of volunteering by committing to serve on one large assignment or choose 2 smaller assignments, as listed below. If a family is unable to fulfill their time commitment for that event,

they are obligated to find a replacement to work for them. **Please see the attached form to complete your choice.**

<b>Option A - 1 Service Event Commitment</b>	<b>Option B - 2 Service Events Commitment</b>
Chair a Committee Prime Rib Dinner Marion Open Cash Calendars Room Parents	Back to School Blast STREAM Night CSW Staff Appreciation Luncheon Book Fair Play Island Fundraisers Winter / CUF Raffle

### ***Tuition Commitment***

#### **For PreSchool (3/4 year olds)**

#### **Parents' Cost of Tuition**

3-Year-Old Half Days	\$1350/year - 3 - ½ days (\$150.00 / 9-month payments) \$1750/year - 4 - ½ days (\$194.44 / 9-month payments) \$2050/year - 5 - ½ days (\$227.78 / 9-month payments)
3-Year-Old Full Days	\$2600/year - 3 full days (\$288.89 / 9-month payments) \$3300/year - 4 full days (\$366.67 / 9-month payments) \$4050/year - 5 full days (\$450.00 / 9-month payments)

Other schedules may be possible based on enrollment with cost TBD. Preschool (3/4 year olds) that are at St. Mary's all day every day are included below.

#### **For PreSchool (4/5 year olds) - 8<sup>th</sup> Grade Students**

#### **Parents' Cost of Tuition**

One Child	<b>\$ 4,050.00</b>
Two Children	<b>\$ 8,000.00</b>
Three Children	<b>\$11,800.00</b>
Four Children	<b>\$15,350.00</b>

#### **Tuition Payment Plan Procedures**

1. The person(s) registering students are responsible for setting up and paying tuition.
2. St. Mary's School utilizes the FACTS management program to manage tuition accounts.
  - a. NEW FAMILIES must enroll in FACTS on registering or prior to the Back to School Blast, whichever is later.
    - i. To enroll in FACTS, you will need to do one of the following:

1. Go to the webpage: <https://online.factsmgt.com/signin/3D5RG>
    2. Go to the “New User” or create an account.
    3. Fill in all questions, bank information and select your payment option.
  - b. RETURNING FAMILIES will automatically be rolled over from the previous year to the new school year in the middle of May of the current school year. If you want to change your payment plan in any way (number of payments, credit card information, bank information, etc) it would all have to be changed within 30 days after the roll over in May.
  - c. There are links on the St. Mary’s website ([www.stmarysschoolbirdisland.com](http://www.stmarysschoolbirdisland.com)) to assist you with this process if needed or you may call the school office for assistance.
  - d. Once you have completed the steps above, you may view your information by going to [www.online.factsmgt.com](http://www.online.factsmgt.com). **Do not view your information by going back to the steps listed above – by doing this you will create another account for your family.**
3. All families will be assessed an enrollment fee by FACTS based on the payment plan the family selects.

**a. Payment Plan Options**

- i. One Payment Plan – Pay full tuition balance on/prior to the first day of school.
- ii. Two Payment Plan - payments are made in August and March.
- iii. Four Month Payment Plan - payments are in July, October, January and April.
- iv. 12, 11 or 10 Month Payment Plan - payments will begin in either June (12 month), July (11 month) or August (10 month)

**b. Enrollment Fee and Incidental Billing Fee**

- i. One Payment Plan: \$5.00
- ii. Two Payment Plan: \$15.00
- iii. Three or More Payment Plan: \$50.00

4. Tuition payments can be made one of two ways:
- a. Electronic Payments (ACH or Credit Card Payments) are the preferred options in paying tuition and are processed by FACTS:
    - i. ACH payments are withdrawn from your designated bank account on the 5<sup>th</sup>, the 15<sup>th</sup>, or the last day of each month.
    - ii. Payments made using a credit card, MasterCard, Discover, or Visa are acceptable. Those paying with a card will be charged a fee. Charges to your credit would be on the 5<sup>th</sup>, the 15<sup>th</sup>, or the last day of each month.
  - b. Payments made by check need to be sent or dropped off at the school and should be made payable to St. Mary's School.

5. Each family is allowed to move a due date for a payment three times during the school year. Requests for a change in payment date must be in writing and given to the office at school at least two weeks prior to the original due date. Payment dates for a given month may only be changed once unless approved by administration.
6. Tuition accounts must be current in order for students to participate in any type of class field trip and in order for an eighth grade student to participate in the graduation ceremony.
7. Late fee and past due tuition must be paid to FACTS before a student can register for the new school year.
8. Limited Tuition Assistance is available under the following conditions and restrictions:
  - a. Applications may occur at any time throughout the year, and more than once, if a change in your personal financial conditions necessitate the need for tuition assistance.
  - b. Pertinent financial information must accompany the application. All information remains confidential.
  - c. Financial assistance will be distributed based on need and availability.
9. If you are applying for Tuition Assistance the following steps must be taken:
  - a. Obtain a Tuition Assistance Form from the office at the school or website.
  - b. Return completed forms in a sealed envelope to the school office. All applications will be processed in a timely manner.
  - c. You will receive notification from the principal regarding your Tuition Assistance status.
  - d. If a tuition assistance dollar amount has been awarded and applied to a family's account within a designated school year and the family chooses to leave St. Mary's School, the family will be held responsible for reimbursing St. Mary's School for the financial amount awarded.
10. Early withdrawal: If a family chooses to withdraw their student prior to the end of the school year, the family will be responsible for all tuition due to the end of the current quarter when the student is withdrawn.

## PLEASE COMPLETE BOTH SIDES

Parents,

The 2025-2026 St. Mary's School Parent/Student Handbook is online at [www.stmarysschoolbirdisland.com](http://www.stmarysschoolbirdisland.com). Any new families to St. Mary's School were given a handbook. Please read through the handbook, changes, updates and additions have been made to it. Once you have read through the handbook please complete the **front and back** of this page and return it to school by Friday, September 5.

Thank you.

I have read the 2025-2026 St. Mary's Parent/Student Handbook and agree to uphold the rules and regulations.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**NAME(S) OF CHILD(REN)**

**GRADE(S)**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

**PLEASE INITIAL ONE:**

\_\_\_\_\_ I give consent for my child(ren)'s photo to appear in public relation materials.  
(newspaper, St. Mary's website, Diocesan publications)

\_\_\_\_\_ I **do not** give consent for my child(ren)'s photo to appear in public relation materials.  
(newspaper, St. Mary's website, Diocesan publications)

## **PLEASE FILL OUT BACK SIDE**

### ***TUITION POLICY/FACTS INFORMATION***

I have read the Family Commitment Policy/Tuition Information.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### ***GENERAL PERMISSION FORM***

#### ***FOR 2025-2026***

To cover walking to and from field trips and/or activities to Olivia High School, ditch cleaning etc. that necessitate leaving St. Mary's School premises during REGULAR SCHOOL HOURS: such as, band-o-rama, band practices, library, fire station, etc. within the City of Bird Island.

I/We \_\_\_\_\_ give St. Mary's School and personnel, permission  
Parent/Guardian

to take our child(ren) for school activities that necessitate leaving the school premises. These are activities that take place during regular school hours (8:00 am-3:00 pm). We understand that this does not include field trips that require bus/car transportation outside the city limits of Bird Island.

#### **NAME(S) OF CHILD(REN)**

#### **GRADE(S)**

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_