

Mary of Lourdes

a foundation on which lives are built



a Preschool through 8th Grade
Catholic School
in Little Falls, Minnesota

Mary of Lourdes School Family Handbook 2017/2018

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Mission and Policy

Introduction

This handbook provides information about Kindergarten through Eighth grade at Mary of Lourdes School. It will acquaint you with the guidelines and regulations of the school system.

Mission Statement

Mary of Lourdes School is Christ-centered and dedicated to excellence in education by developing the whole person, integrating our Catholic faith with daily life.

Philosophy

We strive for excellence in education along with our commitment to nurture spiritual growth within the framework of the Gospel and the Tradition of the Catholic Church in every student.

In educating the whole person, Mary of Lourdes Catholic School provides creative and innovative learning experiences that address a variety of learning styles to achieve academic excellence. We work collaboratively among students, parents, and school staff to help the student discover and develop their God-given talents and strengths by instilling a lifelong commitment to learning, Christian values, and community service through prayer, sacraments, and instruction in our Catholic Faith.

Adopted: October 4, 2016

Mary of Lourdes School Board

Organizational Flow Chart for Mary of Lourdes School:

Corporate Board

- Bishop of the Diocese of St. Cloud
- Vicar General of the Diocese of St. Cloud
- Chancellor of the Diocese of St. Cloud
- Fr. Joseph Herzing, Pastor - Tri-Parish Community of LF
- Fr. Matthew Langager, Parochial Vicar - Tri-Parish Community of LF

Operating Board - Mary of Lourdes School Board

- (3) Elected persons - St. Mary's School/Parish
- (3) Elected persons - Our Lady of Lourdes School/Parish
- (1) Elected person - Holy Family, Belle Prairie
- (3) Elected person - St. James Parish, Randall, St. Stanislaus Parish, Sobieski and Sacred Heart Parish, Flensburg
- Pastor - Fri-Parish Community of LF
- Principal and Assistant Principal (non-voting members)

Admission

Registration or enrollment at Mary of Lourdes School will be held the last two weeks of February each year. Acceptance by Mary of Lourdes School of a child's registration for the the succeeding year will be dependent upon fulfillment of the current year's tuition agreement. See policy 402.2 Tuition Collection for procedures.

Attendance and Absence

Attendance at school is the right of every citizen. It is also Minnesota State Law. The 1993 legislature amended Minnesota Statute 626.556, the mandatory child abuse reporting law. "Neglect" now includes failure by a parent or guardian to ensure that a child is educated according to law. This means school personnel must report educational neglect to the social services agency.

A habitual truant is a child under the age of sixteen who is absent from school without lawful excuse for seven school days. This includes middle school students who miss one or more class periods in seven school days. All truancy reports for children under the age of 12 will be made to social services as an educational neglect. Reports of truants ages 12 and older will be made directly to the County Attorney's Office.

1. Call the office prior to 8:20 am and state the reason for the absence. If the school does not hear from you, we will call you.
2. A note is to be sent to school when the student returns even if you called the day before.

Attendance letters will be sent out when a student is absent for five days. A second letter will be sent out at ten days. We understand that sometimes these absences cannot be controlled, but by Minnesota Law, you will be informed of the number of days your child has missed school. Students are responsible to get missed work when absent. Work not completed during the assigned time will become a "0".

Leaving school during the day is allowed only with a note from home signed by a parent explaining the reason. It is to be presented to the office before leaving school grounds. Parents or guardians must sign out their child when leaving from school and sign them back in when returning.

Truancy Procedures

For children under age 12:

1. The principal, counselor, or teachers, file a report of educational neglect with Morrison County Social Services.
2. An intake worker will assess the report by contacting the parents, student, and school officials. If educational neglect is found, Morrison County will provide Social Services on a voluntary basis or will refer the matter to the County Attorney's Office for a CHIPS (Child in need of Protection and Services Petition).
3. When necessary, the truancy petition will be filed with the Court and a hearing scheduled. If the child and/or parents deny the allegation, school personnel may be called to testify.
4. If the child is determined to be a truant, a service plan will be established. The Court's order may include family or individual counseling, supervision by a probation agent or social worker, placement of the child outside the home, a fine or community work service, or other appropriate alternatives.

For children 12 years of age or older:

1. The truancy report will be sent directly to the Morrison County Attorney's Office.
2. If the truancy report contains adequate information to believe the child is truant, a petition will be filed and Steps 3 and 4 above will be followed.

Tardy for Class

At the Middle School students are expected to be on time to every class. Every three unexcused tardies will result in a 60 minute detention after school. After nine unexcused tardies a letter will be sent home and the student will serve 1/2 day in-school suspension.

Medical Pass

Students with parental note for dental or medical appointments must present the note to his/her advisor/teacher or the office in the morning. The information will be printed on the attendance record for the day.

Release Measure

No child may be taken out of school or interviewed by anyone but her/his parents or guardian, members of the family, persons authorized by the

parent, or the school and school officials. Those (K-4) students not taking his/her regular bus at dismissal time must have a note or a call from the parents informing the teacher/office.

Supervision: Before and After School

1. There will be no supervision of students until 7:40 a.m. each day at MOL Middle School. Parents assume responsibility for their children before this time. Students are assigned a designated area in each school until school start time. MOL Elementary School has an Early Bird Program from 6:45 a.m. - 7:50 a.m. for students. It is an activities-based morning program supervised by a paid staff member. Parents pay a daily fee for this service. General school supervision at MOL Elementary School begins at 7:50 a.m. when busses start dropping off students.

2. All students are expected to go directly home after school unless they are involved in school sponsored activities. The school grounds are not supervised. Parents assume the responsibility for their children after dismissal.

After 15 unexcused tardies a truancy letter will be filed with the County Attorney. Students may also be subject to other disciplinary actions as judged to be necessary by the teacher and/or administration.

Vacations

Vacations are family affairs, however, it would be in the best interest of your child if these vacations could be planned during the summer or during scheduled school breaks. Parents are to notify the school office at least one week prior to the absence with a note or by email. Students will be required to request classroom assignments one week before the vacation. Assignments not returned by the due date will become a "0".

Class Size

S# 602.1 Mary of Lourdes School will maintain the following class size restrictions:

- Kindergarten No more than 20 students to 1 teacher
- Grade 1 No more than 20 students to 1 teacher
- Grades 2-8 No more than 48 students per grade level

Physical education, media, art and music/band teachers, in addition to the classroom teacher, serve students.

Crisis Management Plan

Mary of Lourdes School has a crisis management plan to address most emergency situations. Each staff member has one available in his/her work space. A copy is available in the school office if parents wish to review the plan.

Each building has a place to bring students if students and staff need to be removed from the building. Those sites are:

- MOLES: First Baptist Church 632-9523
Initiative Foundation 632-9255
- MOLMS: OLOL Church Basement 632-8243
Bethel Lutheran Church 632-2316

STUDENT CODE OF CONDUCT

Discipline / Suspension / Expulsion 507.1

A. Parents are the primary educators of their children. We expect that they foster and support good discipline. This consists of effective use of time to promote positive or constructive discipline, wholesome ideals and develop desirable habits.

B. Parents must instruct children that a teacher has the obligation to establish good order in the classroom and anywhere in and around the building.

C. It is the right of every teacher to teach and the right of every student to learn in an orderly environment. Rules are necessary for the day to run smoothly and ensure everyone's safety.

D. STUDENT RULES OF GENERAL CONDUCT: The following conduct by students in the school building, on the school grounds or at any school function is prohibited:

Behavior	Consequence
Cheating	Failure of test/Assignment, Detention
Inappropriate Language/Profanity	Warning/Detention/ Suspension
Disruption to education process	Warning/Detention/ Suspension/Expulsion

Behavior	Consequence
Defiance/Insubordination	Detention/Suspension/ Expulsion Depending on situation
Vandalism	Detention/Suspension, Restitution/Report to Authorities
Assault (Physical)	3 – 5 day Suspension and possible police involvement
Assault (Verbal)	1 – 3 day Suspension (Harassment Policy)
Theft	1 – 3 day Suspension, Restitution and possible police involvement
Excessive Tardiness	Detention per tardy day over 3, Truancy (+3) report after 15
Possession of Electronic Devices: cell phone, head phones, laser pointer, etc.	Warning/Detention and possible loss of device
Excessive display of affection	Warning/Detention/Suspension
Violation of Dress Code	Warning/Detention/Suspension
Leaving school grounds	Detention/Suspension
Possession or use of drugs or drug paraphernalia	Report to Authorities/Suspension /Expulsion
Possession or use of tobacco	Suspension/Expulsion
Possession of a weapon	Report to Authorities/Suspension /Expulsion
Violation of other rules deemed appropriate and consistent with the mission of this school	Warning/Detention/Suspension
Threats/Bullying	Warning/Detention/Suspension/ Expulsion
Hazing	Warning/Detention/Suspension /Expulsion

- ***Regarding the above Rules of Conduct chart: Particular consequences given by the school administrator or faculty will be determined by the seriousness of behavior, not the necessarily by the order of consequences listed.***

Consequences for not following school rules will be determined by the school administration and may include any of the following:

1. Meeting with teacher after class or phone call by parent to teacher.
2. Conference with principal and/or social worker, teacher, parent, student.
3. Discipline referral to office will result in phone call to parent and/or sent letter home.
4. Detention (served before, during or after school)
5. Suspension: In or Out of School for a period not to exceed five days.
6. Report to law enforcement agency
7. Repair or replacement of damage or theft
8. Expulsion: prohibit an enrolled student from attending school.

Suspension:

Action taken by School Administration prohibiting a pupil from attending classes for a period of no more than five days unless expulsion hearings are scheduled.

Procedures for Out of School Suspension:

1. Student and Parent/s are notified of the suspension.
2. Within 48 hours the student and parent/s will be contacted by telephone and /or in person. A letter will be sent home containing the following information:
 - a. Grounds for suspension
 - b. Statement of Facts
 - c. Statement of people involved
 - d. Date of conference between student, parent/s and administration.

Expulsion:

An action taken by Mary of Lourdes School Board to prohibit an enrolled student from attending school.

Procedures for Expulsion:

1. Student will be suspended from school until a decision has been made from the Expulsion Hearing.
2. A letter containing the date, time and place of the Expulsion Hearing will be

sent to the student and parent/s.

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3. The hearing will be held within 10 school days of the suspension at the building the student has been attending.
4. The Mary of Lourdes School Board Chair and at least two additional voting School Board members will comprise the Expulsion Hearing Committee.
5. The decision to expel or not to expel the student will be made by the Hearing Committee.

Rights of Both Parties:

Prior to an expulsion hearing, both parties have the right to demand the following information from the other party:

1. The name of the party's counsel
2. The names of all witnesses the other party may call at the hearing.
3. The identity of all evidence to be presented at the hearing.

Both parties have the following right during the hearing:

1. To present evidence, testimony and have witnesses
2. To question the other party and witnesses
3. To explain and/or contradict all evidence
4. To make final arguments

Proceedings of the hearing shall be recorded and preserved. The recommendation of the School Board shall be made in writing within 48 hours.

Please realize:

1. Good discipline is imperative to the success of this school. Education cannot proceed without good discipline. Students who disobey the rules and demonstrate a lack of respect impede or stop the learning process of the rest of the students.
2. We at Mary of Lourdes School can only have good discipline if it begins with and is supported by the students' families. We ask for your cooperation in teaching your children good habits of self-discipline and respect for others.
3. In order for good discipline to succeed at school, it is necessary that parents support the teachers and administration of discipline.

Policy Adopted: October 1993 Mary of Lourdes School Board
Revised: 9/97, 8/03, 11/04, 8/06, 4/11, 8/16

Student Dress Code

The development of self-respect, self-discipline, motivation, school unity and pride, modesty and other Catholic values are critical to the formation of students at Mary of Lourdes School. The dress code is a reflection of who we are as a community of Christians.

Students' appearance and clothing is to be neat, clean, modest and appropriate for the weather and the day's activities. The following rules are applied in school, on school grounds and at all school events.

A. The celebration of Holy Mass is an integral part of faith formation and school curriculum. Students shall take special care on mass days to "dress up" in order to show reverence and respect. No shorts or tattered/ripped clothing will be allowed in church on Mass days. Shirts with sleeves are required. Polo shirts are recommended for the boys. Hooded shirts may be worn appropriately.

Dress pants or khakis are encouraged. Students may change into jeans after Mass, if they wish.

B. Shoes must be worn at all times.

C. Skirts, dresses, skorts and shorts (worn without leggings or tights) are no more than 2 inches off the floor when kneeling (shortest part).

D. All upper body garments must have two straps, one per shoulder, at least 2 inches wide with no part of undergarments or spaghetti straps showing. No skin must be visible between upper or lower body garments when your hands are fully extended above the head.

E. Body garments must fit properly without being excessively tight or low cut or sheer. The neckline will not extend one inch beyond the clavicle.

F. All pants must be at hip level with no part of undergarments showing. All pants (leggings, yoga pants, skinny jeans, jeggings, capris, etc.) are required to be at hip level or above with no part of undergarments showing, and are not excessively tight. Tights may not substitute for pants. Tight fitting leggings and pants that look like tights or leggings can only be worn if under a skirt, dress, skorts, or shorts that adhere to the dress code or be worn with a non-sheer garment that reaches to student's fingertips.

G. Hats, hoods, and sunglasses shall not be worn at Mass. They also will not be worn in school unless it is a designated day or deemed medically necessary.

H. The school will prohibit any apparel, jewelry, or accessory which promotes or suggests approval of products or activities that are illegal for minors. This includes tobacco, drug and alcohol products. The school will prohibit any clothing, jewelry or accessory that displays a message or picture that is lewd, vulgar, violent or obscene (including double entendres). This includes those that may be construed as racist, sexist, or derogatory to any minority group, or in violation of school sexual harassment policy.

The professional and support staff would be responsible to enforce policy. Students who are not dressed appropriately will be sent to the office. Parents will be called and students will be required to change clothes. Offensive jewelry or accessories will be confiscated. Repeat offenders will be subject to disciplinary consequences as deemed appropriate by building principal.

Policy Adopted: October 2002 Mary of Lourdes School Board
Revised: June, 2004, August 2006, April 2016, January 2017

Harassment of/by Students

Mary of Lourdes School will not tolerate the harassment of any person by any student and shall insist that all persons are treated with dignity and respect. Harassment is unacceptable conduct that is severe, pervasive, and deliberated (cf.221).

Any student found guilty of harassment shall be subject to appropriate discipline including warning, suspension and/or expulsion.

Any student who feels that he/she is a victim of harassment should immediately report the matter to either the elementary or middle school building administrator or the Pastor of St. Mary's or Our Lady of Lourdes Parishes.

Every reported incident of harassment shall be thoroughly and promptly investigated to reasonably ensure the privacy of all parties concerned. (see Guideline 2C)

Policy Adopted:10/94 Mary of Lourdes School Board

Bullying

- a. Mary of Lourdes School prohibits any acts of bullying by either an individual student or a group of students on school property or at school events. This applies to not only to those who engage in this behavior but also to any individual who by indirect behavior condones or supports another student's act of bullying.
- b. No teacher, administrator or school staff shall permit, condone, or tolerate bullying.
- c. Consent or implied permission by a student being bullied does not lessen the prohibitions contained in this policy.
- d. Retaliation against the victim, good faith reporter, or witness of bullying is prohibited.
- e. False accusations or reports of bullying against another student are prohibited.
- f. A person who engages in the act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with the policies of Mary of Lourdes School. The school will take into account the age and maturity level of the parties involved, the circumstances of the incident, past incidents, relationships between parties and the context in which the allegation occurred.
- g. Consequences for students who commit acts of bullying may range from warnings to suspension and/or expulsion. Consequences for employees who permit, condone, tolerate bullying or engage in acts of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Reporting

- a. Any person who believes he or she has been the victim of bullying or any person with knowledge of bullying shall report the alleged incident to the building principal.
- b. Employees of Mary of Lourdes School shall pay particular attention to possible situations, circumstances, or events that might include bullying. Any such person who receives a report, observes, or has knowledge of this conduct shall inform the building principal immediately.

- c. Reports of bullying are classified as 'private educational' and will not be disclosed except as permitted by law.
- d. Submission of good faith complaint or report of bullying will not affect the reporter's future employment, grades, or educational/work environment.
- e. Mary of Lourdes School respects the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible and complying with any legal disclosures. (Policy adopted: January '06)

Actions

- a. Upon receipt of complaint the building principal will investigate the incident in a timely manner.
- b. The building principal will take immediate steps at his/her discretion to protect the complainant, reporter and others while involved in the investigation of the incident.
- c. Upon completion, the building principal will take the appropriate action consistent with the age of the child, circumstances involved, past incidents, and context of the incident.

Educational Due Process #512.1

Procedures for Resolving Complaints:

It is the intent of Mary of Lourdes School to follow Christian standards to promote fairness and justice in the timely resolution of conflicts and disputes. Due process therefore calls for the opportunity for issues to be understood by all parties involved, provides that all sides should be heard, and establishes procedures for adjudication and appeal which are agreed upon mutually between the parties involved. Complaints are defined as non-contractual problems or misunderstandings between individuals that ordinarily should be settled orally between parties. Such complaints can arise between parent and staff member or administrator, between staff member and administrator, between administrator and board or pastor.

The Christian objective is for the complaining parties to solve these problems on the informal level as soon as possible. If a satisfactory resolution of a complaint is not affected in a timely manner after the oral discussion, either of the complaining parties may appeal for a hearing by the Mary of Lourdes School Board. The appeal is delivered in writing through the administrator to the board, and the board hears the complaint in executive session with the parties and delivers its decision in open meeting.

The decision of Mary of Lourdes School Board is final.
Policy Adopted: November 2004

Field trips Policy 611.1

Guidelines for school supported field trips:

1. Field trip needs to have an educational purpose
2. Field trip needs to be supported by a teacher and the administration
3. Field trip needs to have an itinerary
4. Field trip needs to have an appropriate number of chaperones per student according to the professional judgment of the teacher/s and the administration. Factors to be considered would be: age of students, type of activities included in the field trip, special regulations by the organization being visited, risk factors due to location etc.

School supported field trips are expected to have a teacher or administrator involved in the planning.

Chaperone guidelines and expectations will be provided by the teachers and given to chaperones on the field trip.

Fees for field trips may come from, but are not limited to, the following sources:

1. Fundraisers
2. Grants
3. Family contributions
4. School operating expense monies

All fund raising activities must be approved by the administration of Mary of Lourdes School.

Adopted: December, 1993 Mary of Lourdes School Board

Revised: March 2000, June 2014

Promotion and Retention Policy #510

Student progress toward satisfactory completion of the grade level outcomes/standards will be closely monitored by the classroom teacher/advisor. If a student is not achieving grade level outcomes/standards, the teacher will discuss his/her concerns with the building administrator and the student's parent(s)/ guardians(s) by April 15th. Parents should be included in the ongoing remediation efforts prior to and after formal notification of the possibility of retention.

The final decision to retain a student should be made by the building administrator, teacher(s) and parents. In the event the parents refuse to retain their child, there should be signed documentation placed in the student's cumulative file.

Adopted: Sept., 2001

Mary of Lourdes School Board

Records

Parents have the right to view their child's official school records according to the Family Educational Rights and Privacy Act.

Right to Amend

The administration retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

Scholarships

Scholarships are available for qualifying families. Applications are available in the school office. The application are processed through FAIR (Financial Aid Independent Review) in mid-April for the next year. The Support a Student scholarship is processed by early October for the current year.

Tuition Policy #402.1

1. Each family with children enrolled at Mary of Lourdes School will be required to pay tuition toward the cost of their child's education.

2. Each year the Mary of Lourdes School Board, prior to registration for the next school year, will establish the tuition rates for the next school year.

Rates will be based upon the projected budget and enrollment.

3. All arrangements for tuition payment must be made at the time of registration. The student(s) will not be allowed to begin the school year without these arrangements being made. There is a \$25.00 registration fee per Gr.1-8 family at the time of registration, due by April 1. After April 1, the registration fee is \$75.00 per family.

4. Tuition will be paid as follows:

- a. A registration deposit is paid at the time of registration for all Kindergarten students (10% of tuition). This deposit is non-refundable (with the exception of a Kindergarten family moving out of the Little Falls School District). This deposit will be applied towards tuition.

b. a 10% deposit must be paid by Fall Open House (end of Aug.) for Gr.1-8 students. This deposit is also non-refundable (with the exception of a family moving out of LF School District). The deposit will be applied towards. tuition.

c. The remaining tuition will be paid according to one of the following options:

i. In full – September

ii. Tuition Management plan:

1. Ten monthly installments (beginning in Sept. and ending June), four quarterly installments (Oct., Dec., Mar. & June), two payment installments (Oct. & Apr.), or one payment (by Oct.). Automatic withdrawal is encouraged.

****Note: The school requires that families call the principal to discuss any alternative payment options.***

****All family accounts must be paid in full each year by June 30th.***

5. Each family is asked to assist with the volunteering efforts of the school by giving of their time and talent. Annually, families may choose the level of credits of volunteer time & service *OR* may choose to pay a higher tuition rate.

6. No family will be denied entrance to Mary of Lourdes School due to lack of finances, as long as they have established and followed through on both a payment and volunteer service plan approved by the administration.

7. Mary of Lourdes offers several scholarship opportunities:

- a. Families may apply for tuition assistance by completing a financial aid application by April 15th, paying the processing fee and mailing the application to the scholarship company. Parents will be notified in June of the results.
- b. Families may apply for a Support a Student Scholarship and/or through The Catholic Foundation (by completing the FAIR application), if more assistance is needed.
- c. Families will also receive a tuition credit for purchasing Scrip from the MOL Scrip Program. The credit will be applied to the following year's tuition.

****Note: In order to receive scholarship assistance through MOL, all 15 volunteer service credits need to be completed annually.***

MOL also offers a family discount with multiple children (3 or more children in the school system, preschool-grade 8).

*Note: The Family Tuition Discount does not include MOL staff members, since they receive a separate tuition discount benefit.

Adopted: November 1994 Mary of Lourdes School Board

Revised: March 2005, March 2006, March 2007, May 2008,
April 2009, March 2010, March 2011, March 2012, March 2103,
March 2014, March 2015, March 2016, March 2017

Tuition Collection Procedure

The following procedure will be followed for tuition collection:

1. Acceptance of a student's registration for the next school term is dependent on the following:

- a. A written tuition payment plan with Mary of Lourdes Finance Committee to pay past due tuition that includes amount due, payment date and signature. (Appendix A)
- b. Payment plan is kept current.

2. In April, the Mary of Lourdes Finance Committee will notify by letter all parents/guardians who are more than one month delinquent in paying tuition. Tuition must be made current by June 1st.

3. In June a letter will be sent to those parents/guardians who have delinquent tuition requiring a meeting to establish a tuition payment plan. Payment plan must be in place by June 30th.

4. If payment plan is not in place by June 30th, a letter will be sent informing parents that child/ren will not be admitted to the school until payment is made in full.

5. Failure, at any time during the year, to follow the tuition payment plan will result in child/ren being denied admission to the school.

6. In September, tuition payment plans not current and more than \$500 will be turned over to the Little Falls Collection Bureau. If the account is not collected by the Little Falls Collection Bureau after one year, the account will be sent to the family's parish of record for consideration. Families should apply with their parish for possible payment assistance, subject to the approval of the pastor/finance committee.

7. In September, tuition payment plans not current and less than \$500 will be turned over to the family's parish of record for consideration. Families should apply with their parish for possible payment assistance, subject to the approval of the pastor/finance committee.

Adopted: March 1999 Mary of Lourdes School Board

Revised: June 2001, August 2003, June 2004, November 2004

Volunteers

All volunteers and volunteer programs of Mary of Lourdes School are to operate under the direction and supervision of appropriate school personnel.

MOL is fortunate to have a volunteer coordinator who oversees all volunteer opportunities. To inquire about volunteering, please email the coordinator at: volunteermols@gmail.com.

MOL Volunteer/Service Guidelines:

Parents' positive participation in the life of the school sends a strong message to the children about the family's commitment to their faith, education, and community. Volunteers bring ideas, energy, and expertise, and are an essential part of what makes our school great.

Each family is asked to assist with the volunteering efforts of the school by giving of their time and talent. Each time you volunteer, you make a difference in our parish, our families, our community and the world! We are sincerely grateful and extend a big thank you for all you do for our school community!

1. Each family will be expected to donate 15 credits of volunteer time and talent in service to the children of the school, or be assessed \$17 for each credit not completed.

- Credits can be accumulated by parents, grandparents, other family members or friends, but each credit can only be attributed to one family. Parents of MOL students cannot donate credits to another family besides their own.
- Credits can be earned from June 1st – May 31st for the upcoming school year. Credits cannot be carried over from one school year to the next, unless full credit assessments price was paid up front and then the family decided to volunteer during that same school year.
- We will also accept any volunteering credits performed between

April 15 and May 31, 2016, as long as they are a service that is planning for the next school year. Examples would be: attending a planning meeting for next year's Marathon, Evening 4 Education, or Carousel of Crafts, meeting to form a new committee, etc.

- In order to receive scholarships through MOL, all 15 credits need to be completed or agree to be completed.
- Families can also accrue up to 5 credits for volunteering at their respective parishes/congregations. Credits can be received from activities including breakfasts, bazaars, teaching CCD, VBS, etc., but not activities that involve the actual mass/ service such as Eucharistic Minister, server or lector. High school students would be able to accrue credits for their families, but they cannot be used for both religious education service hours and MOL credits.

Parents of pre-school only children are not obligated to these guidelines; however they are welcomed and encouraged to become involved in their child's school.

2. A background check and the Safe Environment Training Course will have to be completed by all volunteers who work directly with students online at: <http://stcdio.org/about/safe-environment/safeenvironmenttraining/>. This course must be renewed every school year while the background check must be renewed every five years. **There will be no credit given if you have performed volunteer work directly working with students and haven't completed the safety training.**

3. A volunteer voucher will need to be filled out and turned into either school office within 2 weeks of the time you volunteered so that you receive credit for your hours. These forms are available on the school website and both school offices.

4. Supervision and evaluation of the volunteer will be based on the position description, which outlines the tasks and responsibilities of the volunteer. The volunteer coordinator or chairperson of the activity will do this.

5. The assistance of the volunteer is to be acknowledged as a valuable asset to the formal education programs of Mary of Lourdes School.

Adopted: May 2015

Mary of Lourdes School Board

Revised: April 2016

General Information

Academic Testing

Mary of Lourdes School administers the NWEA (Northwest Evaluation Association) Measures of Academic Progress in Reading and Math K-8 three times a year. The NWEAs are state-aligned computerized adaptive assessments that provide accurate useful information about student achievement and growth. Students in K-4 also receive AIMSweb benchmark testing in Reading and Math throughout the year to monitor progress.

Bicycles

Bicycles are parked in a bike rack on the school property (Middle School only). Mary of Lourdes School assumes no responsibility for lost or stolen bicycles.

Busing

Busing is provided through Little Falls School District. Students are expected to abide by the District Transportation Policy regarding expected bus behavior. The school principals work in conjunction with the District to enforce bus discipline.

Fire and Tornado Drills

Fire and Tornado drills are required by Minnesota Law and will be practiced each year on a regular basis.

Building Lock Down Drill

A Building Lock Down is a safety measure to provide safety for all students and staff in the event that we have an intruder in the building. During this drill, all students and staff remain in their classroom/offices. This drill requires all participants to be locked in their area until an all clear is given.

Health Services

Good health is an important part in the total education of the student. Mary of Lourdes School is provided Health Services through Little Falls School District #482. A school nurse is available for health services at both MOL campuses every day.

Immunization Requirements

Minnesota State Statutes, Section 123.70: A child will be admitted to school when he/she has received all the immunizations necessary according to

current MN Statute (or the parents may sign a waiver to decline immunizations for their children).

Injury/Illness

If a student is seriously hurt or ill, he/she will be sent to the Nurse's Office. At that time the parent/guardian will be notified to come and pick up the student. If we are unable to reach the parents, the student's emergency contact person will be called. In the case that parents and emergency contacts cannot be reached, the family physician will be contacted for advice and his/her recommendation will be followed.

School Medication Procedure

In providing for the safety of students, any medication your child may need to take during the school day, including over the counter medications such as Tylenol, Motrin, must be provided on a school medication form with the following:

- 1) original bottle
- 2) parent signature
- 3) physician signature on a school Medication Administration

Authorization

form.

Medications prescribed for 3 times/day (TID) should be given at home before school, after school and before bed.

Epinephrine Pen

With bees prevalent on the playground during Fall/Spring, we have been equipped with an Epinephrine Pen in each nurse's office by Little Falls School District. This is to be used when a student experiences a severe allergic reaction to a bee sting, food or other trigger. Staff members have been instructed on the proper use of this pen and the situations in which it should be used. For this reason it is helpful to inform us to know if your child has a known allergic reaction to food, insect bites, etc. If it should occur that we need to use the Epi-Pen for your child, the School District will request that you reimburse the school for a replacement.

Lice

If, during a lice check, your child is found to have live lice, you will be phoned, asked to pick up your child and treat him/her at home. There are many kits available for lice treatment; we recommend you talk to your pharmacist to decide which kit is best for the situation.

If your child is found to have Nits (eggs) only, s/he may remain in school. You will be informed and asked to treat him/her at home with a Net Removal Kit.

Both kits are available at local pharmacies. If lice are found at home, PLEASE notify the school so that we can do a classroom check. We have had minimal cases of lice due to parent-school team work.

Yearly Screenings

Vision K-8

Hearing K-3, 5-8

Height K-8

Weight K-8

Scoliosis 5-8

Lice K-5, unless additional requirement needed

Lockers

Lockers are the property of the school. A school official may inspect the lockers for any reason, at any time without notice or consent from the student and without a search warrant.

Middle School Assignment/Student Handbook

Each middle school student will be given an assignment notebook and a MOL Middle School Student Handbook. The student will be expected to have the assignment notebook with him or her at all times. Each student will use his or her assignment notebook as a hall pass. Any student who loses the notebook will be asked to pay \$10.00 to receive a new one.

Lost and Found

If a student should lose something, check the lost and found area by the main office. If you do not find it there, ask for help from your teacher/advisor. If a lost article is discovered, please bring it to the main office.

Lunch Program

MOLS servers a nutritious and well-balanced lunch. The lunch menu is sent home monthly to each family. It can be found on our school website. It is also heard on the local radio stations WYRQ and KLTF.

Mary of Lourdes School administration establishes the cost of the meal for the students each year. It is necessary for those families wishing to qualify for free and reduced lunches to send in the application immediately at the beginning of the school year. The applications and further information are

included in the fall parent packs. All applications are kept confidential.

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You will receive notification when your application has been approved. If you do not hear from us within four weeks, please contact the elementary office at 632-5408 to verify receiving your application.

Students who bring cold lunch may purchase milk. Parents are encouraged to prepay for lunches and milk at the beginning of each month.

Parents/Guardians are welcome to eat lunch with your child at school. The cost is established at the beginning of each school year. Please contact the school office by 9:00 AM on the day of your planned visit. This is helpful in our lunch preparations.

Money Sent to School

Whenever money is sent to school, please put it in an envelope with the student's name, grade, amount and purpose on the envelope.

Pest Control Materials

The State of MN requires all schools to report the use of pesticides in school or on school grounds. Our notice:

Mary of Lourdes School maintenance staff may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the US Environmental Protection Agency (EPA) and are selected and applied according to label direction.

The long-term health effects on children from the application of such pest controls or the class of materials to which they belong, may not be fully understood. As estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the office.

Parents of students may request to receive, at their expense, prior notification of any application of pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Planning Class Rosters

It is politely asked that requests not be made for particular teachers for your child(ren) for the coming school year (except in extreme circumstances -- we will not fulfill requests as we believe all our teachers are very skilled competent educators) and it would be impossible to fulfill all requests. Thank

you for your understanding.

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Elementary Playground Rules:

Recess time gives the children an opportunity to be outdoors where they can exercise, recreate and learn group cooperation. Children will be expected to spend the recess period outdoors unless it is moved indoors, due to special event days or bad weather. If your child is unable to go outside for recess, please send a written request. Requests for more than one day will require a physician's signature.

For safety purposes, the playground supervisor will place two barricades at the intersections of 5th Street and 3rd Avenue and 5th Street and 2nd Avenue to block off the parking lot during MOLE Recess. We ask that parents and delivery people approach the 5th Street parking lot with extreme caution at all times, but especially during the 11:30 a.m. to 12:30 p.m. time each day.

GR. K - 1	Lunch from 11:00 to 11:25 am Recess from 11:30 to 11:55 pm
GR. 2- 4	Lunch from 11:30 to 11:55 pm Recess from 12:00 to 12:28 pm

Supervisors bring the students to the edge of the 5th Street parking lot. Children need to cross in a group with the supervisor leading them across the street to the city playground. Students can play either on the east or on the west end of the playground block. Supervisors will divide up and supervise each area. Please keep the following guidelines in mind:

Swings

- One person on a swing at a time
- No running between swings or climbing poles
- No jumping off swings
- No standing on swings
- Do not twist the swings

Slide

- One person on the slide at a time
- Go down feet first
- No climbing up the slide
- Keep balls, sand, rocks, snow, etc. off the slide

Parallel Bars

- No standing, sitting, walking or crawling on the bars
- No pushing, pulling or shoving on the bars
- No more than 3 children on the bars at one time

Rocks

- Rocks and sticks are to be left on the ground

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- No snowballs
- No playing King of the Hill
- No snow washes
- No kicking snow

Games

- No collision games (i.e. tackle football)
- No baseballs, super balls, Frisbees, rollerblades or skateboards
- Leave all toys, radios, digital games and similar items at home

Boundaries

- Stay within the sidewalk and inside the trees
- You must be able to see a supervisor at all times

No Fighting

- Physical or verbal fighting will result in a loss of the recess privilege
- There will be no excluding of anyone on the playground. The forts and equipment are to be shared by all!

Respect

Respect each other's right to a safe recess period. Recess is a privilege and the consequence of misbehavior on the playground is a loss of that privilege.

In addition, the playground supervisor will notify offending student's homeroom teacher about the incident. The playground supervisor will issue the offending student/s a playground discipline slip which will need to go home with the student for the parent's signature and returned to school for the student's file.

A record will be kept of the students' names to insure follow-through. If the slip is not returned to school within two school days, the offending student will lose recess until the slip is returned, signed by the parent.

Middle School Playground Rules:

- | | |
|---------|----------------------------------|
| GR. 5/6 | Recess from 11:37 am to 11:59 pm |
| GR. 7/8 | Recess from 11:15 am to 11:37 am |

Supervisors' location: one on north side of building & the other on west side of school Enter/Exit door: staff and students use the north doors to exit out

to the playground and enter back in through the west gym door.

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Please keep the following guidelines in mind:

- Touch Football (not tackle football) is acceptable to play
- Take turns on swings & only one student on swing at a time
- Follow MOL Gym class rules when playing 4 Square
- No rough playing, shoving, or tripping
- No snowball throwing, snow washes, kicking snow, or playing King of the Hill
- Use appropriate language
- Be respectful and follow the supervisors' warnings the 1st time

1st offense: sit out near fence (warning)

2nd offense: meet with principal to discuss problem and a consequence will be given that appropriately fits the behavior or the rule that has been broken.

3rd offense: student will be removed from the playground for a period of time.

Please do respect each other's right to a safe recess period by following the above rules. In addition to the above rules, the student rules of general conduct also apply.

Replacement of Damaged Property

Any school property damaged due to the actions of a student is the responsibility of the student and the student's parent(s). This includes any books damaged beyond normal wear and tear.

School Closings

Mary of Lourdes School follows the schedule of District #482. School closings will be announced over Little Falls Radio.

Telephone Calls

A teacher or a student will be called from class for telephone calls only in emergencies. We ask that any problems regarding school matters be discussed with the classroom teacher after school hours.

Students are allowed to use the telephone in emergencies only. Students may use the phone after school hours with permission of a staff member.

Visitors

Parents are welcome to visit the school at any time. All visitors are to sign in at the Main office and inform the secretary of their presence. We ask that parents confer with teachers outside of class time.

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Occasionally a student may wish to bring a friend to attend classes with him/her. Arrangements should be made with the principal and teacher at least one day in advance.

PROGRAM OF STUDY

Daily Schedule:

7:40 MOLMS - door open for students unless arrangements are made with principal

7:50 MOLES – doors open for students. Students will be supervised in the MOLE cafeteria until they go to their homerooms at 8:05

8:13 Classes begin - MOLMS

8:20 Classes begin - MOLES

8:30 Mass - Friday - MOLES

8:30 Mass - Wednesday - MOLMS

11:00 Lunch period begins - Grades K - 1

11:15 Lunch period begins - Grades 5 & 6

11:28 Lunch period begins - Grades 2 - 4

11:37 Lunch period begins - Grades 7 & 8

2:57 Classes dismissed - MOLES

2:53 Classes dismissed - MOLMS

Homework

Homework assignments are given to students at the discretion of each teacher. Age, grade level, study time, work style and student's level of ability are determining factors in this decision. When a child is absent for illness he/she should make up the work that is essential for sequential development.

Under normal circumstances, weekends should be reserved for family activities rather than for schoolwork.

Music

All students will receive music instruction grades K-8 according to State guidelines.

MOLES: Recorders are taught in third grade. Band instruction begins in 4th grade. Students perform in two concerts a year.

MOLMS: Students have the opportunity to participate in music electives in

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addition to the music curriculum. 5th grade students can participate in 5th grade band. 6th-8th grade students can choose from the following electives: band, choir or spanish. 6th-8th grade students may also choose to participate in church choir. 5th -8th grades students are also selected for jazz band, which is an extracurricular activity. Eligibility for participation is based on satisfactory academic progress and meeting elective expectations. Attendance at all concerts is mandatory.

Physical Education

Participation in sports is considered an important part of the development of the children at MOLS. The primary objectives of the athletic program are that each student will:

- Learn the fundamentals of the game.
- Participate in practice and competitive situations.
- Develop Christian attitudes of cooperation and fair play.
- Enjoy physical exercise and learn team participation skills.
- Students in grades 5-8 will be required to wear a plain white or gray t-shirt for physical education class.

Progress Reports and Conferences

Four times throughout the school term progress reports are given to parents at the elementary school and 8 times (4 report cards and 4 mid-term reports) at the middle school. Parents are notified regarding the date of conferences and elementary parents receive a schedule of their conference time. During the quarter, each teacher will have saved some of the student's work that will illustrate their level of progress and/or need for improvement such as daily work, tests or special projects.

If you are concerned about your child's progress, please contact the teacher. We encourage you to not wait until conference time if your child is experiencing any type of difficulty.

Religion

Religion is a part of who we are and is a life long learning experience. In a Catholic School we learn about God and our Catholic faith in and through all school activities including Religion class.

The celebration of the Eucharist is central to our faith. It is very important that we join in community together by using our voices, ears, hands and minds

thus joining us spiritually together in Jesus Christ. We will also experience

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other celebrations that are essential to our faith development: Sacrament of Reconciliation, seasonal prayer services, retreats, and classroom activities.

- Students are involved in planning and participating in liturgical celebrations.
- Parents are encouraged to join in the school celebrations and the liturgy.

Liturgy Expectations:

- Students will be reverent from the time they enter church until leaving the church.
- Kneelers will be put up and down carefully and quietly.
- Sitting quietly after Mass until the teacher signals time to leave.
- Elevators are for the use of the physically handicapped or by special approval.
- The freedom of the students to approach the sacraments is respected. The Sacrament of Reconciliation is available to students according to their parish schedules and scheduled during the school day before Christmas and Easter.

Special Education

Special Education Services available to Mary of Lourdes School students through District #482 are: Speech, SLD, EBD, Adapted Physical Education, Hearing Consultant and Nursing services.

Title I

Students in grades K-3 who qualify for Title 1 services will receive supplemental skill building in Reading and Math by a Title 1 teacher provided by the Public School at MOLES.

Safety Patrol

All students in grades 4-8 are eligible to be patrol members. The patrol provides for safety at the crosswalks and requires the respect of the crossing students. Two fifth grade members are sent to Legionville Camp for a one-week training session in the summer.

Sports: After School

Students have an opportunity to participate in after-school sports sponsored by Community Services and Little Falls School District. Students are provided with transportation through Dist. #482.

Student after School Hours

A student may be kept after school for special help, make-up work or for disciplinary reasons. Arrangements will be made with the parent/guardian, should this be necessary.

**Mary of Lourdes School
Parent/Student Handbook Assent Form**

Please read, sign, and return this form to the school.

I/we have read all sections of the Parent/Student Handbook issued by Mary of Lourdes School with my child(ren).

The receipt of this handbook does not reflect a contract between the school and the parents.

We agree to all the rules, policies, and procedures in the handbook.

Signature of Parents/Guardians

Date

Signature of Child(ren)

Date

Mary of Lourdes School

Family Handbook

2017/2018