



St. Michael  
Catholic School

STUDENT ~ PARENT  
HANDBOOK

2011 – 2012

St. Michael Catholic School  
16280 Duluth Ave. SE  
Prior Lake, MN 55372

[www.saintmpl.org](http://www.saintmpl.org)  
Phone: 952-447-2124

Homework: <http://saintmpl.powerschool.com>

Absence Hotline: 952-447-2230

## **Welcome to St. Michael Catholic School.**

Your presence at St. Michael Catholic School is a sign of your commitment to Catholic Schools; where living the Catholic Faith and experiencing a quality education is a time-honored tradition.

This handbook is designed to assist you. It contains important information to help the school maintain a safe and productive learning environment. Please review your handbook and use it as a reference tool. We are pleased to serve you and look forward to working with you at St. Michael Catholic School.

### **ST. MICHAEL CATHOLIC SCHOOL MISSION**

Dedicated to spiritual growth, academic excellence, and social development, the mission of Saint Michael Catholic School is to prepare our students to live the Gospel message in an ever-changing diverse world.

### **PHILOSOPHY**

St. Michael Catholic School is dedicated to:

- helping students learn and live the Catholic faith in an environment where Christian values are modeled.
- preparing students to actively participate in the social mission of the Church.
- respecting the dignity of individuals regardless of race, sex, economic, or religious background.
- creating an atmosphere in which students, parents, and staff worship, learn, and work together.
- designing curriculum to include mastery of basic skills, development of critical thinking skills and encourage children to reach their potential to function as contributing members of society.
- developing an attitude of support among students, parents, administrators and teachers according to the rules and policies of St. Michael Catholic School.

## ST. MICHAEL CATHOLIC SCHOOL ADVISORY BOARD

Pastor	Father Tom Sieg
Principal	Patrick Fox
Assistant Principal	Laurie Maxwell
Board Chair	Karen Sher
Chair-elect	Stephanie Glenzinski
Board Members	Diane Glaser
	Blair Guyer
	Christine Hockman
	Michelle Imholte
	Joe O'Connor
	Jean Schroeder
Parish Council Liaison	Jim Anderson
Recording Secretary	Katie Vander Weit

## FACULTY AND STAFF

### ADMINISTRATION:

Principal:	Patrick Fox
Assistant Principal:	Laurie Maxwell

### FACULTY:

Preschool Coordinator	Laura Schroeder
Assistant Teacher - Preschool	Nancy Rausch
Kindergarten Prep	Ashley Heitkamp
Kindergarten	Jane Engel
Kindergarten	Kelly Rohlfesen
Grade 1	Laurie Johannes
Grade 1	Amy Peterson
Grade 2	Beth Gillham
Grade 2	Bonnie Lurquin
Grade 3	Kelley DeGross
Grade 3	Ruth Kemper
Grade 3	Christina TenEyck
Grade 4	Peg Hofer
Grade 4	Deanna Vochoska
Grade 5 Math, Science, Language Arts Religion	Jill Kaczmarek
Grade 5 Math, Language Arts, Religion Social Studies	Dennis Whalton

Middle School Math 6-8/Religion 6  
Middle School Language Arts 6  
Middle School Spanish 6-8/Religion 6&7  
Middle School Science 6-8  
Middle School Math 7&8  
Middle School Social Studies 6-8  
Middle School English/Literature 7  
Middle School English/Literature/Religion 8  
Middle School English/Literature/Religion 8

Sister Melissa Schreifels  
Megan Woods  
Nathan Dean  
Matthew Erdman  
Laurie Maxwell  
Bill Olson  
Ann Prchal  
Luanne Kuboushek  
Becky Strupeck

Visual Arts – Kindergarten – Grade 8  
Physical Education/Health & Athletic Director  
Music  
Library Resource

Rachel Olmanson  
Chad Wentzel  
Brian Lenz  
Debra Meidl

Technology Resource/Computer Specialist  
Band – Grade 4 - 8

Darlene Casey  
Bruce Felt

### **SUPPORT STAFF:**

Administrative Secretary  
Secretary  
Health Aide  
Maintenance  
Maintenance  
Facilities Manager  
Support Personnel  
Support Personnel  
Support Personnel  
Volunteers

Sandra Haycraft  
Corla Niesen  
Joy Portzline  
Lane Farnquist  
Luke Kohout  
Judy Menden  
Kim Hobart  
Linda Saumer  
Sue Schriever  
**Many Wonderful Parents**

### **SCHOOL LUNCH PROGRAM**

Food Service Director  
Food Service  
Food Service  
Food Service Cashier  
Support Personnel/Lunchroom Monitor

Debbie Holzemer  
Julie Herbst  
Kathy Monnens  
Sue Schriever  
Cleo Kubes

### **PSYCHOLOGIST/COUNSELOR**

Licensed Psychologist  
Counselor

Dr. Steven Kahn, Ph. D  
Molly Fischer

### **ADVENTURES PLUS CHILD CARE**

Program Coordinator  
Classroom Assistant  
Classroom Assistant  
Classroom Assistant

Julie Herbst  
Kylee Casey  
Kim Hobart  
Linda Saumer

# St. Michael Catholic School

## Curriculum Overview

For information regarding curriculum by grade level and subject area, please refer to the school website link "Academics" at: <http://www.saintmpl.org/about-us/academics-activities/>

### EXTRA CURRICULAR PROGRAMS AND ACTIVITIES

Keystone Commons visits  
Book Talk - Kids are Authors - Jr. Crew  
Robotics Club  
Ski Club  
Art Masterpiece  
Spring Musical  
Choir (new this year)  
Chess Club  
Jr. Naturalists  
Math Masters  
Spelling Bee  
Junior Achievement  
4 - H Character Counts

St. Michael Catholic School believes in the positive values and developmental opportunities provided by extra curricular activities. Students must meet academic and behavior standards to participate in extra curricular activities (See Middle School Discipline Policy in this handbook).

#### **AWARDS - LETTER/PINS**

Students participating in the St. Michael Athletic Program will receive a letter 'B' after completing their first year. The following year they will receive a pin for the specific sport they have participated in. Each year after, they will receive a bar for that sport.

#### **BAND**

Students in grades four through eight may participate in Beginning or Advanced Band. Students receive weekly group lessons during the school day in addition to a weekly full band after-school rehearsal. Bands perform Christmas and Spring Concerts. Participation fees apply.

#### **FIELD TRIPS**

Field trips expand learning experiences beyond the classroom. Fees may be charged for transportation or admission. Fee scholarships are available by contacting the teacher or principal. Signed "Field Trip Permission" forms are required.

Students participate in about two field trips per year. 6<sup>th</sup> graders attend a three-day experience at Eagle Bluff ELC. 8<sup>th</sup> Grade students participate in a weeklong experience at Wolf Ridge ELC. Chaperones are always needed - see Volunteer Handbook for Chaperone Guidelines.

## FINE ARTS

Students are provided opportunities to participate in Fine Arts activities. These include special performing arts and visual arts on occasions throughout the school year. Administration and teaching staff determines program and event selection, grade level involvement, and guidelines for selection of performers.

## SACRAMENTS

Parents model a living Catholic faith and share in preparing their child/ren for the reception of the sacraments in the Catholic Church.

Second grade students baptized in the Catholic Church may receive the Sacrament of Reconciliation and Eucharist if they fully participate in the preparation programs with their parent/guardian.

## SPORTS

- Volleyball - Grades 5, 6, 7, & 8 (Fall Sport/Girls only) - September - October
- Basketball - Grades 5, 6, 7 & 8 (Winter Sport/Boys and Girls)
- Intramural Basketball - Grades K - 4 (January - March on Saturdays (Boys and Girls)
- Baseball - Grades 7 & 8 (Spring Sport/Boys only)
- Softball - Grades 7 & 8 (Spring Sport/Girls only)
- Golf – Grades 5, 6, 7 & 8

The St. Michael Catholic School Athletic Handbook provides additional information.

## STUDENT COUNCIL (Grades 7 - 8)

Student Council participation is open to all 7<sup>th</sup> and 8<sup>th</sup> students and meets Wednesdays at 7:00AM to assist teachers with miscellaneous tasks.

Participants must:

1. Demonstrate RESPECT for self, others and property of others.
2. Follow school rules.
3. Encourage others to conduct themselves in a manner that makes St. Michael Catholic School a wonderful place for all.
4. Maintain a "C" or higher grade point average.
5. Attend and actively participate in student council meetings and activities.

## PROGRESS REPORTS - PARENT TEACHER CONFERENCES

Students receive progress reports at the end of each quarter. Parent conferences are scheduled during the school year.

## GRADING STANDARDS

- Kindergarten, - S, N and P (Progressing) are used in all subjects
- Grade 1 and Grade 2 - S, N and P (Progressing) are used in all subjects
- Grade 3 - S, N and P (Progressing) are used in Art, Religion, Music, Handwriting, and Phy Ed. **Letter grades are used in the other subjects.**
- Grade 4 - S, N, Handwriting, Art, Phy Ed and music. **Letter grades are used in the other subjects.**
- Grade 5 - S and N Handwriting – Letter grades are used in the other subjects

## GRADES 3 - 8

- A - 95 - 100
- C+ - 84 - 85

A-	-	93 - 94	C	-	81 - 83
B+	-	91 - 92	C-	-	78 - 80
B	-	89 - 90	D+	-	76 - 77
B-	-	86 - 88	D	-	73 - 75
			D-	-	70 - 74
			F	-	0 - 69

### ACADEMIC ASSISTANCE

1. *Academic Assistance* letters notify the student, parents, and teachers that a student's current grades indicate a need for assistance. Typically, problems are corrected before grades become part of the student's permanent record. Academic Assistance is not disciplinary.
2. Students participating in sports and other extracurricular activities must maintain a "C", or 1.8 grade point average.
3. Middle school teachers review student's grades. Students are placed on academic assistance when failing any subject. Parents will be contacted by the homeroom teacher.
4. Students on academic assistance may not participate in extracurricular activities for a minimum of one week and remain on academic assistance until grades improve.
5. Parents are notified by mail that their child has been placed on academic assistance. The homeroom teacher will inform parents when their student is no longer on academic assistance.

### RETENTION

(Grades K-4)

Should retention become a consideration for a student, information regarding the students' academic status, attendance, age, and other factors will be carefully considered. General process:

1. Teacher will contact the student's parents regarding areas of concern.
2. Parents, teachers, and administrators will mutually agree upon decisions regarding retention.

(MIDDLE SCHOOL)

A student failing in final grades in one or more core academic subjects will not be passed to the next grade until the following criteria are met.

- a) Attend twenty (20) hours of summer school, or receive tutoring for each failing subject area and demonstrate proficiency in that subject area.
- b) Provide adequate documentation to the administration upon completion, i.e. record of attendance and grades earned.

### **ASSIGNMENTS/HOMEWORK**

Homework provides the opportunity to practice and deepen skills. Time and space should be created at home for children to complete schoolwork. Parents are encouraged to inform teachers if their child is spending an inordinate amount of time on homework. Check assignment and homework status at: <http://saintmpl.powerschool.com/public/>

### **LATE ASSIGNMENT/HOMEWORK (Because of illness or vacation)**

When **absent** from school for one (1) or two (2) days:

**Primary** school students ask their teacher for homework assignments or use “PowerSchool”.

**Middle school students:** Check PowerSchool for homework, assignments, tests, etc. information. If you have questions, contact your teacher.

Work turned in late, with the exception of work missing due to absence, will earn a maximum score of 80% if one school calendar day late and 70% if 2 – 7 school calendar days late. Because of differences in subject matter and schedule timelines, teachers may use discretion for individual assignments. Extended due dates for absence are as follows:

- Vacation – 1 additional day for each day missed.
- Illness – 2 additional days for each day missed.

### **SCHOOL SUPPLIES**

Supply lists may be found at: <http://www.saintmpl.org/families/handbooks-forms-2/> or in the school office.

### **BOOKS AND EQUIPMENT**

Students are responsible for the care of books and equipment provided. Materials returned in poor condition will result in damage fees. Grade 6, 7, & 8 students receive a laptop computer for school/home use for an additional fee.

## **STUDENTS RIGHTS/RESPONSIBILITIES**

### **RIGHTS**

Rights of the individuals are preserved only by the protection and preservation of the rights of others. Students and/or parents are responsible for the manner in which the student’s rights are exercised and must accept the consequences for actions that violate the rights of others. St. Michael students have the right to:

- Participate in a learning environment that nurtures the Christian spirit
- Attend school and receive an education as provided by law
- Express opinions without infringing on the rights of others
- Be informed of the standards of conduct for St. Michael Catholic School
- Privacy regarding school records as outlined by legal requirements
- Reasonable protection of personal property

### **RESPONSIBILITIES**

Students are responsible for their behavior and for understanding and obeying school rules. St. Michael Catholic School students have a responsibility to:

- Complete academic work to the best of their ability
- Attend classes on time and for the entire school day unless excused
- Comply with the St. Michael Catholic School Dress Code
- Refrain from all types of bullying
- Respect their property, the property of others, and the property of St. Michael Catholic School.

### **LUNCHROOM BEHAVIOR**

Respect the right of all students to eat lunch in a clean, quiet, safe, and relaxing atmosphere.

**PLAYGROUND BEHAVIOR**

Respect the right of all students to enjoy a pleasant and safe recess period.

**CLASSROOM BEHAVIOR**

Respect teachers, paraprofessionals, and classmates right to teach and learn.

**HALLWAY BEHAVIOR**

Respect the right of any person in the school building to walk safely in the hallway.

**RESTROOM BEHAVIOR**

Appropriate behavior in the restroom is expected of all students.

Conduct that violates the philosophy of St. Michael Catholic School is not acceptable.

**DISCIPLINE**

A positive discipline plan is practiced at St. Michael Catholic School. Students are encouraged to meet behavior standards and goals through a variety of positive reinforcement methods, programs and practices. The program strives to build student responsibility.

**HONOR LEVEL SYSTEM (Grades 5 – 8)**

The Honor Level System is an incentive system designed to recognize students for good behavior. Emphasis is placed on teaching students to be responsible for their actions. The ultimate goal of this system is to build an atmosphere where students strive to be responsible citizens. The Honor Level System is forgiving. If a student earns a debit and drops to Honor Level Two, they can return to Level One in seven days provided no additional debits are assigned. This period is called the "7 day window." It is possible to regain Level One standing in a relatively short time. The "7 day window" includes weekends, holidays, and even vacation days. The system allows students to earn their way back to Honor Level One even when they are not in school. The system is fair to all students and it rewards those students who demonstrate good school citizenship.

This system will also work in concert with the school's discipline system and extra-curricular code. Inappropriate behavior results in a series of progressive consequences and an accumulation of debits. A student's Honor Level is adversely affected as the number of debits increases. This can disqualify students from some incentives and privileges. There will be consequences for inappropriate behavior. Although this system coordinates discipline within the school, it is not meant to replace teachers' own classroom expectations or management styles. The Honor Level System has been used with great success in schools nationwide.

**All students begin the year on Honor Level One as  
"ALL-STARS"**

**How does it work?**

Students will be informed of their debits and assigned a consequence if necessary. **Debit points double when assigned by a substitute teacher.** The assistant principal will maintain student honor system records and provide teachers with student status within the Honor Level System. This information will be shared with the student by their homeroom teacher as necessary.

**Minor deficits** will result in one debit point. The teacher may assign a consequence for the minor deficits. Students are expected to fulfill all teacher assigned consequences.

**LEVEL STATUS**

Honor Level One	0 debits
Honor Level Two	1 - 6 debits

Honor Level Three	7 - 13 debits
Honor Level Four	14 or more debits

When a major deficit occurs, the student will be required to fulfill a consequence by the teacher and/or serve time in the TAP "Turn Around Program". The amount of time served depends on the situation.

Certain severe discipline problems will be handled with immediate administrative action. Offenses of this nature can lead to immediate assignment to Honor Level Four (suspension of all incentives and privileges).

**Student Responsibilities**

The Honor Level system requires students to be responsible for their actions. If students receive debits and TAP time is given, students are expected to serve the time as directed by the teacher. Students must successfully complete any consequences given by the teacher. Updates will be given to students regarding the number of debits they have accrued and their current Honor Level status.

Debit points double if assigned by a substitute teacher.

**Honor Level System – Minor Deficits**

**Failure to:**

- Arrive on time to class/school
- Come to class with necessary materials
- Refrain from gum chewing, candy, or littering
- Act appropriately in class
- \* Be in uniform
- Come to class with completed homework
- Act and move through the halls in an orderly manner

**Minor debits add one point to a student's Honor Level**

**Honor Level System - Major Deficits**

**Failure to:**

- Complete assigned consequence and/or attend TAP session
- Act and move through the halls in a safe manner
- Respect school property and the property of others
- Follow lunch rules
- Follow classroom and school rules
- Use appropriate language
- Treat peers with respect
- Treat adults with respect
- Follow staff directives
- Settle conflicts appropriately

**Major debits add three points to a student's Honor Level**

**Administrative Action:**

Acts requiring administrative action:

- Bullying/Harassment behavior
- Sexual harassment (Based on Minnesota Statutes)
- Disruption of the learning environment

**These deficits add a minimum of five points to a student's Honor Level and possible removal from class and/or school upon parental notification.**

### **Honor Level Privileges and Incentives**

#### **Honor Level One (0 debits)**

These students will have access to all privileges and incentives.

#### **Honor Level Two (1 - 6 debits)**

These students will have access to all privileges and most incentives. Consequences will be given based on the infraction.

#### **Honor Level Three (7 - 13 debits)**

These students will be restricted from extra-curricular activities and large or small group advisor / advisee program special activities. These students will be assigned "in-house detention" time with the assistant principal during these activities. Depending on the infractions, other privileges such as riding on the bus and eating in the lunchroom may be lost. Upon return to Honor Level One or Two, restrictions will be lifted. These students may attend field trips if accompanied by a parents or guardians.

#### **Honor Level Four (14 or more debits)**

These students will be restricted from extra-curricular activities, large or small group advisor / advisee program special activities, eating in the lunchroom, and field trips. These students will be assigned "in-house detention" time with the assistant principal during these activities. Depending on the infractions, other privileges such as riding the bus may be lost. Upon return to Honor Level One or Two, restrictions will be lifted.

### **TURN AROUND PROGRAM**

A student may be placed in the Turn Around Program by the principal or assistant principal for disciplinary reasons. While in the Turn Around Program, the student has the opportunity to participate in personal and emotional growth activities, and work with teachers and counselors to find a way to change behavior. If the student refuses to complete the T.A.P. program or behaves inappropriately, he/she will be suspended.

The student may attend athletic practices and participate in after school extracurricular activities, on the day he/she has been in T.A.P.

### **SUSPENSION POLICY**

1. Students suspended from school are expected to complete all classroom work assigned in their absence.
2. A suspended student will not be allowed to represent St. Michael Catholic School in extracurricular activities and/or practice sessions of extracurricular activities at the discretion of the administrator for a period of up to twenty (20) days.
3. If a student's behavior is not corrected after a suspension, expulsion may be considered.
4. Suspension may result if a student chooses not to follow school rules that apply to the treatment of school personnel, other students or school property.

### **EXPULSION POLICY**

Expulsion means action taken by the school to prohibit an enrolled student from further attendance at the school. If a student's violation of school rules threatens to continually or, in any given instance, disrupt the daily academic process or if the student's presence poses a danger to himself/herself or other persons or property, the administrator will take the following action:

1. Notify the student of the violation of school rules.
2. Notify the parent/guardians of the student of the violation of school rules.
3. Arrange for a hearing with the teaching staff and administration.
4. Take action as recommended by the teaching staff and administration.

### **ATTENDANCE/ABSENCE**

Students are expected to be present and punctual for all classes. A student will be tardy if they do not report to their homeroom by 7:40 a.m.

A student is marked absent half a day if they are not in school by 11:00 p.m. or if they leave school at 11:00 or earlier and do not return.

When sickness or serious obligation to the family necessitate absence, the following procedure is to be followed:

1. Parents are asked to call the Absentee line (952-447-2230) on the day the child is absent and report the reason for the absence.
2. **Prolonged Absence:** If there is need for a prolonged absence (15 or more consecutive days), please notify the principal.
3. **Prearranged Absence:** Parents who feel that some activity involving the family is important enough to require the absence of their child from school they should advise the school in writing.

**UNEXCUSED ABSENCE** - Absence from school without permission and without legitimate reason is truancy. A student who is truant will be required to have a conference with his/her parents and the principal and will have to make up time and a half for the truancy offense. The student will also be put on an individual behavioral contract.

### **EARLY ARRIVAL**

For safety purposes, early arrival is permitted only if the student has a prearranged meeting with a teacher. Because no supervision is available before 7:35 a.m., students may not be on the playground or waiting at the doors. Students are expected to enter the building promptly and quietly when the first bell rings.

### **EARLY DEPARTURE**

- a). **Appointments** - Please send a signed written note with your child/ren. The note needs to be verified by the office staff in the morning.
- b). **Out of school activities** - If your child/ren will be leaving school every week at the same time and same day the teacher will be notified. Your child/ren can be picked up in the office. (Please do not pick your child/ren up before 2:00)
- c). **Sport Groups** - Sport groups, which are not affiliated with the St. Michael School Program, must have approval from the principal. Coaches/leaders need to supply a list of students with the dates and times of the activity. A copy will be kept in the office.

Parents/guardians must sign a release form in the office before taking a student out of school.

## **ST. MICHAEL CATHOLIC SCHOOL DRESS CODE/UNIFORM POLICY (2011-2012)**

Students should be dressed and groomed in such a manner that their appearance contributes to a positive learning environment. St. Michael students wear approved school uniforms during the school day.

### **Girls:**

- a. St. Michael School jumper with white blouse or turtleneck (K- 4)

- b. Navy blue slacks or shorts with white knit shirt
- c. Khaki slacks or shorts for grades 6, 7 & 8 (Donald's only)
- d. Navy blue or white knit shirt with school logo
- e. Navy blue sweater or Donald's SMCS fleece half-zip pullover, if appropriate
- f. Pleated skirt worn at knee length with white blouse, knit shirt or turtleneck.  
Skirts: Worn only by girls in grades 5-8, hem length must be at the middle of the knee.
  - Skirts may not be rolled at the waist.
  - Girls must wear navy shorts under skirts and jumpers.
- g. Navy blue or white knee socks, anklets or tights worn at all times
- h. Plaid skort with white blouse, knit shirt or turtleneck.

**Boys:**

- a. Navy blue pants or shorts (Dockers, cords or twill) with white knit shirt
- b. Khaki slacks or shorts for grades 6, 7 & 8 (Donald's only)
- c. Navy blue sweater or Donald's SMCS fleece half-zip pullover, if appropriate
- d. Navy blue or white knit shirt with school logo
- e. Navy blue or white socks worn at all times.

**Girls and Boys:**

A school-approved monogrammed navy blue or gray sweatshirt or Donald's zip-up fleece may be worn over the shirt/blouse. Order these through the Blues Shop ([www.stmichaelblues.com](http://www.stmichaelblues.com)). Shoes must be enclosed (no open toe or heel) and must be securely attached to the foot without trailing laces. Natural hair colors are acceptable. St. Michael Catholic School believes appropriate attire demonstrates respect for self, others, and occasions. Our dress code compliments our Catholic Christian values to help students develop an appropriate sense of modesty and taste. Our goal is to foster school unity and pride in our identity.

**MASS attire:**

Students are expected to be in uniform during Mass. Coats, out of uniform sweaters, and non-uniform items will be removed during Mass.

**FOOTWEAR:**

- Sturdy, flat-heeled athletic or dress shoes.
- All shoes must have enclosed toes and backs.
- Shoelaces must be tied.
- No Crocs, Heelys, skaters, or flip-flops.
- Boots may not be worn in the classroom.

**PHYSICAL EDUCATION CLOTHING:**

Students wear shorts (no cutoffs), a t-shirt, white socks, and gym shoes. Appropriate outdoor clothing such as sweats or warm-ups may be needed in fall and spring.

Students are required to have proper footwear (sneakers, court shoes or running shoes).

Students in grades five through eight are required to change clothes for class. A bag is needed for shoes, shorts (or sweatpants), T-shirt (or sweatshirt), hand towel or washcloth, and deodorant. Tank tops or crop tops are **NOT** acceptable. **STUDENTS WITHOUT REQUIRED CLOTHING WILL NOT BE ALLOWED TO PARTICIPATE IN PHYSICAL EDUCATION.**

## **GENERAL GUIDELINES FOR ALL STUDENTS:**

- Undergarments worn under uniform shirts must be solid white without print or graphics.
- All pants must be worn at the waist.
- Oversized or “sagging” pants may not be worn.
- No tight pants.
- Un-banded shirts must remain tucked into pants.
- Only natural hair color is acceptable.

### **Spirit Day Attire Guidelines:**

Spirit Day will be the First Friday of each month. St. Michael “Blues” gear or team shirts may be worn on Spirit Day from the waist, up! All other uniform rules apply.

### **Out Of Uniform Days:**

“Out Of Uniform” days are a privilege and will occur occasionally throughout the school year. School dress code and all guidelines with respect to modesty, neatness, and appropriateness apply. See below:

#### **Student attire must be consistent with the following guidelines:**

- No sleeveless shirts or low necklines
- No offensive words, phrases, or pictures, or depictions
- No exposed midriffs
- Shorts, skirts, and dresses must be no more than 3 inches above the knee
- Caps or hats are not allowed

**Administration reserves the right to ask a student to change to appropriate attire at any time.**

### **Uniform Supplier:**

Approved uniforms are available for purchase through Donald’s Department Store, 972 Payne Ave., St. Paul. Phone orders through Donald’s are accepted at 651-776-2723. Donald’s representatives offer a uniform sale at St. Michael Catholic School each summer and in January. A uniform exchange for used uniforms is available to parents at these sales.

**Uniform Code** - The uniform code is adopted by St. Michael School Advisory Board and is the policy of this school.

## **FIRE DRILLS AND LOCK DOWNS**

Fire Drills and Lock Downs are conducted regularly. During Fire Drills, all persons must leave the school via the nearest unobstructed exit in quick, quiet, and orderly fashion. After all have evacuated, teachers call roll to account for each student. A signal will be given to reenter the building. During Lock Downs, students remain in their classrooms and move to a safe place. Doors are locked and shades drawn. Teachers conduct quiet activities until the all-clear signal is given. Fire Drills are held five times each year and Lock Downs four times. Rules for Fire Drills and Lock Downs are found in the Teacher Personnel Handbook.

### SCHOOL PICTURES

Individual student portraits will be taken at school each fall. Students wear uniforms for these official school pictures. Pictures may be purchased by parents/guardians. Optional 'out of uniform' pictures are taken in the spring and may be purchased as well.

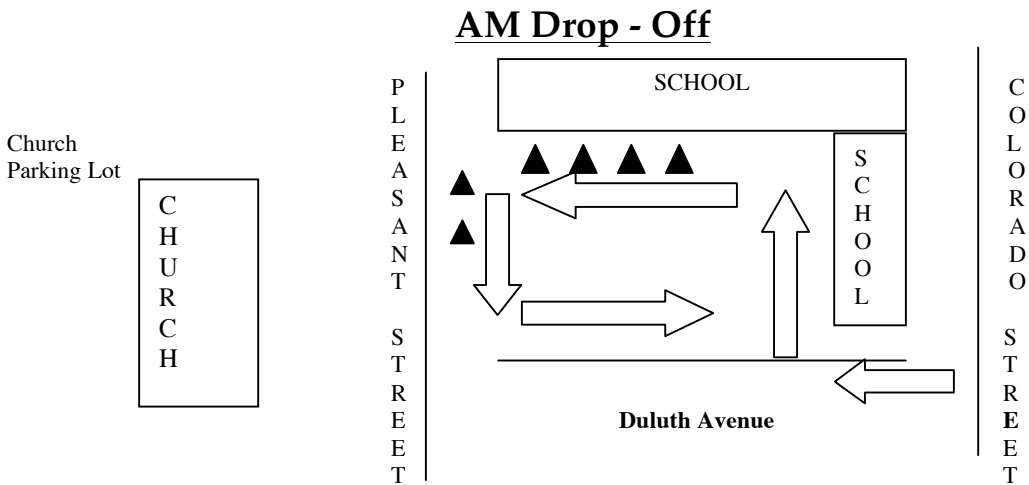
### TORNADO DRILLS

Tornado drills are necessary for the safety of the children. Students participate in the Minnesota State conducted tornado drill.

### TRANSPORTATION

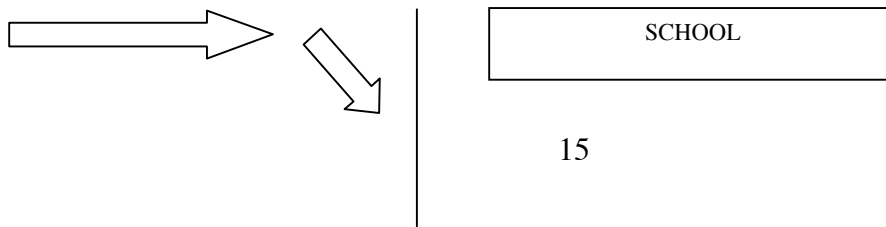
#### CAR LINE SAFETY FIRST!

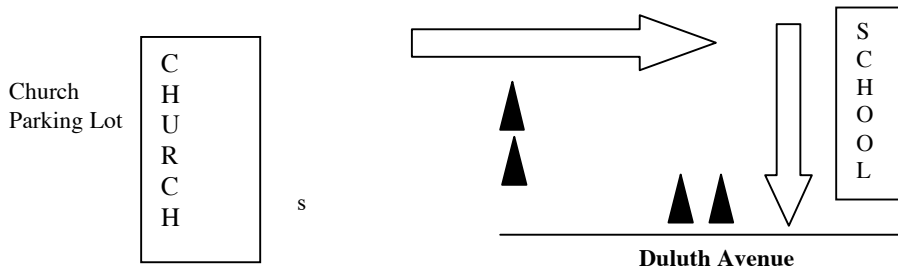
The diagram shows procedures for morning drop-off and afternoon pick-up. If you do not use the carline to pick up your child in the afternoon, send a note to school with your child and check him/her out in the main office and use street parking. Afternoon car line begins in the Church parking lot. Follow directions shown on the map.



Cars enter lot and slowly drive to end of lot near Pleasant St. Drop students when all cars stopped. Once all students in 'unload' line have safely exited, drivers continue through lot to right turn exit onto Duluth Avenue. Students must exit from the passenger side/sidewalk side of the car. **NO WALKING IN FRONT OF CARS!!**

#### PM Pick - Up





Car line up starts in the Church parking lot. Proceed toward school and wait until signaled to proceed into the school parking lot. Form a single line along the sidewalk.

### **BUS TRANSPORTATION**

Bus transportation is provided by ISD #719 under contract with the Prior Lake Bus Operators' Association. The District School Office/Bus Department mails transportation schedules to parents during the summer. New families should contact ISD #719 for inclusion on regular bus routes. Families should provide information to the district regarding childcare arrangements or special pick up points other than the child's home. Any questions regarding transportation may be directed to the Bus Transportation Department, ISD #719, 952-226-0050.

Bus transportation is NOT provided to students who live 1 mile or less from St. Michael Catholic School. If families perceive the walk to be unsafe, they may contact the Prior Lake Transportation Department (952-226-0050).

Students who ride bikes to school are required to provide a signed waiver form to the school office. Waiver forms are available in the school office.

Students are required to follow the Prior Lake School Bus guidelines and behavior expectations. Riding the bus is a privilege.

### **DISTRICT BUS RULES**

St. Michael Catholic School students are expected to adhere to the Transportation Policy #C-180 of ISD #719. A copy of this policy is included, for new families, with the family packet information. If you have questions or concerns, please call the Transportation Department at the District #719 office (226-0050).

Minnesota State Law requires students to participate in a Bus Safety Program. Students receive this instruction during the first weeks of school.

Individuals not authorized or assigned to privileges of transportation shall not be allowed to board a school bus either on regular routes or activity/field trip excursions, unless prior approval is obtained from the dispatcher representing the bus contractors or the Transportation Department.

Students assigned to a school district bus route will be considered an unauthorized passenger on any bus other than the one to which they are assigned, unless prior approval is obtained from the dispatcher representing the bus contractors or the Transportation Department.

The school reserves the right to enforce discipline on school buses both before and after school and during any period when students are being transported on approved school activities.

Headphones and electronic devices are not permitted on the bus.

**NO PARKING** in the school lot 30 minutes before or after school hours (7:30AM – 2:15PM)

### **CHANGE OF ADDRESS**

Please report changes of address and contact information to the school office.

## **FAMILY STATUS**

Please inform the teacher if there is a change in family status that may impact your child in school. When legal custody of a child changes, the school must be notified. Additional copies of report cards and *St. Michael News Notes* will be sent to parents/guardians who notify the school office.

## **COMMUNICATION**

St. Michael Catholic School supports open communication. As a faith community, we must be able to address differences in a caring, cooperative manner. Use the following guidelines to address concerns, offer ideas, and solve problems to ensure open, effective communication.

### **COMMUNICATION – School Policy**

Use the following guidelines to address concerns, offer ideas, and solve problems to ensure open, effective communication regarding a particular school policy:

Concern or idea regarding existing school policy:

- ❖ Contact principal. Discussion documented, including action steps leading to resolution, or implementation of all or parts of concern or idea.
- ❖ Concern or idea regarding school policy deemed appropriate for SAB consideration by principal:
  - Concern or idea regarding school policy brought by principal to School Advisory Board for consideration.
  - School Advisory Board discusses concern or idea, considers steps leading to resolution or implementation of all or parts of concern or idea, and follows SAB by-laws related to school policy change:
    - Possible policy change discussed at SAB meeting.
    - Consensus decision reached regarding policy change at following meeting. (SAB determines whether to recommend change to principal and pastor.)
    - Note: Pastor approval required prior to policy change.
- ❖ Concern or idea regarding school policy deemed inappropriate for SAB consideration by principal:
  - SAB Chair may be contacted. Discussion documented, including action steps leading to resolution, or implementation of all or parts of concern or idea.
  - Concern or idea deemed **appropriate**, steps noted above for SAB policy change process implemented.
  - Concern or idea deemed **inappropriate** for SAB consideration:

- ❖ Pastor may be contacted. Pastor will determine whether SAB action needed regarding the school policy concern or idea.

### **COMMUNICATION – Interpersonal**

Use the following guidelines to address concerns, offer ideas, and solve problems to ensure open, effective communication regarding a concern or idea to share with a teacher:

#### Parent concern or idea to share with teacher:

- ❖ Contact teacher. Discussion documented, including action steps leading to resolution, or implementation of all or parts of concern or idea.

#### Issue remains unresolved or idea not agreed upon by parent and teacher:

- ❖ Parent may request meeting with school principal. Discussion documented, including action steps leading to resolution or implementation of all or parts of concern or idea.
- ❖ Principal may arrange a meeting to include teacher and parent.
- ❖ Student/s may be involved at the principal's discretion.

#### Issue remains unresolved or idea not agreed upon by principal, parent and teacher:

Pastor may be contacted. Pastor will determine whether SAB action needed regarding the concern or idea.

### **News Notes NEWSLETTER**

Each Friday, St. Michael Catholic School publishes *News Notes* on the school website. Periodically, an E-mail containing pertinent information will be distributed to families.

### **SCHOOL CLOSINGS**

Should an emergency school closing be necessary, information will be broadcast on local news channels and by email to all families. St. Michael Catholic School will close with the Prior Lake-Savage Public Schools during weather-related emergencies.

### **TELEPHONE CALLS**

Students and teachers will not be called to the telephone during school hours except in cases of emergency. Children are allowed to use the phone only with their teacher's permission.

Please feel free to call your child's teacher at school. Leave a message on the teacher's voice mail (952-447-2124).

### **APPOINTMENTS**

Parents are asked to make an appointment to talk with teachers or the administration.

## **LOST AND FOUND**

Students should have their clothing well marked. 'Lost and Found' items may be found in the upper hallways of Building A and B. Please check the Lost and Found area before reporting an item missing. Unclaimed items are discarded or given to charity.

## **VALUABLES**

St. Michael Catholic School is not the place to bring valuables, collections, or large amounts of money. The school is not responsible for lost or stolen items. Bring 'lost' items to the office.

## **VISITORS**

Parents and guardians are welcome to visit school. All visitors must report to the office to sign in and obtain an identification tag. An appointment must be arranged in advance to visit a particular class. An adult must accompany visitors under the age of 13. Visitors are not permitted during testing periods. Special opportunities for Parent/Guardian visits are planned throughout the year.

## **LEGAL VIOLATIONS**

St. Michael Catholic School officials will cooperate with the proper authorities in matters involving legal violations. Officials will contact parents should police involvement be required.

## **DISCRIMINATION GUIDELINES**

St. Michael Catholic School admits students of any sex, race, and color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **HARASSMENT POLICY**

St. Michael Catholic School will maintain a learning and working environment free from harassment and violence.

### Definition of Sexual Harassment:

Unwanted/unwelcome behavior of a sexual nature that makes a person feel uncomfortable, intimidated, degraded, or discriminated against, or creates an atmosphere/environment of disrespect, hostility, or intimidation.

It is a violation of the policy for any student or employee to harass a student or employee through conduct or communication of a sexual nature. Behaviors may include but are not limited to:

- name calling
- aggressiveness
- spreading rumors
- comments
- pressures for sexual activities
- blocking/shoving
- sexual assault
- encouraging sexually inappropriate behavior
- jokes
- cartoons/pictures
- notes
- gestures
- leers
- inappropriate touching

St. Michael Catholic School will investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and will discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the school.

If a student believes he/she has been sexually harassed, or if a student witnesses an incident of sexual harassment, the following steps will be taken.

- 1) The student must immediately report the incident to the classroom teacher or appropriate staff member.
- 2) The staff member shall document the incident and the principal shall be notified.
- 3) If necessary, the principal will conduct a timely and proper investigation.

**Definition of Harassment:**

Unwanted/unwelcome behavior that makes a person feel threatened uncomfortable, intimidated, degraded or discriminated against or that creates an intimidating, hostile or offensive learning, working, or play environment.

If a student believes he/she has been harassed, or if a student witnesses an incident of harassment, the following steps will be taken:

- 1) The student must immediately report the incident to the classroom teacher or appropriate staff member.
- 2) The staff member shall document the incident and the principal shall be notified.
- 3) If necessary, the principal will conduct a timely and proper investigation.

Consequences for any form of harassment may include, but are not limited to the following:

- Conference with teacher and principal/assistant principal.
- Parent/guardian notification
- Conference with principal/assistant principal, parents, and student.
- Suspension from extracurricular activities for a period of time determined by the principal.
- In-school suspension
- Expulsion

**CHILD ABUSE**

Minnesota State Law mandates that educators report cases of abuse or neglect of children. A teacher who knows or has reason to believe that a child is being neglected or abused must report this to Child Protection Services.

**CHEMICAL ISSUES**

St. Michael Catholic School students are prohibited from using, possessing, or being under the influence of alcohol, tobacco products, illegal drugs, or over the counter drugs at school, on school premises, on school buses, or at school-sponsored activities in accordance with the philosophy of the school and Minnesota Statutes 304.731 and 624.701.

Student violations may result in suspension. Administration or staff will notify parents/guardians and may notify police. Administration may recommend referral to a chemical dependency education program or evaluation and require confirmation of family involvement in such a program. Subsequent violations may result in suspension from school or expulsion pending approval of the School Advisory Board.

**WEAPONS**

"Weapon" refers to any firearm, loaded or unloaded, or any device designed as a weapon and capable of causing bodily harm or death, or any device or instrument which, in the manner it is used or intended to be used, is likely to cause bodily harm or death. Examples of weapons include, but are not limited to: pellet guns, knives (including pocket knives), sewing needles, nails, or other sharp objects, metal knuckles, numchucks, mace, stun guns, or explosives. Students who witness the presence of any weapon should report it to a teacher or the principal immediately. Weapons will be confiscated and the police will be notified. Parents/guardians will be notified. Possession of a weapon will result in suspension and may result in expulsion.

**EXPLOSIVES/PYROTECHNIC DEVICES**

Possession of or threatening another with a pyrotechnic device or explosive will result in a mandatory five (5) day suspension, notification of police, and/or expulsion.

### **NUISANCE ITEMS**

Laser pointers, water guns, lighters, matches, prank items, inappropriate printed or written materials, etc. are NOT permitted. Other electronic devices (cell phones) must remain in the student's backpack prior to entering school and must not be used until after school is dismissed.

### **PROFANE OR ABUSIVE LANGUAGE**

Students are expected to use appropriate, polite language toward staff members, fellow students, and visitors at all times while on school premises, at school-sponsored activities, and while being transported to and from activities. Profane, abusive or defamatory language is never acceptable.

### **SEARCHES**

If the principal or designee (assistant principal, athletic director, nurse, etc.) has reason to believe that a student has on his or her person an item or items prohibited under the standards of conduct (weapon, drugs, explosives, etc.) the student may be detained in the office pending consultation with law enforcement or juvenile authorities. The principal or designee may search a student's belongings including the student's outerwear, bags, desks, lockers, etc. if the principal has reason to believe that the student has in his or her possession an item or items prohibited under conduct standards.

### **HEALTH SERVICES**

#### **NURSE**

St. Michael Catholic School receives health services from ISD #719. Office staff may also provide incidental health care as needed.

#### **HEALTH PROBLEMS**

Keep your child home when ill. Children must be fever-free for 24 hours before returning to school.

If your child has serious health problems or develops a communicable disease, contact the school nurse. In cases of severe asthma, diabetes, severe allergy, heart problems, crippling defects, seizures, etc.:

- \* Complete an Emergency Action Plan (form obtained from school office).
- \* Provide medical reports to ensure your child's safety at school.

#### **IMMUNIZATION**

Parents of all Kindergarten students and new students are required by state law to provide documentation of completed immunizations for their children. Failure to provide documentation or to complete the necessary immunizations may result in the child's exclusion from school. Additional immunizations will be needed prior to beginning seventh (7th) grade.

#### **SCHOOL HEALTH RECORDS**

Minnesota State Law requires schools to maintain permanent health records for every child including immunizations and health conditions from kindergarten through grade twelve (12). Parents should notify the school of health problems, updated booster shots, and other conditions. Records will be shared only with Human Services personnel as needed or required by law.

#### **ILLNESS/INJURY/EMERGENCIES**

Children who become ill or are injured at school will be provided care by the health office until a parent arrives, depending on the nature of the illness or injury. In the event of an emergency, 911 services will be used. Parents will be notified as soon as possible.

#### **MEDICATION (prescription and nonprescription or, "over the counter")**

The school nurse, or designee, will administer medication only if the dosage schedule requires that it must be given during school hours. Written authorization from the parent/guardian and a licensed physician is required.

Procedure:

1. Parents must bring medication to the office in person. Medications are not to be carried by the student.
2. Parents must submit a signed request asking the school to administer the prescribed medication.
3. Medication must be in its original container.

Students may not bring unidentified or unauthorized medications to school.

### **MEDICAL APPOINTMENTS**

Parents are encouraged to make medical and dental appointments before or after school. A note notifying the office of the appointment and absence must be submitted to the office in advance. The student will check out with the secretary before departing and upon their return. The parent/guardian must sign the student release form in the office before departing.

### **PHYSICALS**

The Health Department and school encourage your child to have a complete physical and dental exam prior to beginning Kindergarten. We also recommend a hearing and vision exam.

Students are required to have a "sports" physical on file in the school. Fifth graders who participate in a sport must have a physical. Students need a physical every three years.

## **GOVERNMENT PROGRAMS**

### **TITLE I SERVICES**

A reading and math assistance program for students in grades K - 3 is provided through by ISD #719 and takes place in our school building.

### **SPECIAL EDUCATION SERVICES**

Special Education services are offered to qualifying students through ISD #719. Please consult with St. Michael Catholic School administration with questions about eligibility for your child.

The school district is responsible for providing special education for physically challenged children. Parents may contact the principal for more information. School staff will assist in referring students for an assessment conducted by public school personnel. After an assessment, parents and staff will meet to consider results and determine eligibility for special services.

### **SCHOOL LUNCH PROGRAM**

Price of one hot lunch: Grades K – 5 - \$2.15, Grades 6, 7 & 8: \$2.75. (milk included)

Milk only: .45 cents per 8 oz. carton.

Grades 6, 7 and 8 may choose a salad instead of the main entrée and still receive milk, bread and fruit/vegetable. Grades 6, 7 and 8 may receive 'doubles' of the entrée, or larger portions.

Pay by the week, the month or any number of days. Weekly menus are included with *News Notes* and posted on the school website. You may add funds to multiple lunch accounts in a single payment. **Indicate an amount per child, or funds will be divided equally among your children.**

Checks payable to: "St. Michael Lunch Program". Label your lunch money envelope with the following information: Student/s First & Last Name

Questions? Call the Food Service: 952-447-2140.

Free and reduced lunches are available to eligible families. Call the office for an application.

### **OUTSTANDING SCHOOL LUNCH ACCOUNTS**

Parent/guardian will be notified when the family account is at \$25.00 or less.  
Food Service Staff will give students in grades 5 - 8 verbal or written notice.  
A sandwich with milk will be provided to students with negative account balances.  
The principal will contact the family regarding the outstanding balance.

### **ENTRANCE REQUIREMENTS**

Students must be 5 years of age by September 1 of the current year to be eligible for Kindergarten, and 6 years old by September 1 to be eligible for the first grade. Students must provide evidence of a physical examination and current immunization records.

The following guidelines are used to request early admission into Kindergarten or grade one:

- Parents submit a written request.
- The school psychologist will administer an intelligence test to the student.
- The test will assess the child's social, visual and motor skills. Results will be discussed with parents and school administration prior to a decision regarding early admission.
- The principal shall make the final decision regarding early admission.

### **REGISTRATION**

Registration Sunday is normally completed first Sunday following "Catholic Schools Week" in January. Registration fees are non-refundable. Transfer students are accepted throughout the school year on a "space available" basis.

### **REQUEST FOR PLACEMENT**

Requests for placement with a specific teacher will be considered for compelling educational reasons, or for medical, psychological or personality conditions documented by a licensed professional. All written requests must be submitted by May 15<sup>th</sup> of the current year.

### **TUITION**

Tuition information is available upon request from the school office. Call 952-447-2124.

Financial assistance is available through our Tuition Grant Program. To apply, complete a Tuition Grant Form available in the school office. Financial difficulties are not to be viewed as an impediment to the enrollment of children in St. Michael Catholic School.

When tuition or other charges are delinquent and a satisfactory accommodation cannot be arranged, withdrawal of a student may result at the end of the current trimester. Delinquent tuition may be referred to a collection agency. All tuition and additional fees will be billed through FACTS.

### **SUPPLEMENT CAPITAL IMPROVEMENT**

All St. Michael families are required to contribute toward capital improvements using the \$scrip Program by choosing one of the following:

- A. Purchase an average of \$300.00 in \$scrip each month (\$3,600.00 per year). Scrip purchase records will be sent periodically (every three months). If you have not made an attempt to purchase \$scrip by the end of November, a change to the \$200 plan (Plan B) will result and payment will be required within ten (10) days.
- B. Make a single payment of \$200.00 (this can be billed through FACTS) or \$100 on August 15 and February 15, or pay quarterly installments of \$50.00 on August 15, November 15, February 15, and May 15.

Note: A late fee of \$10.00 occurs if payment is not received within 10 days of the due date.

### **STUDENT TRANSFERS**

Inform the school office when transferring a child to another school. All records will be sent directly to the new school upon request from that school and after parents sign a release form for this information. All tuition and outstanding bills must be paid before the release of records.

### **OFFICIAL RECORDS**

A cumulative record of each pupil is on file at the school. Records are confidential and are released only when lawfully requested. Records include: scholastic ratings, results of diagnostic and standardized tests, attendance records, health records regarding communicable diseases, vision and hearing tests, special help provided to the child by the classroom teacher or tutor, and promotion. Parents may review student records upon written request.

## **PARENT INVOLVEMENT PROGRAMS**

### **SCHOOL ADVISORY BOARD**

The St. Michael School Advisory Board exists to offer leadership and service in all matters pertaining to St. Michael Catholic School. Its purpose is to continue to minister to and further develop an educational faith community of students, staff and families who believe that Jesus is Lord. St. Michael School Advisory Board is a policy-making board in all matters pertaining specifically to St. Michael Catholic School programs. The Advisory Board meets monthly (usually on the second Thursday) at 6:00PM in the school. The public is welcome to attend. Members serve three-year terms, with a maximum of two terms.

### **PARENT CONNECTIONS**

Upon registration, all families become members of Parent Connections. A \$25.00 family fee is collected at registration to support the efforts of this organization.

### **MISSION STATEMENT**

An organization of all St. Michael Catholic School parents, Parent Connections will coordinate the time, talent, and treasure of the school community for the advancement of all students in cooperation with the School Advisory Board and School Administration.

### **POLICIES**

1. A Parent Connections fee will be collected upon family registration. Funds will be used according to criteria established by the Parent Connections Board and Committee.
2. A budget established from the collection of fees will be monitored by PC Board members and disbursed primarily:
  - a. For teacher and staff appreciation
  - b. To support Catholic Schools Week activities
  - c. For student recognition

- d. To fund special requests.
- 3. Disbursement of Parent Connection Funds:
  - a. Event coordinators will be reimbursed via the “Parent Connections Reimbursement Form” signed by two Parent Connection board members and submitted to the school administrative secretary.
  - b. Reimbursement will be based on amounts budgeted by Parent Connections.
- 4. Special requests for “PC” funds submitted by staff will be considered based on:
  - a. Number of students impacted.
  - b. Alignment with Parent Connections Mission Statement
- 5. Parent Connections organizes and coordinates fundraising efforts approved by the St. Michael Parish Fundraising Committee.

**Parents/Students:**

**PLEASE RETURN THIS FORM TO YOUR HOMEROOM TEACHER ON OR BEFORE THE FIRST DAY OF SCHOOL. THANK YOU!**

We have read and discussed the material in this handbook.

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

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

