

S.F. FRANCIS
of the Lakes Catholic School
OUR CHILDREN. OUR FAITH. OUR FUTURE.

**2023-2024
FAMILY & STUDENT
HANDBOOK**

St. Francis of the Lakes Catholic School, in cooperation with and in support of the family, is committed to challenging students to grow spiritually, academically and socially within a Catholic environment.

School Board Approved 8.17.23

Table of Contents

PRAYER OF EXCELLENCE.....	5
INTRODUCTION TO THE SCHOOL	6
HISTORY.....	6
MISSION	6
GOALS AND OBJECTIVES.....	7
PROFILE OF ST. FRANCIS SCHOOL	7
RELIGIOUS EDUCATIONAL PROGRAM AND POLICIES.....	7
LITURGIES AND PRAYER.....	7
RELIGIOUS ACTIVITIES	8
RELIGIOUS EDUCATION.....	8
RELIGIOUS EDUCATION – CURRICULUM.....	8
SACRAMENTAL PROGRAMS.....	8
EDUCATIONAL PROGRAM AND POLICIES.....	9
ACCREDITATION	9
ACADEMIC PROGRESS	9
BOOKS.....	9
CULTURAL ARTS.....	9
CURRICULUM	9
EXTRA CURRICULAR ACTIVITIES.....	10
FAMILY LIFE AND HEALTH PROGRAM.....	11
FIELD TRIPS.....	11
GIFTED EDUCATION INITIATIVE.....	11
GRADUATION	12
GUEST SPEAKERS.....	12
GUIDANCE/COUNSELING.....	12
HOMEWORK.....	12
MAKE-UP WORK.....	12
MEDIA RESOURCES	12
MIDDLE SCHOOL PHILOSOPHY.....	13
MUSIC	13
PHYSICAL EDUCATION/SPORTS	13
PROMOTION/RETENTION	13
RETENTION.....	14
RETENTION PROCEDURES.....	14
REPORT CARDS/PROGRESS REPORTS.....	14
STUDENT ASSESSMENT/GRADING.....	14
HONOR ROLL – Middle School	14
STUDENT WORK HABITS.....	15
SPECIAL EDUCATION	15
SUBSTANCE ABUSE PREVENTION PROGRAM.....	15
TECHNOLOGY.....	16
TESTING	16
TITLE I.....	16
WORLD LANGUAGES	17
YEARBOOK.....	17
SCHOOL POLICIES	17

ABSENCES AND TARDINESS	17
ADMISSION POLICIES	17
ADMISSION REQUIREMENTS	18
ADMISSION PROCEDURES	19
ADMISSION SCHEDULE	19
ARRIVAL PROCEDURES - STUDENTS.....	19
ATTENDANCE.....	20
ATTIRE - STUDENTS.....	20
BULLYING PREVENTION POLICY	20
CLASS SIZE	22
CODE OF BEHAVIOR AND DISCIPLINE POLICY	22
COMMUNICATION TO PARENTS/GUARDIANS.....	25
COMPLAINT PROCESS FOR STUDENTS AND PARENTS/GUARDIANS	25
COMPUTER USE POLICY	25
CONFERENCES.....	25
CONFIDENTIALITY.....	26
DISMISSAL PROCEDURES.....	26
EMERGENCY DRILLS.....	26
EMERGENCY INFORMATION.....	26
EXTENDED DAY PROGRAM (KALEIDOSCOPE CLUB).....	26
HEALTH RECORDS/NURSE’S OFFICE.....	27
WELLNESS POLICY	28
INCLEMENT WEATHER.....	29
INSURANCE	29
LEAVING THE SCHOOL PREMISES - STUDENTS.....	29
LOCKERS.....	29
LOST AND FOUND.....	29
LUNCH PROGRAM.....	30
LUNCH/RECESS	30
MONEY/VALUABLES.....	30
PARENT/GUARDIAN VOLUNTEERS.....	30
PLAGIARISM POLICY	30
POLICE INTERROGATIONS AND INVESTIGATIONS	31
SCHOLARSHIP/TUITION ASSISTANCE	31
SCHOOL CLOSINGS.....	31
SCHOOL HOURS - STUDENTS.....	31
SCHOOL PARTIES.....	31
SCHOOL VISITS	31
STATE AND FEDERAL PROGRAMS.....	31
STUDENT RECORDS – INSPECTION AND RELEASE.....	32
SUPERVISION OF STUDENTS	32
TELEPHONE.....	33
TITLE II/TEXTBOOK FUNDS FOR NON-PUBLIC SCHOOLS.....	33
TRAFFIC PATTERN.....	33
TRANSFER STUDENT PROBATION	33
TRANSPORTATION TO SCHOOL	33
TRUANCY	34
TUITION POLICY	35

VACATIONS	36
WEAPONS.....	36
WITHDRAWALS.....	36
ORGANIZATIONS.....	37
ST. FRANCIS OF THE LAKES SCHOOL BOARD	37
PARENT AND TEACHER ORGANIZATION (PTO).....	37
RELATIONSHIPS BEYOND THE SCHOOL FAITH COMMUNITY	37
CIVIC COMMUNITY.....	37
DIOCESE OF DULUTH	38
LOCAL PUBLIC SCHOOLS.....	38
STATE OF MINNESOTA	39
STATE, REGIONAL, AND NATIONAL ORGANIZATIONS.....	39
APPENDIX.....	40
PEST MANAGEMENT NOTIFICATION	40
INDOOR AIR CONTROL.....	41
PARENT/LEGAL GUARDIAN PERMISSION SLIP AND INDEMNITY AGREEMENT	42
MEDICATION.....	43
ADULT HOLD HARMLESS AGREEMENT	44
DRIVER INFORMATION SHEET.....	45
RESPONSIBLE USE POLICY FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS.....	46
RECEIPT AND ACKNOWLEDGEMENT RESPONSIBLE USE POLICY FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS	48
TRUANCY LETTER #1	49
TRUANCY LETTER #2	50
DIVORCED OR SEPARATED PARENTS.....	51
ATTENDANCE AND TRUANCY	53
ATTENDANCE PROCEDURES.....	54
OFFICIAL RECORDS.....	55
TRUANCY	56
AGREEMENT TO BE GOVERNED BY HANDBOOK POLICIES.....	57

PRAYER OF EXCELLENCE

We Are Challenged to be a faith-filled community, linked by love, respect, and dignity.

Lord, bless our school. May we always remember that you are present within us.

We Are Challenged to an awareness of the joy and sorrow in the world around us.

Lord, bless us that we may be able to spread peace and love.

We Are Challenged to open our minds to learn what your gospel and Church teaches.

Lord, bless us in our search for knowledge and truth.

We Are Challenged to open our hearts to see the beauty within each of your children.

Lord, bless our school family.
Help us to remain steadfast in our striving for excellence.

AMEN

INTRODUCTION TO THE SCHOOL

HISTORY

St. Francis Catholic Grade School was opened in 1909 in a two-story, eight classroom building. The present building was built in 1952 with the gymnasium portion being added shortly thereafter.

In May of 1963, the parish was divided and St. Andrew parish opened. St. Andrew's opened its own grade school in 1965 with first and second grades. Each year thereafter an additional grade was added, starting with third grade. Unfortunately, the school operated for only four years. Since that time, St. Francis has been the only Catholic grade school serving the Brainerd Lakes area.

St. Francis originally included grades 1-8. In 1970, the seventh and eighth grades were dropped. Later, a kindergarten program was initiated. Seventh grade was added again in 1986 so that students were able to go on to Franklin Junior High. In 2003, we again added the eighth grade.

Prior to the 1981-82 school year, St. Francis maintained an enrollment of approximately 200 students. The enrollment between 1981-83 averaged about 162 students. Since 1983, the enrollment has increased. With the addition of seventh grade in 1986, enrollment averaged 225.

From 1986-1999 St. Francis tuition program was fair share. In 1999 – 2002 the school had a sliding fee scale specifically to help families of low income. In 2002 a flat fee was presented to the families.

In 1995 replacing the fire alarm system, installing exit lights and emergency lighting, and replacement of entrance doors made building improvements. In the early 1990's, new playground equipment was purchased through alumni donations and a matching grant through St. Joseph's Foundation.

In 2002, Bishop Schnurr set forth a directive to develop a plan for St. Francis of Assisi School to become a regional school with 6 parishes supporting the school monetarily as well as spiritually. St. Francis School is the only Catholic school in our deanery. A plan was put together and was approved to begin 2002 fiscal year.

In 2007, the school was given an anonymous donation of \$1,000,000 that set the tone for a capital campaign to improve the school overall. A team was established to determine the needs, funding and architectural plans. The school underwent major renovations within the next 2 years.

During the summer of 2019 the wireless capabilities were enhanced installing fiber optics as well as several wireless access points. A security system with security cameras around the exterior of the school building and a few on the interior of the building were also added.

In the summer of 2020, with the help of gracious donors, St. Francis School Foundation matching grant, and an additional grant from St. Joseph's/Essential Health Foudation, a new playground was installed in time for school to begin in September.

Over the summer of 2022-2023, additions of apple trees, raised garden beds, and a greenhouse was installed on the school grounds with funds from a grant provided by the Richard M. Schulze Family Foundation. Classroom windows were replaced and restored back to the original full windows with donors assistance from the Fund-A-Need and Foundation Board.

MISSION

Diocese of Duluth: Mission of Our Catholic Schools

Our Catholic schools exist to advance the religious education, formation and service ministries of the Catholic Church. We welcome children into loving Catholic faith communities where religious instruction and faith formation are integrated into all our programs.

We value each student as a special and cherished child of God. Our curriculum, classroom instruction and school activities challenge the children to achieve academic excellence, embrace and actively live the Gospel message and make a positive contribution to our Church and society.

The Catholic schools maximize the children's potential for future success. More importantly, we foster motivated life-long Christian disciples to lead and serve our parishes, communities and world.

Mission of St. Francis of the Lakes Catholic School:

St. Francis of the Lakes Catholic School, in cooperation with and in support of the family, is committed to challenging students to grow spiritually, academically, and socially within a Catholic environment. Approved 12/15/15

GOALS AND OBJECTIVES

The goal of St. Francis of the Lakes Catholic School is to provide a spiritual environment where the Word of the Gospel is joined with the Spirit of the Gospel -- Word and Spirit are given further meaning through the experience of Christian community and service.

- To provide a highly professional and Christian administration and teaching staff to serve as a model of Catholic living to our students.
- To encourage parishioners to educate their children at our school and to invite active participation by parents/guardians in the education of their children.
- To promote academic growth and intellectual development to each student's abilities.
- To provide an opportunity for creative and critical thinking in an environment where joy and eagerness in learning, as well as basic concepts and specific skills are taught.
- To positively encourage students to develop a feeling of self-worth so that they may grow into responsible committed Christian citizens.
- To promote an awareness of and concern for social justice in today's world.
- To provide opportunity for aesthetic growth in such fields as art, music, literature, science and math exploration, etc.
- To provide a safe and wholesome environment for student to grow spiritually, academically, socially, and physically.
- To offer students the use of facilities, materials, and technology that encourage and enhance learning, including a library/media center, computer instruction and use, science exploration equipment, athletic equipment, artistic instruction and supplies, music instruction, and other instruments and technology deemed necessary and/or desirable.
- To develop the school as a center for use by families, teachers, and the parish community for cultural, civic, social, educational/informational, and religious activities.
- To provide for the positive interactive presence of the clergy with the children in the school.

PROFILE OF ST. FRANCIS OF THE LAKES CATHOLIC SCHOOL

Present enrollment is about 240 students in grades preschool through eighth grade.

IMPORTANT INFORMATION

School Office:

218-829-2344 office@sf-school.org

School Hours:

Grades K-8: 8:15 a.m. - 2:40 p.m.

Preschool & Prekindergarten: 8:00 a.m. - 3:00 p.m.

After School program (Kaleidoscope Club): 3:00 p.m. - 5:30 p.m.

HUMAN FORMATION

Human Formation enables the student to embrace who they are as a person, made in God's image and likeness. Solid moral character develops as they learn to understand the innate dignity of the human person. St. Francis of the Lakes Catholic School integrates human formation throughout the academic, co-curricular, and extracurricular programming. Special care is given to nurturing each student's vocation, particularly their universal call to holiness.

ST. FRANCIS OF THE LAKES CATHOLIC SCHOOL RETAINS THE RIGHT TO AMEND THE HANDBOOK

St. Francis of the Lakes Catholic School, School Advisory Board and the principal retain the right to amend the handbook and parents/guardians will be given notification when changes are made. St. Francis of the Lakes Catholic School. The principal may discipline students for behavior outside of school hours that is deemed inappropriate or negatively impacts the school and its students.

RELIGIOUS EDUCATIONAL PROGRAM AND POLICIES LITURGIES AND PRAYER

Our school exists to transmit the values, principles, teachings, and traditions of the Catholic Church. Therefore, all students in our school are required to participate actively in all religious activities and services.

Special efforts are made to teach the liturgical seasons and feasts of the Catholic Church, especially Advent and Lent.

A school liturgy, which is planned by students and teachers working with the parish priest, is celebrated weekly on Wednesday morning. Prayer services are planned and celebrated both by individual classes and by the school. Parents/Guardians and the parish community are welcome to attend and participate in all school religious celebrations.

RELIGIOUS ACTIVITIES

Prayer begins each day as students and teachers direct their minds and hearts to God and offer Him their daily activities. Students as well as other persons are encouraged to lead the opening prayers. Students may compose prayers, sing songs and lead the prayer of the day. Teachers help students by witnessing God in their lives by prayer, example and an awareness of God's presence during the day. Prayer services, May Crowning, Stations of the Cross, celebration of religious feasts and praying the Rosary are planned by the teacher or by the faculty.

Religion class is held every day except Mass day, since the homily and scriptures are the instruction for the day. Teachers are expected to spend quality time on the preparation of the lessons, use their manuals as needed, and clearly present a love of their faith to the children.

When Mass or liturgical celebrations are held for the whole school, students should be reminded of appropriate conduct. Respect for the Blessed Sacrament and the sacredness of the altar and sanctuary as well as the church being a place of prayer and worship should be carefully fostered.

The classroom environment should reflect Catholicity. A crucifix, saint statue or picture of Mary, a bulletin board depicting a message of religious significance and/or a prayer corner with the Bible enthroned in a meaningful, prominent manner are all ways to accomplish this. Holy Water is available and may be kept in the prayer corner for student and staff use. Great care should be taken that all the above is kept neat, clean and treated with the utmost respect and reverence.

RELIGIOUS EDUCATION

The formal study of Catholic religion, as well as curriculum which reflects Catholic values and traditions, are integral part of our total education. It is St. Francis of the Lakes Catholic School's policy that all students, including non-Catholics, attend religious instruction, liturgies, and all religious ceremonies and prayer services. Students are required to participate in religion classes.

RELIGIOUS EDUCATION – CURRICULUM

The Religious Education Program of our school develops in each student an attitude of prayer, respect for the sanctity of all life, and awareness of the presence of God in our world. The program fosters the knowledge and appreciation of the Gospel of Jesus Christ and the richness of Catholic teachings and traditions. The primary objective of the Religious Education Program is to bring the child closer to Jesus Christ through traditional and spontaneous prayer experiences, modeled attitudes and behaviors supportive of Church teaching and belief, daily religious instruction, Eucharistic liturgies, and para liturgical services. Peace and justice issues, Catholic social teaching, mission awareness, and Christian/community service projects are an extension of the Religious Education Program.

All schools are expected to implement the Diocese of Duluth Curriculum Standards for Catechesis. The Standards are available at each school and on the diocesan website: www.dioceseduluth.org.

SACRAMENTAL PROGRAMS

(Diocesan Policy)

Preparation for the reception of the Sacraments is the primary responsibility of the parents/guardians in cooperation with the parish director of religious education. Students in second grade receive information and insights about the Sacraments of Holy Eucharist and Reconciliation. The reception of these Sacraments is determined by the parents/guardians, the parish director of religious education, and the pastor of the family's home parish. First Penance and Communion preparation should be provided within the parish religious education program. Diocesan policies on the reception of First Penance and Communion can be found in the Diocese of Duluth Curriculum Standards for Catechesis. Stated guidelines for the reception of these Sacraments must be followed.

In the Diocese of Duluth, the Sacrament of Confirmation is received when students are in either tenth, eleventh, or twelfth grade. Diocesan guidelines for the reception of this Sacrament must be followed. See the Diocese of Duluth Curriculum Standards for Catechesis for policies regarding the Sacrament of Confirmation.

EDUCATIONAL PROGRAM AND POLICIES

ACCREDITATION

St. Francis of the Lakes Catholic School is accredited by the Minnesota Nonpublic Accrediting Association (MNSAA) and annual reports are submitted to this agency to meet association standards.

ACADEMIC PROGRESS

Throughout the school year, progress is evaluated on an on-going basis through assignments and projects, teacher observation, subject area testing, standardized test scores, and report cards. Communication with parents/guardians is on-going throughout the school year by means of progress reports, conduct referrals, mid-term reports, phone calls, e-mail and conferences.

The teachers keep parents/guardians informed of progress, achievements, and problems. If problems occur, the parents/guardians are notified and become part of the process of strategizing for a positive solution.

Also see sections in this handbook: Conferences; Report Cards/Progress Reports; and Communication to Parents/Guardians.

BOOKS

All books are to be stamped with the school stamp unless already done so by the local school district.

If books are kept in students' desks or lockers, student names must be entered in each book the first week of school. Books used infrequently and kept on a shelf must be signed out by students when taking them home. Books taken home for homework should be carried to and from school in a backpack or book bag.

If students damage or lose a book during the year, they may be charged a fee to replace the text. The above procedure applies to library and supplementary books as well as basic texts. Consult the office about replacement costs.

CULTURAL ARTS

A cultural arts program is offered to all students. This program provides the introductory fine arts experience to enhance student appreciation in these areas. Specialist teachers in music and art meet with the elementary students each week. Additionally, experiences are integrated in the regular classes as opportunities present themselves. Outside experts are often sought to assist teachers in providing a variety of experiences. Learning outcomes for music and art are well defined for each grade level in the diocesan outcomes.

CURRICULUM

The Catholic schools in the Diocese of Duluth have a written curriculum.

Curriculum is the plan for learning which identifies the student's interaction with content, materials, resources, other learners, and procedures for assessing the attainment of educational outcomes. The curriculum reflects the mission and goals of the school community, needs of the learners, and positive educational practices that enable all students to be confident and competent learners and citizens. The curriculum reflects an awareness and appreciation of the cultural diversity found in the local community, the state, the nation, and the world. It reflects current research on learning,

learning styles, and the stages of human development.

Instruction is the process of delivering the school's curriculum to students. Teachers help students learn and enable them to develop meaningful use of concepts and skills. The teachers also foster the development of attitudes, understanding, and values by students. The teachers establish an environment, the accessibility to resources, and the facilitation of experiences that support all learners in constructing and exhibiting knowledge.

The curriculum has been developed through the Standards of the Diocese of Duluth to meet or exceed all applicable requirements of the State of Minnesota. The textbooks and other learning materials are chosen to meet school and diocesan educational goals. The principal and faculty update and evaluate the curriculum regularly.

Teachers seek to meet the needs of individual students by implementing various learning experiences and teaching techniques in all curriculum areas. The school incorporates enrichment activities and individualized learning within these groups. Throughout the core curriculum, emphasis is placed on faith integration; creative thinking, writing and speaking proficiency; problem solving; and communication skills development.

Each area of our educational program is in a continual process of being integrated with the values, principles, teachings, and traditions of the Catholic Church. The educational program for St. Francis of the Lakes Catholic School includes but is not limited to:

Preschool/Prekindergarten

Religious Awareness	Language	Music Learning
About Self	Library	Art
Reading Readiness Skills	Physical Education	

Kindergarten

Physical Education	Technology	Music	Reading Readiness
Social Studies	Library Skills Mathematics	Science	Art

Elementary

Religion	Spelling	Science	Art
Reading	Handwriting	Library Skills	Phonics Arts
Mathematics	Technology	Music	
Social Studies	Physical Education	Band/Choir (4 th grade)	

Middle School

Religion	World Language	Study Skills	Music/Choir/Band
Mathematics	Art	Reading/Literature	Science
English	Social Studies	Technology	Physical Education
Spelling			

A comprehensive guide to curriculum outcomes is provided on the diocesan website, www/dioceseduluth.org.

EXTRA CURRICULAR ACTIVITIES

Athletics

St. Francis of the Lakes Catholic School students have access to the public-school athletics programs through the Community Education Programs and the athletics department in all grades. Students participating in athletics in grades 5-8 have a shuttle bus available to them through the Brainerd School District to get them to the practice places. Students involved shall represent themselves, their teammates, and their school in a manner consistent with Christian concepts and fair play.

There are other extracurricular activities offered by St. Francis throughout the year to include:

During the school day:

- Danny Hauer Basketball – grades 5-8
- Archery Tournament – 3-8

School Choir – grades 4-8

After school day:

Robotics Club – grades 3-8

Spanish Club- grades 1-4

Children's Choir-grades 2-8

Kaleidoscope Club (Extended Care)- Preschool-8th grade

FAMILY LIFE AND HEALTH PROGRAM

In compliance with modern Church teaching human development and family life education is taught at various grade levels. This content is designed to provide parents/guardians and teachers with resources, which offer children a guided, consistent, and faith-filled approach to these important issues. The approach is holistic, taking the total development of the child into consideration and highlighting Catholic values, attitudes, and moral principles. St. Francis of the Lakes Catholic School integrates the “Loving as God Loves” (K- 6) and “Circle of Grace” (K-8) programs into our religion curriculum as recommended by our diocese.

FIELD TRIPS

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce students to community resources. Students are expected to participate in all field trips. Parents/guardians will be notified prior to any scheduled field trips.

All field trips must have an educational purpose and be approved by the principal prior to the event. Field trips should reflect a meaningful experience related to the school curriculum. The educational purpose should be stated on the permission form. Any risks should be stated also (i.e. climbing rocks, near large body of water, etc.). Field trips such as amusement parks, visits to cabins for a fun day, attending sporting events, and viewing movies are discouraged. If other than school buses, the mode of transportation should be noted. *Volunteer drivers must follow diocesan guidelines* All children are required to wear seatbelts while being transported by car or van. Students may not be transported in 10-15 passenger vans. Students under 12 years old or less than 100 pounds may not ride in front seats with airbags. Children under the age of 4 may not be transported for field trips except by their own parent/guardian. A child who is both under age 8 and shorter than 4’9” is required to be fastened in a child safety seat that meets federal safety standards. Under this law, a child cannot use a seat belt alone until they are age 8, or 4’9” tall.

When a field trip is planned, to grant permission, parent/guardian signature is required. Insurance regulations of the diocese require parent/guardian authorization (signed permission form) EACH TIME the students participate in a field trip. A phone call from a parent/guardian is not an acceptable substitute for a signed permission form. If for some extraordinary reason, a student does not attend this educational experience with his or her class, it is at the principal’s discretion as to whether he or she is still required to come to school for the full day. Work may or may not be provided by the student’s teacher/s based on the circumstances.

The ratio of children to adult chaperones should be at least 10:2 for the first 10 students and thereafter 10:1. All adult chaperones must have read and signed the *Diocese of Duluth Sexual Misconduct Policy and Code of Pastoral Conduct*, completed online *Youth Protection Training*, *online Defensive Driving Curriculum* and have had a background check prior to chaperoning any minors.

Also see sections in this handbook: Parent/Guardian Volunteers; Volunteers in a Catholic School in the Diocese of Duluth.

A sample permission form and driver information form is included in the appendix.

DIVERSE INSTRUCTIONAL PRACTICES

St. Francis of the Lakes Catholic School provides dynamic learning opportunities that challenge students to develop their intellectual power, creativity and sense of self. We recognize that students learn effectively in an environment that offers a rich blend of innovative instructional strategies. Children with special abilities and talents typically learn at a pace and

depth that sets them apart from the majority of their peers. Because they have the potential to perform at high levels of accomplishment and have unique affective and learning style needs, they require instructional and curricular adjustments that can create a better match between their identified needs and the educational services they typically receive.

In order to meet the needs of these students:

- Teachers are trained in using strategies for differentiated instruction.
- Students may be placed in flexible groupings for specific skill instruction.
- Students may be selected to participate in a small break-out or small groups for the purpose of acceleration.
- Students are offered enrichment opportunities.

GRADUATION

Before any student may participate in graduation activities, all required work and testing must be completed and tuition and other fees paid in full.

Academic progress in achieving stated learner outcomes, maturity level, and attendance are the criteria used for promotion. Promotion is at the discretion of the principal and recommendations of the educational specialist of the school.

GUEST SPEAKERS

Throughout the year, assemblies may be held to enhance the students' learning opportunities, guest speakers, programs and topics discussed are consistent with the mission, philosophy and objective of the school.

GUIDANCE/COUNSELING

The principal and the teachers strive to meet the needs of students in a positive, affirming, caring, and Christian manner. Parents/Guardians may choose to seek professional counseling for their child if this seems appropriate.

HOMEWORK

Homework is an integral part of the learning process, as it encourages students to begin accepting responsibility for managing time and quality of work. Parents/guardians should encourage their children to develop good study skills while doing their homework. There are instructional consequences for not completing homework, which may include marking work as incomplete and sending it home for completion and parent/guardian signature. Incomplete homework will affect a student's grades. Parents/Guardians are encouraged to check for completion of work, although the primary responsibility for completing work is the child's. Details concerning the homework routine for each grade level are communicated to parents/guardians through TeacherEase, conferences, school newsletters, and parent/guardian orientation night. All middle school parents are encouraged to frequently check TeacherEase for updates on homework and grades for their student.

Homework Responsibilities of Teachers:

- Communicate to students and parents/guardian homework goals and expectations.
- Set clear and concise assignments concerning assigning, returning, and evaluating homework.
- Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
- Assign appropriate homework according to students' needs.

Homework Responsibilities of Students:

- Know and understand the purpose of the homework assignment.
- Copy assignments into assignment notebook or other such notebook, understand directions, and know what is required for completion of the assignment.
- Complete and return assignments.
- Understand when some assignments are to be completed independently, others as a team effort.
- Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians:

- Maintain a positive attitude towards learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements.
- Help your child find a study area that is quiet and relatively free of distractions.

See also sections in this handbook: Student Work Habits

MAKE-UP WORK

It is the student's obligation to procure and complete work missed during an absence. If homework is to be picked up, parents/guardians should inform teachers in the morning. At the teachers' discretion and availability during the school day, assignments may be ready for pick-up after the regular school day. Parents/guardians may call the school and request that the teachers detail missed work if the child has an extended illness.

MEDIA RESOURCES

The school library and media center are designed to provide a wide variety of educational materials that will enable students to grow in knowledge and to strengthen their interest and ability to read and think critically. Books and materials are selected to represent a diversity of views, topics, and expressions to encourage students to think critically and to learn to objectively evaluate ideas and concepts. Numerous selections are available to encourage students to develop their Catholic faith. The students are taught a variety of reference and library skills that are age appropriate to their level and ability. Skills are applied to classroom activities and integrated with various projects.

The school retains the right to library censorship.

Multimedia resources may be used for educational purposes. Only those with a "G" rating may be shown.

MIDDLE SCHOOL PHILOSOPHY

Prepare, Empower, Assimilate, Challenge, Enhance

The philosophy of our middle school is to nurture the development of responsible, thoughtful citizens for life in an increasingly interdependent global society by creating environments in which students are challenged to explore, to create, to make decisions and to actively participate in and be accountable for their learning.

Middle school students are emerging adolescents who are experiencing profound changes in their lives. These changes call for unique learning environments where students can make connections between their knowledge, faith, and community.

Knowledge

- **Prepare** students to excel at next educational level
- **Empower** students with active learning experiences in differentiated learning and teaching approaches
- **Assimilate** technology into the classroom and student assignments
- **Challenge** students with stimulating activities that develop their problem solving and critical thinking abilities
- **Enhance** student learning with authentic assessment tools

Faith

- **Prepare** students to become a full member of the Catholic church
- **Empower** students to better understand the history and teachings of our faith
- **Assimilate** faith experiences with the greater faith community of Duluth
- **Challenge** students to live their faith by making thoughtful choices each day based on core values
- **Enhance** student learning with a variety of service experience

Community

- **Prepare** students to be engaged members of the greater community
- **Empower** students to develop their unique potential to become responsible citizens and leaders in their school, church, and local community
- **Assimilate** learning opportunities from outside the school setting
- **Challenge** students to develop and exercise leadership roles in the classroom, activities, and sports teams
- **Enhance** positive interactions with peers and adult

MUSIC – Choir and Band

Students participate in music activities in the classroom and other school settings as part of the standard curriculum.

- Choir – choir is an elective for students in grades 4-8
- Band – band is offered to students grades 4-8 with a monthly fee. Instrument rentals are available for a fee set by the school.

- Piano lessons – individual instructions is offered to students in grades 1-8. The instructor determines the cost for individual instruction. This is a private business run through the school.

PHYSICAL EDUCATION/SPORTS

Each child is scheduled to take part in the physical education program. If, for a medical reason or physical limitation, a child cannot participate, the school must be made aware of this by a written note from the parent/guardian and doctor.

PROMOTION/RETENTION

Academic progress in achieving stated learner outcomes, maturity level, and attendance are the criteria used for promotion. Promotion is at the discretion of the principal and recommendations of the educational specialist of the school.

RETENTION

Students who may be considered for retention may show minimal progress in two or more major academic subjects. The major subjects are as follows:

- Grades K-3: Reading, Mathematics, and Language Arts
- Grades 4-8: Reading, Mathematics, Language Arts, Social Studies, and Science

Any inquiries from a parent/guardian or student challenging non-promotion will be referred to the teacher involved, who will then notify the principal.

RETENTION PROCEDURES

To retain a student in the same grade for the next academic year, the following procedure is recommended:

By February 1: In writing, the principal notifies the parents/guardians that the student is being considered for retention. The principal and teacher meet with the parents/guardians to discuss the student's progress and academic and social challenges. Parents/guardians sign a statement acknowledging that they have been informed of the possibility of retention.

By April 15: The principal, teacher and parents/guardians meet to continue to discuss the student's progress and academic and social challenges. Parents/guardians sign a second statement acknowledging that a meeting was conducted to discuss the continued possibility of student retention.

After April 15: After notification in writing that the student will be retained in the same grade, the parents/guardians are provided the opportunity to review the decision process with the principal and teacher.

If a student is assigned in the next grade level because of parental/guardian wishes and over the objection of school professional staff, parents/guardians are required to sign a statement that the student is being moved to the next grade based on parental/guardian request and that the school recommended student retention.

All written communication regarding retention is maintained in the student's confidential file.

REPORT CARDS/PROGRESS REPORTS

Student report cards are distributed 3 times each year. Mid-trimester reports will be sent to parents/guardians if a child is performing on a less than satisfactory level. Parents or legal guardians can review the child's complete record in the presence of the principal upon proper notification.

STUDENT ASSESSMENT/GRADING (in process of being reviewed and reevaluated*)**

Grades K - 4

- 4 – EXCEEDS expectations at this grade level
- 3 – SECURE understanding of standards/benchmarks
- 2 – DEVELOPING level of understanding of standards/benchmarks
- 1 – NEEDS more practice, time and support
- N/A – not assessed now

Grades 5 - 8

A+	100%	B+	92%	C+	84%	D+	76%	F	Below 70%
A	94-99%	B	86-92%	C	78-83%	D	71-75%		
A-	93%	B-	85%	C-	77%	D-	70%		

Parents/Guardians are encouraged to discuss with the teacher any concerns or questions regarding student assessment and grading. Any inquiries from a parent/guardian or student regarding a student's grade/s will be referred to the teacher involved. A teacher is required to respond to parental/guardian concerns in a prompt and thorough manner.

Also see sections in this handbook: Report Cards/Progress Reports

SMOKING/VAPING POLICY

St. Francis of the Lakes Catholic School is a tobacco and smoke-free environment, including all buildings and grounds. Tobacco, non-tobacco products and those devices including electronic delivery systems (vaping) are prohibited from all buildings and grounds as well as school provided transportation and school activities. Disciplinary measures are determined by the campus administrator but will include parent notification and assessment for appropriate eligibility consequences for co-curricular participation.

The use of possession of tobacco or electronic delivery systems (vaping) by students or on school grounds or illegal use off campus is not permitted. A student who is holding a unlit cigarette or who, in the judgement of the staff member, has been using tobacco (including smoke-free cigarettes, e-cigarettes, or vaping delivery system) or has just been smoking is subject to the same consequence as a student who has been found under the influence of a mood-altering chemical, whether or not it occurs on-or-of campus and regardless of the student's age. Visitors and volunteers must adhere to the Smoking/Vaping policy and will be asked to leave the premises if the policy is violated.

STUDENT WORK HABITS

The development of student work habits is an essential component of our academic program.

Some of the skills include:

- Neatness of work
- Study habits
- Care of textbooks and learning materials
- Note-taking
- Homework completion
- Organizing the student desk/work area
- Keeping track of assignments (use of a daily planner/assignment book)
- Completing work on-time
- Be patient with your child and praise him/her for his/her efforts.
- Help the child by clarifying directions and helping them with explanations. **DO NOT DO THE HOMEWORK FOR THE CHILD.**
- Review the assignment to affirm completion and quality. Praise your child.
- Support the teacher and the child.

SPECIAL EDUCATION

The special needs of students in the non-public school are addressed through the public-school district in the following ways:

- Interventions may be suggested to meet the needs of the student. The needs may be in the areas of academic, behavior, health, or motor skills.
- If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian.
- If the assessment initiated by the school, written parental/guardian permission will be required. Sometimes assessment or testing is not warranted, and more interventions are suggested by the independent school district. If an assessment is completed, a meeting is set up to report on the results and possible development of a plan.
- The plan may be written with the goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at the non-public site. Direct service is done off site and transportation

SUBSTANCE ABUSE PREVENTION PROGRAM

Students in all grades receive instruction about the sanctity of life and the need to take care of the life God has given us. Part of this instruction is teaching students about the dangers of drug and alcohol abuse, the proper use of prescription and over-the-counter drugs, negative peer pressure, self-esteem, and wellness. These topics are addressed in religion and science/health classes.

TECHNOLOGY

The emergence and availability of modern technologies have the potential of reinvigorating the way teachers teach and learners learn. These technologies have the power to bring the entire world of research into the hands of our students and unleash creativity and excitement.

The purpose of the technology program is to familiarize students with the range of uses technology offers to students. The program provides some or all the following: keyboarding skills, use of hardware and software, use of internet, peripherals, multimedia, PowerPoint presentations, research skills, STREAM, etc. Technology is used for academic projects and student publishing at various grade levels.

The school DOES NOT give permission for students to use its name on any social media platforms which may compromise the safety of the students attending St. Francis of the Lakes Catholic School.

A sample of Responsible Use Policy is in the appendix.

TESTING

Students are tested through the Northwest Evaluation Association's Measures of Academic Progress (NWEA). The tests are computer generated and measure academic growth over time. The tests are administered in the fall, winter and spring to all students in grades K – 8. Parents are sent a summary of testing results.

The faculty encourages parents/guardians to discuss the results with their child on an individual basis. The faculty analyzes test results to help structure the curriculum and to adapt instruction to better meet student needs.

If a student needs further professional testing to assess academic needs or perceived emotional/behavioral problems, he/she is recommended to the public-school district for evaluation. Teachers, parents/guardians and the principal complete the necessary forms and attend the team conferences to best evaluate and create an individual education plan for the student.

TITLE I

This government program is available for schools that qualify. The purpose of Title I is to provide assistance to state and local education agencies to meet the needs of children in the area of reading and/or math. Working with the classroom teacher, the Title I coordinator schedules students for appropriate, consistent Title I services. Testing is given in the spring of each year. Trained assistants or special Title 1 teachers consult with the classroom teacher for direction and remediation.

Recommended Selection Criteria for Title I Services Kindergarten and First Grade

- Teacher recommendation and/or Title I assessment
- Below grade level in math and/or reading on daily work and/or progress reports

Grades 2-4

- Teacher recommendation and/or Title I assessment
- The Measures of Academic Progress (MAP) – students who score at or below the 40th percentile on the math or reading portion or the MAP test.
- Below grade level in math and/or reading on daily work and/or progress reports

Recommended Exit Criteria for Title I Services Kindergarten and First Grade

- Teacher recommendation and/or Title I assessment
- At/Above grade level in Math and/or Reading on daily work and/or progress reports

Grades 2-4

- Teacher recommendation and/or Title I assessment
- The Measures of Academic Progress (MAP) – students who score at or above the 40th percentile on the math or reading portion or the MAP test.
- At/Above grade level in Math and/or Reading on daily work and/or progress reports

WORLD LANGUAGES

An important aspect of the multicultural awareness needed by youth in our global society is the study of a language other than English. Instruction in a second language, including study of customs, geography, and life style, begins in middle school. The course objectives include a balance of conversation and cultural study.

After school Spanish Club is available to students in grade 1-4 after school for an additional fee.

YEARBOOK

The school publishes a yearbook annually. Individual or classroom pictures are featured in the yearbook, as well as other photographs featuring the many activities and events that take place during the school year. Notification of the cost is sent to the parents/guardians in early spring.

SCHOOL POLICIES

ABSENCES AND TARDINESS

Also see in this handbook: Arrival Procedures – Students; Truancy, Attendance policy in appendix

*In accordance with Minnesota law, parents/guardians are responsible for their child's attendance and punctuality. If a child is consistently absent or tardy, the administration has the right to consider retention for the following school year. Whenever a child is absent from school, a note or call from a parent explaining the absence *must* be done by 9:00am of the absence. In the case of prolonged absences (chicken pox, measles, etc.) the school must be notified.*

Teachers record daily absence and tardiness each morning. Corrections should be sent to the office as needed. Each teacher should also keep a separate record of attendance.

Permanent attendance records are kept by the school for each student. All entries should be in permanent black ink. All attendance records are considered permanent records and as such should be signed out with the secretary.

Days enrolled are different from days present. Days enrolled include all staff days that are not pupil attendance days. Days enrolled will vary each year. This information will be given to staff before the end of each school year.

Days Enrolled: This reflects all Monday through Friday days from the time a student enrolls at the school until the student leaves the school or the last day of school within a given school year. This includes all holidays, snow days, in-service days etc.

Days Present: This reflects the total number of days that the student is present in school. A child is never counted present on a holiday, snow day, in-service day, registration day, etc. This number should be about 168-178 days. Tardiness and personal and/or medical dismissals count against perfect attendance.

See Diocese of Duluth School Policy IVSCH.STU Sections D and E regarding student attendance and absences

ADMISSION POLICIES

Since all school students enjoy the dignity of human beings, they have an “inalienable right to an education that is in keeping with their goal, their ability...and the culture and tradition of their country...” (Second Vatican Council: Declaration on Christian Education). Catholic educators have a responsibility to meet the needs of individual students as they attempt to develop their God-given gifts. Insofar as possible, schools should offer programs within their capabilities and resources which are flexible and appropriate, accommodating varying academic levels and individual learning styles to meet the needs of students.

St. Francis of the Lakes Catholic School is committed to providing equal opportunity in education for all students without regard to race, color, creed, national origin, sex, disability, status about public assistance, membership or activity in a local commission, and any other status protected by applicable law. St. Francis of the Lakes Catholic School is also committed to prohibiting discrimination in education based on race, color, creed, national or ethnic origin, sex, disability, status with regard to public assistance, membership or activity in a local commission, and any other status protected by applicable law. St. Francis of the Lakes Catholic School’s commitment applies to all aspects of education, including admission policies, scholarship and loan programs, athletic programs, and other school-administered programs.

The Catholic Schools in the Diocese of Duluth, in compliance with Gospel values and the teaching mission of the Church extend an invitation of admission to all students without regard to race, color, creed, national origin, sex, disability, status about public assistance, membership or activity in a local commission. A disability, either temporary or permanent, is not a disqualification of admission providing that with reasonable accommodation the school can meet the needs of the student. Each school determines its suitability for meeting the extraordinary needs of students prior to formal admission of students with extraordinary needs.

St. Francis of the Lakes Catholic School, in compliance with Gospel values and the teaching mission of the Catholic Church, invites all students to apply for admission. St. Francis of the Lakes Catholic School may give admission preference to students that are members of the supporting parish(es). Students who are not members of the supporting parish(es) are welcome to apply for admission, but they must understand that Catholic schools form part of the teaching mission of the Catholic Church, which involves the active transmission of the values, principles, teachings, and traditions of Catholicism.

In the spirit of transmitting values, principles, and traditions of the Catholic Church, all children whose parents desire they attend St. Francis of the Lakes Catholic School shall be admitted subject to the following criteria:

1. *Vacancy in a grade level uses the following order:*
 - a. *Children who attended the previous year*
 - b. *Children who currently have siblings attending SFOLCS*
 - c. *Children who have had siblings who graduated from SFOLCS*
 - d. *Children of Catholic parishioners*
 - e. *Children of others: In the context of this order, Pre-Kindergarten students are not considered returning children.*
 2. *Acceptance of tuition, fees and contract responsibilities*
 3. *The ability to provide reasonable accommodations for students with disabilities, in compliance with the Diocese of Duluth Statement of Non-Discrimination.*
1. *Compliance with all established ADMISSION PROCEDURES*

ADMISSION REQUIREMENTS

Pre-School Programs

To enter the Preschool or Prekindergarten program at St. Francis of the Lakes Catholic School, the child must be three years old by September 1. (See guidelines in Preschool and prekindergarten Handbooks.)

At the time of registration, parents/guardians must present the following:

- a. The child's birth certificate
- b. The child's baptismal certificate (if Catholic)
- c. The child's immunization record
- d. The child's latest report card and standardized test scores (grades 2-8)
- e. Completed registration form, including signed policy agreement
- f. Required fees (non-refundable)
- h. The child's First Communion Certificate and/or First Penance Certificate (grades 3-8, if Catholic)

Kindergarten-Eighth Grade

A child must be five years of age on or before September 1 of the calendar year in the school year for which admission to kindergarten is sought. Children who are five years old on or before September 1 may start kindergarten. The diocese recommends that children attend kindergarten one year before entering the first grade. A child must be six years of age on or before September 1 of the calendar year in the school year for which admission to first grade is sought.

1. General Admission

- a. *No child whose parents desire to enroll/him/her in a Catholic school in the Diocese of Duluth should be denied admission based on race, color, creed, national origin, sex, disability, status about public assistance, membership or activity in a local commission, and any other status protected by law.*
- b. *Every local effort should be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their*

principal/pastor if a financial problem exists.

c. Parents are required to submit a birth certificate to the principal when the child is entering a Pre-Kindergarten program, kindergarten, first grade, or when registering for the school for the first time. (Copies are not acceptable.)

2. Admission During the School Year

a. Each local Catholic school may admit new students at any time during the school year. However, Prior to such admission, the local Catholic school and the parent/guardian of the new student should reach an agreement regarding all tuition obligations and expectations concerning completion of that school year.

b. Admission to a Catholic school is contingent upon having met all financial obligations at a previous private school.

3. Early Admission Criteria and Process

a. Selected children for early entrance may be those who are five years old before November 30 and who are seen by their parents as having a total development more advanced than most children of the same age. Parents who request early admission must make application through the local public-school testing program for early admission.

b. A minimum of one year of preschool is required for any early admissions to Kindergarten along with a developmental assessment.

c. The child must comply with and meet all the required testing and evaluation criteria for early admission.

d. If accepted, the parents may enroll their child on a required probationary basis for the first six weeks of school.

e. Following the six-week period, the parent, the teacher, the principal, and the local public-school psychologist will make the decision on continued enrollment in kindergarten.

f. A conference with the building principal, the local public-school psychologist, and the local public school special services director will be held with parents who disagree with the school psychologist's recommendation on early admission.

Age Requirements

Children must meet age requirements as outlined:

- All Preschool and Prekindergarten students must be three years of age on or before September 1st of the academic school year and be fully toilet trained.
- Kindergarten students must be five years of age on or before September 1st of the desired academic school year.
- Verification of age must be presented to school officials in the form of an official state birth certificate.

ST. FRANCIS ADMISSIONS POLICY

A non-refundable \$45 registration fee per student is required with each new completed Preschool-8th grade application through FACTS.

St. Francis of the Lakes Catholic School will request the academic records of students from the previously enrolled school(s). This allows St. Francis to better understand the students' learning history and to support their continued growth. Copies of report cards, immunizations, standardized achievement test results, IEPs, or 504 Plans (if applicable) will be reviewed at the time the application is submitted.

ADMISSION PROCEDURES

The St. Francis of the Lakes Catholic School ADMISSION POLICY is supported by the following procedures. All students shall be admitted according to:

1. Specified Admissions Schedule determined and communicated by the school administrator and pastor, in conjunction with the Admission Policy.
2. Date of completed application in conjunction with the Admission Policy.
3. Receipt of tuition fees by the registration date as defined in the admission schedule.
4. Receipt of a non-refundable registration deposit. Deposit amount will be defined by the school administrator and pastor.

ADMISSION SCHEDULE

All enrollment is based on a first come, first serve basis

1. **Preschool, Prekindergarten, and Kindergarten Registration**

Registration forms and deposits shall be completed and returned to the school office by the last Monday in January prior to the next school year if older siblings are enrolled.

2. **Current families**

Returning students (1st-8th grades) will return Intent to Return forms by Catholic Schools Week. Enrollment registration fees will be deducted from the families' BLACKBAUD account on March 15th.

3. **Supporting parish families**

Enrollment for families from supporting parishes, which includes all Catholic parishes in the Brainerd Deanery, begins after the current families registration period– Preschool – 8th grade

4. **Community at large**

Enrollment for families in the community at large begins after the supporting parish family period.

When classrooms are full, students' names will be put on a waiting list. When space becomes available, parents of students with first name on the waiting list will be notified of an opening in that grade level.

ARRIVAL PROCEDURES – STUDENTS

Earliest student arrival is at 7:30am. The school building doors unlock at 7:30. Students will be supervised upon arrival and report to their classroom by 8:15am.

Upon entering school after 8:15am, students *must* come to the office for a late slip before entering class. Students must notify secretary of lunch option and afterschool transportation as well. This will be recorded by secretary and become a part of the child's legal attendance record.

See also the following sections in this handbook: Absences and Tardiness

ATTENDANCE

See also the following sections in this handbook: Absences and Tardiness

A sample of Attendance and Truancy policy is in Appendix

ATTIRE – STUDENTS

St. Francis of the Lakes Catholic School strives to provide the best learning environment possible for our students. We believe our school Uniform Policy promotes school pride and unity while eliminating the distraction of fads and clothing inconsistent with our values. All students in grade K-8 are required to wear the school uniform. "Spirit Friday" happens each Friday and students are allowed to wear jeans as long as they wear a school top (from Spirit Store). On special occasions, the school may designate "out of uniform" days. These may be due to a special field trip or activity such as a "dress up" day. Teachers may use discretion and enforce policy when appropriate. Any dispute of a violation will be resolved by the principal.

Please see Uniform Policy on the school website.

BULLYING PREVENTION POLICY

Preamble

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, *virtues*. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and retaliation are not to be tolerated.

This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

Definitions

For purposes of this policy, the following definitions shall apply:

“Aggressor” means a student who engages in bullying or retaliation.

For the purpose of this policy, whenever the term “bullying: is used it is to denote either bullying or cyber-bullying.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objective offensive, is directed at a Target, and that:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Target or places the target in reasonable fear of such harm;
- causes damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school, including defamation and invasion of privacy; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-Bullying” means bullying using technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

“Hostile environment” means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student’s education.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

“School grounds” mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Target” is a student against whom Bullying or Retaliation has been perpetrated.

Prohibition Against Bullying and Retaliation

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors. bullying, including cyber-bullying is prohibited:

- On school grounds owned, leased or used by a school;
- At any school-sponsored or school-related activity, function or program whether on or off school grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school; or,
- Through the use of technology or an electronic device owned, leased or used by a school;

Bullying is also prohibited at a location, activity, function or program that is not school-related or using technology or an electronic device that is not owned, leased or used by a school if the act or acts in question materially and substantially disrupt the education process or the orderly operation of a school.

Reporting

Any Staff or volunteer who has witnessed or become aware of any instance of bullying or retaliation must report that act to the principal or another school official designated by the principal. In the selection of this person, care should be taken that both a male and female school official is designated to receive reports of bullying.

Any student or parent/guardian of a student are strongly encouraged to report all acts of bullying. Reports can be made to the student’s teacher, who must then report it to the Principal or Assistant Principal, or directly to the

principal.

Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the principal. Reports may be made confidentially when requested.

Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely based on an anonymous report.

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's discipline policy.

Retaliation

Retaliation against a target, witness of bullying, a person who makes a good faith reporting of bullying, or who provides information during an investigation of bullying, is prohibited.

Response and Investigation

The school takes seriously all reports of bullying. Upon receipt of a report of bullying the principal or his or her designee will investigate. When possible, the investigation will begin within three school days of the report of bullying.

The school reserves the sole discretion to determine the scope and adequacy of the investigation. Anyone with questions about the investigation should direct those questions to the Principal.

Violations

A student who violates this policy shall be subject to discipline in accordance with the School's disciplinary policy. The school retains the sole discretion to determine whether bullying has occurred and what the response should be.

Depending on the circumstances, the school's response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the aggressor of the determination;
- notifying the parents or guardians of the target, the aggressor, and any other affected persons about available community resources.

Training

Training on the Bullying Prevention Policy shall be provided for staff at least once every three years and, at the discretion of the Principal, for volunteers who have significant contact with students.

Publication and Notice

The principal, or his or her designee shall provide written or electronic notice of this policy to the staff.

Written or electronic notice of the plan shall be provided to students and their parents or guardians in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

This policy shall be conspicuously posted in the administrative offices of the school.

CLASS SIZE

St. Francis of the Lakes Catholic School prides itself on providing a quality Catholic education to the students enrolled. To continue with this type of excellence it is determined that class size generally, shall not exceed 25 students. The principal, in consultation with the pastor and the board, may enroll more students if, in their judgement, substantial reasons exist for doing so. Exceeding the defined limit should maintain or enhance the quality of education provided for that class.

CODE OF BEHAVIOR AND DISCIPLINE POLICY

A Catholic school is a Christian community that thrives on love, respect, and appreciation for the dignity of all people. A

firm commitment toward individual responsibility for these core values is necessary for all students in our school community. It is expected that students will obey stated school rules and regulations as well as modeled rules of courtesy and appropriate behavior. It is important that students develop and demonstrate an understanding and respect for the values reflected in the *Prayer for Excellence* and the school's mission, goals and objectives.

Student Responsibilities

1. To show, by demonstrated actions, awareness and acceptance of the core values of the school.
2. To show respect for administration, clergy, teachers, employees, other students, and the school facility.
3. To obey the rules, regulations, and procedures established by the school.
4. To be present and punctual.
5. To show satisfactory academic progress in classwork, including the completion of assigned work and projects as directed.
6. To participate appropriately at liturgies, prayerful activities, school assemblies, school-related activities inside and outside of the school facility, etc.
7. To practice courtesy, good manners, and kindness as expected of a student in our school.
8. To demonstrate by personal example an understanding of the principles of peace and social justice.

Disciplinary Code

The Catholic school shall establish and publish a discipline code.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule at his/her discretion.

Detention/Teacher Determined Consequences

If a student must remain after class for violating the discipline code, or do anything beyond receiving a warning for the offense, the student and their parents/guardians must know in advance the type of offense that warrants this consequence.

The types of behavior that may warrant a detention/teacher-determined consequence include, but are not limited to, the following:

- a. disrespect for administration, faculty, and employees.
- b. using profane, abusive, or obscene language.
- c. disrespect toward other students.
- d. disruptive behavior in the school facility or during school-related activities.
- e. repetition of minor offenses with no sign of improvement.
- f. incomplete homework or assignments.

The disciplinary procedures for detention/teacher-determined consequence are as follows:

When a student is given a detention or a teacher/determined consequence, a notice will be sent to the principal and to the parents/guardians of the student. The notice will state the reason for the consequence and the date and time for the student to serve/fulfill the consequence. The parent/guardian must sign the notice and return it to school the following day. In the event of cancellation of the consequence, the parents/guardians of the student will be notified.

If detention is the consequence, the parents/guardians of the student involved will be responsible for the student's transportation home from the school.

Administrative Warning and/or In School Suspension (ISS)

The Student Life Coordinator or Principal will arrange a phone conference with the parents/guardians and possibly the student, and the teacher or any other involved parties, at which time the extent of disciplinary action will be determined. The conference may be via phone or in-person.

The types of student behavior that may warrant an administrative warning or an ISS include, but are not limited to, the following:

- a. stealing, cheating, lying.
- b. vandalism of school property or the personal property of others.
- c. leaving school grounds without permission.

- d. verbal assault or harassment of students.
- e. refusal to cooperate with school rules, regulations, and values.
- f. refusal to serve detention or teacher-determined consequence.
- g. threatening or intimidating a student with physical harm.
- h. fighting.
- i. repeated detentions or teacher-determined consequences.

The disciplinary procedures for administrative warnings are as follows:

- a. The Principal or Student Life Coordinator will contact the parents/guardians and arrange a conference at the earliest convenient time. This conference will include the principal, School Relations Coordinator, the parents/guardians, the student, and the teacher or other parties if appropriate and will be via phone or in-person.
- b. Following the conference, the principal or Student Life Coordinator will notify the parents/guardians of the disciplinary action to be taken. An ISS form may be completed to be signed and returned.
- c. A written report of the incident will be kept in the principal's office (not in the student's permanent record file).

Suspension

A student who commits a serious infraction of school rules and values may not be allowed to attend class for a specific number of days determined by the administration. This may involve in-school as well as at-home suspension.

The types of behavior that may warrant suspension include, but are not limited to, the following:

- a. blatant disrespect for employees and/or students.
- b. fighting (after administrative warning).
- c. willful destruction of school property (this must be a repeated offense after an administrative warning or so serious that an immediate suspension is warranted).
- d. truancy.
- e. possession of dangerous objects.
- f. extortion.
- g. serious offenses of school rules or values or repeated serious offenses.

The disciplinary procedures for suspension are as follows:

- a. Parents/guardians are notified immediately after the infraction has occurred and a conference is held with all parties involved.
- b. A suspension paper is signed by the parents/guardians, the student, and the administrator. This is kept on file in the principal's office (not in the student's permanent record file).
- c. All classwork and homework missed during the suspension must be completed within 10 days following the end of the suspension.
- d. When the student returns to the school following a suspension, he/she must be accompanied by a parent or guardian and report to the principal's office.

Expulsion

A Catholic school community is maintained by belief in and adherence to a core of shared faith values. If a student demonstrates behavior that is destructive to the maintenance of these values, that student puts the entire community in jeopardy. If the stability offered by school rules and the positive modeled behavior of adults and students in the community cannot effect significant behavioral change, the disruptive student cannot be allowed to remain in the school community. This may be the basis for expulsion in the Catholic schools of the Diocese of Duluth.

A student who commits an "incident of violence" As defined in Minn. Stat. §121A.64 (see J.4 Permanent Student Record supra.) shall be immediately suspended from school and the student's parents or guardian notified. Law enforcement will be promptly contacted concerning an incident of violence if appropriate based upon the nature and severity of the incident. The student will not be allowed to return to school until such time as either (1) the principal receives a written evaluation from a qualified, licensed mental health professional opining that the student is not a threat to self or others, the principal or designee has had an opportunity to consult with the licensed mental health professional concerning the student's

behavior, diagnosis, prognosis and treatment plan, and the student is in full compliance with any treatment plan prescribed by the mental health professional, or (2) law enforcement, after completing its investigation, advises the principal that insufficient evidence exists to establish that the student committed an incident of violence.

The types of behavior that may warrant expulsion include, but are not limited to, the following:

- a. use, possession, or sale of illegal substances on the school grounds or at any school-related function or activity.*
- b. use or possession of weapons or dangerous objects.*
- c. physical assault on any member of the school community.*
- d. robbery or theft.*
- e. arson.*
- f. repeated suspensions.*

The disciplinary procedures for expulsion are as follows:

- a. Parents/guardians are notified and a conference is held immediately with the principal and any other persons deemed appropriate by the principal.*
- b. The Principal must notify the local public school authorities of the expulsion of any student who falls into the age category for mandatory school attendance. A record of the basis justifying the suspension or expulsion shall be kept and maintained in the student's file.*

COMMUNICATION TO PARENTS/GUARDIANS

St. Francis of the Lakes Catholic School utilizes multiple communication channels to promote school-specific information including events, religious resources, news, school activities, fundraisers, and events with our parish partners. These channels include but are not limited to FACTS Family Portal, teacher newsletter, principal newsletter, Facebook, and other social media.

COMPLAINT PROCESS FOR STUDENTS AND PARENTS/GUARDIANS

Effective problem resolution is a major element of a positive and growth-oriented school environment. If problems arise for students or for parents/guardians in the school setting, the following procedures are established to aid in successful resolution:

1. The first step in problem resolution is a scheduled dialogue/conference with the classroom teacher(s). If an informal dialogue is held with a student or parent/guardian, the teacher need only to have written documentation that this event occurred. If the situation is serious enough to warrant a formal conference with parents/guardians, a written record of the conference should be created. This written record should state the reasons for the conference and state the plan for resolution. A written record of progress, alteration of the plan, and/or additional scheduled dialogues and conferences should all be included with the original statement of complaint.
2. If informal dialogues or formal conferences have not successfully resolved the problem, the principal needs to be involved. Principal involvement requires a scheduled appointment and evidence (the written record from all related conferences) of good faith efforts to resolve the problem on the classroom level. As educational leader of the school, the principal will use school/diocesan policy and the core values of the school community as the guides for problem resolution. A written record of student/parent/guardian/teacher/principal conferences needs to be added to what has already been documented.
3. If the problem is not resolved after documented good faith efforts by the principal working with all others involved, the complainant may request a hearing from the pastor/principal. The pastor/principal need grant this hearing only if evidence exists that school personnel have not acted in good faith or in the best interests of the child, family, or school. If the pastor/principal grants a hearing, a written record of the hearing must accompany all previous documentation. The pastor/principal's decision is final. The only exception to this is a violation of law or a situation that endangers the child or the school. If a legal or dangerous situation exists, the Director of Schools for the Diocese of Duluth may be contacted. Working in conjunction with all parties involved, a resolution will be affected according to stated policy and gospel values.

It is important for everyone in the school community to remember that all school personnel are bound by a strict ethical and legal code of confidentiality. Student problems will only be discussed with the parents/guardians and

teachers of the student.

COMPUTER USE POLICY

School staff may use computer resources at any time for school purposes. Use of St. Francis of the Lakes Catholic School's computer resources for personal reasons must take place outside of school hours. Any use of St. Francis of the Lakes Catholic School's computer resources, including e-mail and internet systems, by employees, volunteers, and students must be appropriate and must be in accordance with the Responsible use policy. All employees, volunteers, and students must review the Responsible use policy and sign a Receipt and Acknowledgment of the Responsible use policy each year. Student use of computer resources must be supervised by a teacher or other designated adult always. See pages IV-47 through IV-50 for Responsible use policy and form.

See appendix for Responsible Use Policy and Form.

CONFERENCES

Conferences are an excellent form of communication regarding student progress. The conference schedule is determined by the school and a sign-up may be available. If a parent/guardian is unable to keep his or her assigned conference time, the teacher should reschedule a mutually convenient time within one week of the original conference.

A conference with teachers will be scheduled near the end of the first reporting period in the fall and again in the spring. Parents/Guardians are required to attend this first conference and any other conference requested by a teacher or the principal. Parents/Guardians may request a conference with teachers or the principal at any time throughout the year.

CONFIDENTIALITY

Teachers must communicate to students that they will keep their confidences unless health, life or safety is involved; teachers shall report such confidences to the appropriate parties. Teachers must set the same rules for confidentiality for journals as for conversations. Teachers should read what students write.

DISMISSAL PROCEDURES

Preschool and Prekindergarten students must be picked up at the classroom by a parent/guardian or other designated adult by 3:00.

Students in grades K-8 are dismissed according to the following:

- 2:30 Students prepare for dismissal.
- 2:35 First bus called.
- 2:45 Carpool students are announced.
- 2:45 Students being picked up by parents/guardians or other adults may be excused at this time, but the parent/guardian/adult must come to the classroom door.
- 2:50 Patrols meet walking students in the front of building.
- 2:30-3 As each bus arrives, the number is announced, and students are dismissed.

Also see sections in this handbook: Leaving School Premises – Students; School Hours – Students, Traffic Patterns.

EMERGENCY DRILLS

The school conducts fire and tornado drills following the directives of the local fire department. Students are to be instructed that this is one time when we ask for total silence while moving in and out of the building. Teachers decide for closing all doors, windows, and turning off lights.

Emergency and fire drill procedures are posted in each room in the school. Teachers should follow their class leaving the building. **TEACHERS SHOULD TAKE CLASS ATTENDANCE SHEETS AND EMERGENCY BINDER WITH THEM. WHEN ALL HAVE ARRIVED AT THE DESIGNATED SPOT, ATTENDANCE WILL BE TAKEN.**

See the Diocese of Duluth Comprehensive School Safety Guide (2012).

The required number of fire drills shall be held throughout the school year. All personnel in the school shall participate in these drills.

Periodic natural disaster drills should be held, especially during the tornado and severe storm weather season.

Periodic school lock-down drills should be held. All personnel in the school shall participate in these drills.

See the Diocese of Duluth Comprehensive School Safety Guide (2012) for procedures for other emergencies such as bomb threats, intruder, etc.

EMERGENCY INFORMATION

Every family must have emergency information on record in the school office. If any information, including contacts and transportation, should change during the course of the school year, the school office must be notified immediately.

EXTENDED DAY PROGRAM (Kaleidoscope Club)

St. Francis of the Lakes Catholic School provides an extended day program for students in grades Preschool – 8. Kaleidoscope Club is offered after school, 3:00, until 5:30 pm on school days. The program includes snack, outdoor play, games, study time, and arts and crafts. All students in the building after 3:00 will be sent to the after-school program with parents incurring all fees for the day. The program is available to all St. Francis of the Lakes students. Parents must sign up with 24-hours’ notice for staff to plan activities and snack otherwise a “Drop-in” fee will apply.

- Rates: \$5.00 per child until 4:00
 \$10.00 per child until 5:30
- Drop-in fee: \$8.00 per child until 4:00
 \$16.00 per child until 5:30
- Late Fee: \$1.00 per minute, per child, later than 5:30 p.m.

GUM

Gum chewing is not allowed during the school day. Students that are in violation will receive a consequence as determined by teacher or school personnel and up to the principals discretion.

HEALTH RECORDS/NURSE'S OFFICE

We request that each fall parents fill out an "Annual Student Health Update" which will be used to notify school personnel of any health concerns of the students. A follow up meeting can be requested to meet with the school nurses.

Health records are required for each student. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth and seventh grades. The State of Minnesota requires immunizations to be up-to-date.

A school nurse through ISD 181 and office personnel are responsible for conducting health programs throughout the school year. Parents/Guardians are informed prior to each program.

Immunizations

St. Francis of the Lakes Catholic School follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 121A.15). All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parent/guardian is responsible for providing this information in writing to the school office, and to include additional immunizations each year as they are administered to the student by the family's physician. Minnesota law requires that every child attending school be immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps and German measles, chicken pox and Hepatitis B. Any medical or conscientious exemptions to immunizations must be on file with the school before the first day of school. All immunization records must be submitted to the health office and determined to be up to date before the student starts school.

** MINNESOTA STATE LAW: MMR IMMUNIZATIONS: Students entering the 7th grade (or 12th grade) must provide documentation of having had a second Measles, Mumps, Rubella (MMR) immunization, given either separately or in combination. Two Chickenpox vaccines are now required for students entering Kindergarten and 7th grade. Proof of immunization must be provided before the first day of school or the child will not be allowed to attend school until this is taken care of. Please call the school office if you have questions.

Illness/Injury during School

When an accident occurs, students are to report the accident to the supervising teacher. In extreme emergency situations, the school will call 911. In less serious accidents, the teacher or another student will take the student to the office for first aid, which will be administered by the school office personnel or the nurse. All school personnel have been trained in First Aid and CPR.

Any child with a temperature above 99 degrees or who has obvious signs of illness must be sent home. If a child becomes ill during the school day, the nurse or school personnel will notify the parents/guardians. It is the responsibility of the parents/guardians to decide to have the child picked up immediately. Parents will sign their child out at this time. Students must remain home until there is no longer a fever for 24 hours.

Medication Taken During the School Day (Minnesota Statute 126.202)

When a student needs to take medication at school, you must submit a form asking the school to administer that medication. The form needs to be signed by both the parent and the physician for all prescription medications that are given at school. The form needs to be signed only by the parent for over-the-counter medications given at school. All medications must be in an original container-either a prescription bottle with the prescription label or an original container of over the counter medicine. You can get this form at any time from the school secretary or staff.

Pesticide Application at School

A Minnesota state law went into effect on May 15, 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at the school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Pesticide information notification in appendix.

Annual Asbestos Notification

Because of federal legislation AHERA (Asbestos Hazard Emergency Response Act) each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The St. Francis of the Lakes Catholic School has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with the legislation, all buildings (including portables and support buildings) owned or leased by the St. Francis of the Lakes Catholic School were inspected by an EPA accredited inspector and an independent laboratory analyzed samples. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

The school continues to update and improve the AHERA Asbestos Management Plan. This work includes the sampling of materials that were originally assumed to contain asbestos. The improvements in the asbestos management plans are intended to make them easier to use by custodial and maintenance workers and outside contractors that perform work within district buildings.

Reporting of Child Abuse/Neglect

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report. Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance; Abuse can be physical or sexual abuse, or emotional maltreatment.

Vision and Hearing Screening

Annual vision and hearing screenings are conducted by ISD 181 nurse and parent volunteers for students in 1st, 3rd, and 7th grades. If you have concerns about your child, please contact the health assistant or your child's teacher.

WELLNESS POLICY

St. Francis of the Lakes Catholic School recognizes the important connection between healthy living and a student's ability to learn effectively. We also acknowledge that schools play a vital role in student nutrition and fitness and have a responsibility to promote family health and provide a strong foundation for our children's future health and wellbeing.

St. Francis of the Lakes Catholic School Wellness Policy

1. Goals for (a) nutrition education, (b) physical activity and (c) other school-based activities that promote wellness
 - A. Nutrition education
 - Nutrition guidelines, food pyramid charts, suggestions for healthy food choices and/or other messages related to health and nutrition will be posted in or near the school cafeteria.
 - School lunch periods will be scheduled to provide nourishment within a reasonable time frame from the start of the school day.
 - Recess or snack breaks will be scheduled for students as needed to maintain energy levels.
2. Physical activity
 - All students will participate in the school's physical education program.
 - Physical education programs will implement the Diocese of Duluth objectives for Physical Education.
 - All classes will have access to recess according to the school's schedule.
 - Discipline will be administered in ways other than depriving a student of recess or physical

- education class.
- Students will be encouraged to participate in school and community sports programs, and to be physically active outside of school.
- B. Other school-based activities
 - St. Francis of the Lakes Catholic School encourages the use of non-food rewards for student behavior.
 - St. Francis of the Lakes Catholic School further encourages teachers and parents to provide healthy snacks, and to minimize sugary treats for classroom celebrations.
 - Schools are encouraged to consider healthy food or non-food fundraisers.
 - St. Francis of the Lakes Catholic School will provide parent education on nutrition and the benefits of physical activity through newsletters and parent meetings during the course of the school year.
- C. Teachers will be offered training in nutrition as needed, and in physical activities conducive to Nutrition guidelines for all foods available on school campus during the school day
 - St. Francis of the Lakes Catholic School lunch program will follow nutritional guidelines established by Minnesota Department of Education and USDA.
 - Drinking fountains are available in the building.
- D. St. Francis of the Lakes Catholic School contracts with the Brainerd Public School for the Nutrition program.
- E. Plan for measuring implementation of the local wellness policy St. Francis of the Lakes Catholic School chooses the following options for monitoring the success of the school wellness program: Teachers can choose one or more of the following to implement during the school year.
 - PE teacher can survey students on eating choices and behavior and physical activity outside of school.

Some physical education classes have students regularly monitor heart rate as part of their physical fitness programs. This information could be part of the evaluation.

INCLEMENT WEATHER

see also school closing

1. See the *Diocese of Duluth Comprehensive School Safety Guide (2012)*.
2. *The parent(s)/guardian(s) should be advised of the procedures and methods which will be followed in case school is to be canceled prior to the beginning of classes and/or emergency early dismissals.*

In the event of poor and/or dangerous weather conditions, the school follows the local public-school district decision on closings, late arrivals, and early dismissals. School closings are announced on the local radio stations and parents/guardians are urged to listen to the radio/television stations and/or use parental concern and caution as the guides for sending children to school in inclement weather. An all school call will alert parents and staff of the situation.

INSURANCE

St. Francis of the Lakes Catholic School is fully insured. Student insurance is not available through the school.

LEAVING THE SCHOOL PREMISES – STUDENTS

If a student is planning to leave school during the school day a note *must* be written in advance stating the nature of the early dismissal. Parents/Guardians must meet the child at the school office and sign for the release of the student. If anyone other than the parent/guardian is picking up the child, the parent/guardian must send a note to the school giving permission for the other party to pick up their child. For the safety of the student, anyone who is not a parent/guardian must show proper identification.

LOCKERS

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without student consent. Only the school issued lock may be used.

LOST AND FOUND

The school is not responsible for personal articles brought to school. Articles found in the building or on the playground are placed in an area designated as Lost and Found. These articles are on display at various times throughout the year.

All personal items should be marked with the child's name so that when found they can be returned to the owner.

BREAKFAST & LUNCH PROGRAM

St. Francis of the Lakes Catholic School participates in the Federal Nutrition Program through ISD 181 Brainerd School District and offers daily breakfast and hot lunch to all students Preschool-8th grade. Families qualifying for a reduction in lunch cost will be granted the reduction according to the federal guidelines. Students may bring a cold lunch and purchase milk if desired. Additional milk, breakfast, or lunch may be purchased. If requesting a school breakfast or lunch, staff, teachers, and visiting adults need to notify the school office by 9am and will be required to purchase.

LUNCH/RECESS

Each teacher assistant or teacher brings the class to the lunchroom or playground. The teacher must not leave the students until he/she ensures that the lunchroom or playground supervisor is in attendance.

All supervisory personnel and the teachers have a list of playground and lunchtime regulations to be followed by all students. The classroom teachers, Student Life Coordinator, and/or the principal advise the students of these rules and regulations. Supervisory regulations and the interactions between supervising adults and students are governed by the dictates for health and safety, common courtesy, and the core values of the school community. Supervising adults have the final responsibility and say when it effects safety or health.

Students will go outside for recess unless dangerous weather conditions or a wind chill of 0 degrees or below. Necessary and appropriate gear is required for all students going out in cold weather.

Also see sections in this handbook: Lunch Program

MONEY/VALUABLES

School insurance does not cover loss of personal possessions; therefore, students and staff are advised not to bring valuables to school.

All monies are channeled through the classroom/subject area teacher to the school office. Payments of any kind should be placed in a sealed envelope marked with the child's name, grade, and purpose for the money.

PARENT/GUARDIAN VOLUNTEERS

Parent/Guardian volunteers assist teachers during school or at home and are determined by the school.

All parent/guardian volunteers must know and practice the school guidelines for positive interactions with students. This is essential to maintain the core values of the school community. Adults working with children in the school, including volunteers who have significant interaction with minor children, must read and sign a statement of understanding of the diocesan Diocese of Duluth Sexual Misconduct Policy and Code of Pastoral Conduct, complete online Youth Protection Training and Defensive Driving Curriculum and comply with a criminal background check. This is a diocesan requirement to protect the children in our schools.

Also see sections in this handbook: Sexual Misconduct Policy - Diocese of Duluth; Volunteers in a Catholic School in the Diocese of Duluth.

PLAGIARISM POLICY

Plagiarism, defined as the passing off of the thoughts or works of another as one's own. Plagiarism involves giving the impression that a person has thought, written or produced something that has, in fact, been borrowed from another.

There are two basic forms of plagiarism:

1. Using someone else's work as your own, without citing the source. This includes direct copying, rephrasing, and summarizing, as well as taking someone else's idea and putting it in different words.
2. Not indicating directly quoted passages or ideas even while citing the work as a general source.

Penalties

Each case shall be treated on its merits. Minor first infringements may be corrected by counseling or by the imposition

of a penalty, as appropriate. Depending on the circumstances, the penalty imposed may include a warning, resubmission, loss of marks, failure on a task or in a subject, or a charge of misconduct to be dealt with by the principal.

Where a penalty is imposed, the parents/guardian will be notified and appropriate actions will be enforced. Before imposing a penalty for plagiarism, the student's behavior file should be checked to determine whether the offence is a first or subsequent offence. For a subsequent offence, the penalty should be more severe.

POLICE INTERROGATIONS AND INVESTIGATIONS

Only representatives of the police or sheriff's department or Department of Human Services may be granted permission to see and interview students in school. Private detectives, attorneys, or representatives of private concerns conducting investigations shall not be allowed access to students in school and shall be informed that they may only question students outside of school. When it is necessary for a representative of the police or Department of Human Services (Child Protection) to interview a student in school, the following procedure shall be observed:

1. The representative of the above-named agencies will contact the principal, or in the principal's/assistant principal's absence, the Lead Teacher.
2. Proper identification with a picture I.D. is essential.
3. The agent may or may not ask for a person from the school to be present. It is their choice. Interviews are to be conducted in private and with confidentiality.
4. Arrest: If the officer indicates that she/he shall have complete jurisdiction in the matter, the principal shall not interfere with the student's removal from the building. Contact with the student shall be arranged in a manner to make the removal as unobtrusive as possible. It is up to the police to notify the student's parents/guardians.

SCHOLARSHIPS/TUITION ASSISTANCE

The positive benefits of Catholic education should not be denied to Catholic students because of the cost of tuition. Scholarships and tuition aid programs are available to families in need of these services. Distribution of scholarship funds is based on availability of funds. To qualify for assistance, you must complete the required forms for FACTS tuition assistance. Information is available from the school.

Also see sections in this handbook: Admissions Policies and Tuition Policy.

SCHOOL CLOSINGS

See also Inclement Weather.

SCHOOL HOURS – STUDENTS

St. Francis Preschool & Prekindergarten hours: 8:00 a.m. to 3:00 p.m.

St. Francis School grades K-8: 8:15 a.m. to 2:40 p.m.

Specific arrangements must be made for drop-off and/or pick-up of students outside of the designated times. If parents/guardians are participating in the extended school program (clubs, after school care, etc.) parents/guardians must comply with the rules established by the program for dropping off and picking up children.

Also see sections in this handbook: Absences and Tardiness; Arrival Procedures; Dismissal Procedures.

SCHOOL PARTIES

School parties occur to remind us of the religious connection of a special day. Nonreligious holidays can be celebrated with the approval of the principal. Parties are kept modest, healthy, educational and faith-filled.

SCHOOL VISITS

If at any time parents/guardians wish to speak with a teacher, the parent/guardian must schedule an appointment and inform the school office when entering the school. This is a safety procedure to allow the school to know when visitors are in the school building and the purpose of the visit. Visits to classrooms are not permitted during school hours unless previous arrangements have been made through the school office and with the individual teacher. *All volunteers and visitors to the school are to report to the office, sign-in, and receive a visitor's badge.*

Also see sections in this handbook: Complaint Process for Students and Parents/Guardians; Conferences.

STATE AND FEDERAL PROGRAMS

There are several state and federal programs that non-public students may participate in on an equal basis with public school children. These programs are administrated through the local public-school district. St. Francis of the Lakes Catholic School receives state and federal entitlements allocated on a per pupil basis.

State programs include:

- **Education Aids for Non-public School Children:** provides textbook and related individualized instructional materials, health services, and secondary guidance and counseling.
- **Transportation:** Minnesota public school districts must provide “equal transportation” within the district boundaries. The public-school district shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline. Students living outside Brainerd school district can use the Crow Wing County Transit buses. A fee is attached to this transportation option.
- **School Lunch Program:** State funds are matched with federal funds to assist families who qualify for free or reduced lunch, and provide kindergarten students with at least one serving of milk each school day. St. Francis participates in the national school meal program for free and reduced-price lunch. The application form and qualification information are available in print version in the school office, or by contacting the local school district.
- **Special Education:** Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The district must provide assessment, periodic observation, review of progress and establish a plan, which generally involves tutoring by a special education teacher.
- **Title I:** Qualifying schools provide supplementary instruction in reading to students who have been identified as “at risk.” Computer-aided instruction may be an acceptable alternative to direct services.

STUDENT RECORDS – INSPECTION AND RELEASE

Parents or legal guardians may ask the principal to review the contents of any records collected and maintained on their child. These records may mean any of the following:

1. *Data identifying the child by any quantifying or qualifying characteristics*
2. *Summary of completed/attempted academic progress, including grades, standardized test scores, portfolios, and other assessment forms*
3. *Dates of school attendance*
4. *Scores of intelligences, psychological, or aptitude tests*
5. *Interest inventory results*
6. *Health data*
7. *Family background information*
8. *Written observations of counselors and teachers*
9. *Verified reports of behavioral problems*

No student records may leave the school building. Records should be obtained from and returned to the secretary on the same day.

Student teachers/observers may view records of a student if the parent/guardian and principal give signed permission slips authorizing the study. These slips will remain in the child’s permanent record.

Also see sections in this handbook: Teacher Records.

SUPERVISION OF STUDENTS

Ensuring the safety of students is of crucial importance always. The teacher or his/her designee is responsible for the supervision of students throughout the school day. If a teacher must leave the students, care must be taken for the supervision of students in his/her absence. In an emergency, a call to the office for assistance or to notify a neighboring teacher for the need of assistance would be appropriate. Special consideration must be made to the circumstances. The younger the children, mentally and chronologically, the greater standard of care should be taken.

Students are not to be left in the classroom alone while other students are outside, in the gym, etc. On the playground, adult supervisors need to have an overview of where children are playing at all times. They are responsible for the safety of students at all times. Injuries are to be reported to the school office immediately. The secretary or principal

administers First Aid and contacts the parents/guardians. The supervising teacher or adult must complete the accident report.

Students should not be put outside the classroom in the hallway for disciplinary reasons or to make-up work. Students should be sent to another teacher, the principal or secretary's office, or to the library to finish their work.

TELEPHONE & CELL PHONE

Neither a student nor a teacher will be called directly during the school day except in case of an emergency. Children are not to call parents/guardians to bring forgotten lunches, books, projects, permission slips, etc. If necessary, a parent/guardian may leave a message for a teacher or a student with the school office.

Cell Phones: Students

Cell phones must be powered off and not used during the school day and school sponsored events. If a student violates the cell phone expectation, it will be collected and a parent will be asked to pick up in the school office.

TITLE II/TEXTBOOK FUNDS FOR NON-PUBLIC SCHOOLS

Our school participates in the government Chapter 11 Block Grant Program. This program allows the school to purchase special educational materials.

Our school participates in various funding programs. An allotment of funds is available each year on a per student basis. Funds are used to purchase textbooks and learning materials for each child. The parent/guardian must sign approval forms at the beginning of the school year for the school to obtain these funds. These funds have provided a significant amount of learning materials and in-service training for our school.

TRAFFIC PATTERN

School specific traffic patterns will be available in the school office at the time of orientation.

Also see sections in this handbook: Arrival Procedures – Students; Dismissal Procedures.

TRANSFER STUDENT PROBATION

All incoming transfer students are given a probation period of one complete term. If the student fails to comply with the school's core values, code of behavior or academic expectations the parents/guardians will be asked to withdraw their child from the school. This will occur at a formal conference with the parents/guardians after directed help from the teacher(s), parents/guardians, and principal. It is a privilege to attend a Catholic school, but the school's adherence to specific standards and values may not create the school setting desired by some students.

Also see sections in this handbook: Code of Behavior and Discipline Policy.

TRANSPORTATION TO SCHOOL

Sections 123B.84 of Minnesota Statutes require that when the state provides aids for transportation it is in the public interest to provide equality of treatment in transporting school children of the state who are required to attend so that the health, welfare and safety of the children, while using the public highways of the state, shall be protected. School children are therefore entitled to the same rights and privileges.

Minnesota Rule, Chapter 3520.1500 requires that a school district meet at least once a year with nonpublic school representatives to discuss attendance areas, safety, economics, conveniences and availability of space for the pupils. Although the final authority on attendance areas, starting time, etc., rests with the public-school board, an annual meeting would help to avoid any subsequent disputes.

Minnesota Statutes, Section 123B.90, subdivision 2(b) requires that each nonpublic school provide all nonpublic school pupils enrolled in grades kindergarten through 10 who are transported by school bus at public expense and attend school within the district's boundaries with age-appropriate school bus safety training. The training must be result-oriented and must consist of both classroom instruction and practical training using a school bus (evacuation drills).

Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

1. transportation by school bus is a privilege and not a right;
2. district policies for student conduct and school bus safety;
3. appropriate conduct while on the school bus;
4. the danger zones surrounding a school bus;
5. procedures for safely boarding and leaving a school bus;
6. procedures for safe street or road crossing; and
7. school bus evacuation.

All students in grades kindergarten through 3rd grade enrolled during the first or second week of school must demonstrate knowledge and understanding of the competencies on school bus safety training by the end of the third week of school. Students in grades 4 through 10 enrolled during the first or second week of school must demonstrate knowledge and understanding of the competencies by the end of the sixth week of school if they have not received school bus training in kindergarten through 3rd grade. All students in kindergarten through 10th grade who enroll after the second week of school receive school bus safety training or school bus safety instructional materials within four weeks of the first day of attendance if they have not received training in their previous school districts.

All students in kindergarten through 3rd grades are to receive school bus safety training during the school year.

The nonpublic school principal or administrator must annually certify to the school transportation safety director or superintendent of the district in which the nonpublic school is located that all students transported by school bus at public expense have received training. A school district may deny transportation to nonpublic school students if the nonpublic school fails to provide school bus safety training.

The nonpublic school administrators should contact the school district in which they are located to obtain a copy of the district's transportation policy. This policy should explain what behaviors are unacceptable and what may result in students losing their bus riding privileges. Accommodations for school bus safety training must be provided to pupils known to speak English as a second language and pupils with disabilities.

Students are expected to act appropriately as students of our school when riding the bus. Appropriate behavior includes following the published rules given to students by the busing authorities.

TRUANCY

These procedures do not address tardiness. However, tardiness is considered part of the truancy issue. Therefore, when reporting absences, tardiness should be documented and reported. If tardiness becomes a separate issue, please contact the Director of Schools for further direction on the issue of tardiness.

A. Elementary Grades

1. When a student has had more than three days unexcused absences, parents will receive a letter informing them of the absences and possible consequences for continuation of unexcused absences.
2. If a student continues to have unexcused absences beyond three days even after the letter has been sent home, a conference should be called by the school with the parents/guardians, teacher and principal in attendance.
3. After seven unexcused absences, a student is deemed in educational neglect and the school will take appropriate action which may include a request to county social services.
4. After eleven **excused and unexcused absences** the students and family will be required to attend a meeting with school administration, develop an attendance contract and/or be required to submit medical documentation for future absences in order to be excused.
5. All oral and written communication regarding the truancy issue will be documented by the school.
6. The school will follow all directives by social services intervention.

B. Middle School Grades

1. When a student has had in excess of three part or whole day unexcused absences, parents will

receive a letter informing them of the absences and possible consequences for continuation of unexcused absences.

2. If a student continues to have unexcused absences beyond three full or part days even after the letter has been sent home, a conference should be called by the school with the parents/guardians, teacher and principal in attendance.
3. After seven unexcused absences, a student is deemed truant, the parent/guardian will receive a letter informing them of the absences, the student will be referred to the county truancy or collaborative worker.
4. After eleven **excused and unexcused absences** the students and family will be required to attend a meeting with school administration, develop an attendance contract and/or be required to submit medical documentation for future absences in order to be excused.
5. After fifteen unexcused absences, the school administration will take appropriate action which may include:
 - Mediation contract through Crow Wing County Court
 - Truancy referral to the Student Attendance Review Board (SARB)

Sample truancy letters to parents/guardians are included in the appendix.

Also see in this handbook: Absences and Tardiness

TUITION POLICY

A non-refundable registration fees for the school year for each student for PreK – 8th grade is as follows:

Registration Fee	\$45/student
------------------	--------------

Preschool

The tuition scale for Preschool Program (ages 3-4) for the 2023-2024 school year is as follows:

Preschool Tuition per Student	Fee Amount
Tuesday & Thursday	\$2,337
Monday, Wednesday, Friday	\$3,363
5 Day	\$5,700

Prekindergarten

The tuition scale for Prekindergarten (ages 4-5) program for the 2023-2024 school year is as follows:

Prekindergarten per Student	Amount
Monday, Wednesday, Friday	\$3,363
5 Day	\$5,700

The tuition scale for K – 8th grade for the 2023-2024 school year is as follows.

K-8 Tuition per Student	Number of Students
\$3,363	1 st Child
\$3,363	2 nd Child
\$1,681.50	3 rd Child
\$840.75	4 th Child +

Technology Fee

The technology fees for the 2023-2024 school year is as follows:

Type of Fee	Fee Amount
K-4 th grade	\$100/student

5 th -8 th grade	\$150/student
--	---------------

If a student does not complete the school year, a negotiated, pro-rated amount for tuition will be set between the parents, pastor and principal. Balance is due upon agreement.

All registration, tuition, and fees will be paid online through FACTS.

Tuition Assistance

Tuition assistance is available through FACTS for K -8th grade families. Families can apply for financial assistance. All applications will be completed by **March 1** for current families and they will be informed of the amount they will receive by April 20th. Families that wish to send a child to a Catholic school will not be denied because of financial hardship, within the parameters of the funds available. In the event a family needs to discuss their difficulty in meeting their tuition and fundraising obligations, please contact the Director of Advancement and Admissions.

Fundraising Opportunities

All families are required to participate in fundraising efforts. Twenty percent of the St. Francis of the Lakes Catholic School Budget comes from fundraising and donations. Fundraising dollars do not have to come from your own pocket! We encourage you to engage others in the financial success of our school. **Total fundraising for each family must be greater than or equal to \$800 for the school year.**

St. Francis Parish is fiscally responsible for the operation of St. Francis of the Lakes Catholic School. The actual cost of educating each child at St. Francis of the Lakes Catholic School is \$6,000 per year. To meet our budget for the coming year, the \$6,000 needs to be covered by your tuition, donations and fundraisers, and parish assistance.

1. Interparish Support and Subsidy

- a. Parishes without schools shall promote Catholic schools in general and the local Catholic school by providing information to parishioners and encouraging enrollment at and support of the local Catholic school.*
- b. Parishes without schools are encouraged to develop and follow policies on financial support to the neighboring Catholic school where parishioner children are attending.*
- c. Catholic schools which enroll students from neighboring parishes without schools shall contact that parish pastor to arrange for financial support for those families sending children to the Catholic school.*

Also see sections in this handbook: Scholarship/Tuition Assistance.

VACATIONS

The school recognizes the value of travel, but also realizes the difficulty of missing classes. *Vacations should be scheduled during the allowed vacation days during the year.* Parents should consult with the teacher and be responsible for supervision and execution of makeup work and test. If vacation is planned for more than two days, parents are required to notify the school in advance of the leave. Students and/or parents can obtain the work from the teacher with prior notice and are required to complete all work and return to the teacher upon returning to school. It is not required that work be given in advance to a vacation or extended leave.

VIDEO SURVEILLANCE

St. Francis of the Lakes Catholic School utilizes surveillance devices on campuses to support the health, welfare and safety of all staff, students, and visitors and to safeguard facilities and equipment. Video cameras may be placed in locations as deemed public by designated school administrators in consultation with security professionals. Activities occurring in parking lots, hallways, classrooms, auditoriums, and other open areas are reasonably deemed public and therefore can be visible by surveillance equipment.

The use of data collected by school security cameras is governed by the Family Educational Rights and Privacy Act (FERPA). Data collected on security cameras may be considered an educational record and therefore may only be disclosed to those who have been determined to have a legitimate educational interest in the information and once legitimate educational interest is determined, to those who have parental consent to view it. The school will use reasonable methods to determine legitimate educational interest.

In times of violation of school policies and/or administrative regulations, building rules, or law, images captured through surveillance video may be used as evidence and subject to appropriate disciplinary and/or legal action, including, but not limited to, disclosure to law enforcement.

WEAPONS

It is the policy of St. Francis of the Lakes Catholic School to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the school takes the position of No Tolerance for weapons in school. All weapons or instruments which have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized by the principal. "Weapons" means any firearm whether loaded or unloaded; any chemical, substance, device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon. This prohibition applies to all school/church owned buildings and grounds.

WITHDRAWALS

1. *Students absent for 15 (fifteen) consecutive days without a legally justifiable excuse shall be dropped from the school roll and be classified as withdrawn. Students who withdraw from school shall be dropped immediately on the known date of withdrawal. The 15 (fifteen) day grace period applies only in the instance when no notice of withdrawal has been received. It is not necessary to withdraw a student for the days homebound instruction is being received if the student is at home or in a hospital within the resident district. One hour of homebound instruction is the equivalent of one membership day.*
2. *A student who is unable to attend regular school classes because of illness or injury may be counted beyond the 15 (fifteen) day withdrawal deadline if such a student receives special instruction in the home or hospital provided by the resident Catholic school. One (1) hour of homebound instruction is equivalent, for aid purposes, to one day of school membership. In no case may the number of membership days claimed in this procedure exceed the number of session days held by the school during the period involved.*
3. *A school may grant excused absences for personal reasons to students (on an individual basis in case of need) when it is known that the student will return. During such an absence, the student may be counted in membership but not for a period exceeding 15 (fifteen) consecutive school days.*
4. *Legally justifiable excuses are defined as: court summons or doctor's determination in writing that a student is unable to receive instruction.*

Whenever a pupil is transferring to another school the following steps must be followed:

1. Make an appointment with the principal and/or inform the principal of the transfer.
2. Return all textbooks, library books, equipment, etc., belonging to the school.
3. Pay all outstanding debts (tuition payments, library fines, etc.).
4. Sign the release of records form.

Records will be forwarded directly to the next school after a written request from that school has been received by

the school office.

ORGANIZATIONS

ST. FRANCIS OF THE LAKES SCHOOL BOARD

Roles and Responsibilities

Board members give time and talent in service to the Catholic school. All board members must speak and act in the interest of the school rather than representing special interests or agendas. The board's responsibilities include the following:

- Working with the principal in formulating policies for the school that will be presented to the pastor for approval.
- Helping the principal and pastor develop a balanced budget for the school.
- Assisting in the recommendation of candidates to the pastor in the hiring of the principal. This is done in consultation with the diocesan superintendent of schools.
- Conducting an annual evaluation of the board's activities and submitting a copy of this evaluation to the pastor.
- Designing long range plans for the school and identifying short term goals and objectives to help achieve these plans;
- Promoting development efforts in the school.
- Working effectively and proactively with the principal, Parent and Teacher Organization , other parish organizations, etc., to create a better understanding and more support for Catholic education.

The School Board an advisory board that supports and guides St. Francis Catholic School. It is important to note that the school board has **NO RESPONSIBILITY OR ROLE** in the complaint and grievance process. It is also important to note that the school board has **NO RESPONSIBILITY OR ROLE** in curriculum formation, the hiring/evaluation/termination of faculty, or any other aspect of education specifically delegated to the principal and other professional educators by the pastor and by diocesan policy.

Committees

- Policy/Planning Committee - establishes policy and reviews current policies
- Public Relations/Marketing Committee – establishes/maintains a marketing plan
- Nominating/Membership-defines the membership process and recruit potential members
- Academic Environment - assist the school in promoting the educational goals of the school
- Finance Committee - monitors finances and formulate budget
- Building & Grounds Committee – ensures building maintenance as needed

PARENT AND TEACHER ORGANIZATION (PTO)

The Parent & Teacher Organization is comprised of school parents, teachers, and/or principal. All parents are automatic members of the PTO. The PTO supports the mission of the school by providing an association that is alive and active and encourages participation. The PTO will facilitate open communication among parents, caregivers, school and community.

RELATIONSHIPS BEYOND THE SCHOOL FAITH COMMUNITY

The Catholic school does not function in isolation from the rest of the parish, the diocese, or the civic community that surrounds it. These relationships should be proactive, productive, and positive, since each has the capacity to deepen and extend the integral goals of the school.

The most significant relationships beyond those of the immediate school faith community are those with the:

- Civic community;
- Diocese of Duluth;
- Local public schools;
- State of Minnesota and the Minnesota Department of Education;
- State, regional, and national Catholic organizations (i.e. NCEA, MNSAA, etc.).

CIVIC COMMUNITY

The Catholic school should be visible enough to serve as a source of pride for the local civic community. The school, in return, should help students acquire a sense of pride in the uniqueness of their locality. This reciprocity of appreciation can have significant and positive results.

Every town has a wealth of available history, artistry, and information in its structures, natural surroundings, wildlife, and citizenry. The involvement of the school with the community will make the school more vitally connected to the community, which certainly helps to make the school a more visible and positive local entity. Community resources can enrich the curriculum and engender a sense of civic pride in students.

Some resources that can be explored include:

- the surroundings -- students should know the geography, flora and fauna of their home location;
- the elderly -- as living historians and storytellers;
- local artists and artisans;
- local government offices;
- the variety of economy local colleges;
- the ethnic heritage of the area (including costumes, language, dance, food, customs and holidays, etc.);
- local libraries.

This section of the handbook should list institutions, names of contact personnel, etc., to facilitate the teacher's use of local resources for education.

- i.e. enterprises in the locality;
- museums, historic homes and buildings, historical societies;
- local colleges;
- the ethnic heritage of the area (including costumes, language, dance, food, customs and holidays, etc.);
- local libraries.

DIOCESE OF DULUTH

The Code of Canon Law states:

“Catholic religious formation and education, which are imparted in any schools whatsoever. . .are subject to the authority of the Church. . .and it is the responsibility of the diocesan bishop to regulate such education and be vigilant over it.” (Canon 804)

“The diocesan bishop has the right of vigilance over and visitation of the Catholic schools located in his territory. . .he is likewise competent to issue prescriptions dealing with the general regulation of Catholic schools. . .the directors of Catholic schools, under the vigilance of the local ordinary, are to see to it that the instruction given in them is at least as academically distinguished as that given in the other schools of the region.” (Canon 806).

These canons clearly state the regulatory authority of the bishop over the Catholic schools in the diocese. The size of the diocese (22,000 square miles), the number of schools (12), and the enormous demands on the time and person of the bishop make it necessary to delegate responsibility in this area to officials in the Department of Education with the expertise needed to help the schools meet diocesan expectations of educational quality and active transmission of the values, principles, teachings, and traditions of the Catholic Church.

The Department of Education is a subsection of the Office of Word. It is composed of the Department of Schools, the Department of Catechesis, the Department of Youth and Young Adult Ministry and Media Department. These four diocesan departments work together to create a vision of education that encompasses the entire human life span. The official that works most closely with the schools is the Director of Schools. The relationship of the Director of Schools to the schools is described in the position description of the Director of Schools in the diocesan Schools Policy IVSCH.AdM Section A. 3.

LOCAL PUBLIC SCHOOLS

It is beneficial to work collaboratively with our local public schools. Our local public school is Brainerd Public School District 181.

Some of the common services provided are:

- special services in the form of instructional materials;
- health, vision, nursing services and counseling services;

- transportation to and from school.

Many schools in the diocese take advantage of public school services and benefits such as:

- shared teacher and principal in-services;
- use of the district's curriculum lab;
- shared resources;
- extra-curricular and co-curricular activities.

STATE OF MINNESOTA

The Minnesota Department of Education (MDE) provides the teacher licenses and licensure requirements for all schools in the state. Teachers in a Catholic school in the Diocese of Duluth are degreed and/or have equivalency.

The MDE issues directives about every aspect of education, from transportation, to athletics, to curriculum. These directives, while not always mandated for Catholic schools, are used as a guide for aligning the curriculum with that of the state-supported schools with whom we share students. See MDE website: <http://education.state.mn.us>.

The Director of Catholic Schools represents the Catholic schools in our diocese on the state level.

The Directors of Schools of the six dioceses in Minnesota meet several times during the year to coordinate legislative efforts and work together with other nonpublic school organizations to affect the development of Catholic and nonpublic education across the state.

The state provides many mandated services to Catholic schools. These services include:

- partial funding for textbooks (nonreligious);
- some grant money;
- information services, both in printed form and in personal contact through the MDE.

It is important that the services to which the school is entitled are listed so that every service available will be used to the benefit of our students.

STATE, REGIONAL, AND NATIONAL ORGANIZATIONS

The Minnesota Non-Public School Accrediting Agency (MNSAA) accredits many non-state supported schools of Minnesota. This agency provides the framework from which the schools produce the self-study that determines accreditation. See the MNSAA website at www.mnsaa.org.

The Minnesota Catholic Conference (MCC) represents the six dioceses of Minnesota. The MCC provides legislative updates, legal information, the employment agreement form used in the schools, and an opportunity for Catholic schools to dialogue and share on a state level. See the MCC website at www.mncc.org.

The National Catholic Education Association (NCEA) provides a national network for Catholic educators. The NCEA keeps the schools informed about issues, publishes many useful materials covering virtually every aspect of the Catholic school, and integrates academic education with the values, principles, teachings, and traditions of the faith. The NCEA sponsors the national celebration of Catholic Schools Week and, beginning on Easter, the NCEA Convention, which is a national gathering of Catholic educators. See the NCEA website at www.ncea.org.

The United States Conference of Catholic Bishops (USCCB) is the national organization of the state Catholic Conferences and takes the activities of the state organizations to the national level. See the USCCB website at www.usccb.org.

Integrated Pest Management Notification for Parents or Guardians

Dear Parents and Guardians,

A Minnesota state law went into effect on May 15, 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at the school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete and return the form below and mail to:

St. Francis of the Lakes Catholic School
817 Juniper Street
Brainerd MN 56401

If you have any questions regarding this notice, please contact the Principal at 829-2344.

St. Francis of the Lakes Catholic School does not currently use any pesticide treatments.

Request for Pesticide Notification

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should a pesticide application be scheduled on a day different from the day(s) specified in the original schedule, I would like to be notified. I understand that the school may ask me for reimbursement for the cost of notification,

I would prefer to be notified by (circle): US Mail E-mail

Please print neatly:

Name of parent/guardian: _____ Date _____

Address: _____

Day Phone: (____) _____ Evening Phone: (____) _____

E-mail _____

Indoor Air Quality Notice

St. Francis of the Lakes Catholic School is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission—educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

The St. Francis of the Lakes Catholic School Indoor Air Quality contact person is the Lead Custodian. If there are any questions regarding the school's IAQ Program, please feel free to call the school at 218-829-2344.

**PARENT/LEGAL GUARDIAN PERMISSION SLIP AND
INDEMNITY AGREEMENT**

Your son/daughter, ward, _____ is eligible to participate in a school/parish sponsored activity that requires permission. This activity will take place under the guidance and supervision of employees/volunteers from St. Francis of the Lakes Catholic School.

A brief description of the activity is as follows:

TYPE OF ACTIVITY: _____

DESCRIPTION OF ACTIVITY: _____

DATE AND TIME OF ACTIVITY: _____

METHOD OF TRANSPORTATION (IF APPLICABLE): _____

STUDENT COST (IF APPLICABLE): _____

I consent to the participation of my child/ward in the above-named activity. In consideration for my child/ward's participation, I agree to reimburse and indemnify the above-named parish/school (understood to include the Diocese of Duluth) for all reasonable legal and court fees incurred by parish/school in defending a lawsuit that I or my child/ward may bring against the parish/school which relates to the above named activity if the parish/school is found not legally liable by the courts and prevails in the lawsuit. If the parish/school is found liable for the injuries sustained by child/ward, this paragraph will not apply.

I certify that I understand this agreement and the risks and hazards associated with the activity described above that my child/ward will be participating in. I further understand that I had the opportunity to fully discuss this agreement with a representative of the parish/school to clarify any concerns or questions about the activity or this agreement that I may have had.

Parent/Legal Guardian Signature

Date

Address

Home Phone

Work Phone

EMERGENCY MEDICAL TREATMENT: In the event of an emergency, I give permission to transport my child/ward to a hospital for emergency medical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name and relationship

Phone Number

Medical Insurance Company

Policy Number

Please furnish medical information about your child/ward which may be pertinent to his or her participation in the above identified activity: _____

PLEASE RETURN TO: _____ **BY:** _____

Please keep this form on file at the parish or school for four years.

I-40

Medication

St. Francis of the Lakes Catholic School follows Medication Policy of Brainerd Public Schools. Forms needed for prescription or non-prescription drugs are available in the school office.

ADMINISTERING MEDICATION IN SCHOOL

It is not the responsibility of the school or its employees to prescribe drugs, medications, or home remedies. Medications should be administered at home under the supervision of the parent or guardian, when possible. However, some students require administration of medications or medical procedures to be performed during the regular school day. In those situations, the following procedure will be followed:

1. Medication to be administered to a student during the school day must be brought to school by the parent or guardian and left with the designated school representative.
2. Before any medication will be dispensed by anyone affiliated with the school district, a Physician Order for Medication and Parent Authorization Form or Physician and Parent Authorization for Self-Administration of Medication form which has been signed by the physician and parent or guardian of the student must be on file with the designated school representative. This authorization must include all of the following: the name of the student, name of the medication, dosage to be given, the time or frequency that the medication is to be given, a diagnosis or reason the medication is needed, and a signature from the physician and parent or guardian.

The Physician Order for Medication and Parent Authorization Form or Physician and Parent Authorization for Self-Administration of Medication must be submitted at the start of the school year or when the medication becomes necessary. Self-administered prescriptions would include but not be limited to such medications as inhalers, epi-pens, insulin, or other emergency medications. (The prescription from the physician must specifically state that the students are to carry the medication on their person and administer the medication themselves.) Controlled substances (i.e. Ritalin) may not be self-administered.

3. Prescription medications must be provided to the designated school representative in a duplicate bottle, which has been appropriately labeled by a pharmacist. Prescription medications brought to school in any other container will not be administered. Prescription medications will only be administered to a student if the designated school representative is provided a written statement from a doctor, a prescription bottle with a current, accurate label, and an authorization as discussed above.
4. Before any over-the-counter medication will be dispensed by anyone affiliated with the school district, an Authorization of Administration of Non-Prescription Medication form that has been signed by a parent or guardian of the student must be on file with the designated school representative. Over-the-counter medications must be provided to the designated school representative in the original labeled container. An over-the-counter medication will only be administered to a student according to the written directions on the bottle, unless contrary written directions from a physician are provided. If there is no specific age-appropriate dosage on the bottle, the medication will not be administered, unless contrary written directions from a physician are provided to the school.

Aspirin or aspirin-containing products will only be administered upon written direction from a physician.

5. The District reserves the right to review the continued use of any over-the-counter medication that has been prescribed by the parent or guardian. The District may require a physician's order for continued use of any over-the-counter medication.

ADULT HOLD HARMLESS AGREEMENT

PARTICIPANT:

SCHOOL:

DATE(S) OF ACTIVITY:

ACTIVITY:

The above-named PARTICIPANT agrees to defend, protect, and indemnify and hold harmless the above-named SCHOOL and the Diocese of Duluth against and from all claims arising from the negligence or fault of the above named PARTICIPANT or any of their agents, family members, officers, volunteer helpers, partners, organizational members or associates in connection with the above named ACTIVITY at the above named SCHOOL.

Additionally, the above named PARTICIPANT agrees to protect, defend, hold harmless and fully indemnify the above named SCHOOL and the Diocese of Duluth for any claim or cause of action whatsoever arising out of the above mentioned ACTIVITY which took place during the above identified DATE(S) OF ACTIVITY that is brought against the parish by the above named PARTICIPANT or their employees, agents, partners, family members, organizational members and associates, whether such claim arises from the alleged negligence of individuals, companies, or their agents who are not a party to this contract.

SIGNATURE OF PARTICIPANT:

TITLE:

DATE:

Please keep this form on file at the parish or school for four years. I-40 4/2017

Driver Information Sheet

Driver

Name _____ Date of Birth _____

Address _____ Social Security # _____

Phone # _____ Driver's License # _____

Date of Expiration _____ State _____

Vehicle That Will Be Used

Name of Owner _____ Model of Vehicle _____

Address of Owner _____ Make of Vehicle _____

_____ Year of Vehicle _____

License Plate # _____ Date of Expiration _____

Registration Expiration Date _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

Insurance Information

When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____

Policy # _____

Date of Policy Expiration _____

Liability Limits of Policy* _____

***Please note: The minimal, acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.**

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students.

Signature

Date

St. Francis of the Lakes Catholic School

RESPONSIBLE USE POLICY FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS

The purpose of this Responsible use policy (Policy) is to provide guidance regarding the appropriate or acceptable use of the technology resources of St. Francis of the Lakes Catholic School in protecting the security of its technology resources.

St. Francis of the Lakes Catholic School provides computer resources for users affiliated with St. Francis of the Lakes Catholic School. Computer resources include, but is not limited to, host computers, file servers, application servers, communication servers, mail servers, web servers, workstations, stand-alone computers, software, data files, and all internal and external computer and communications networks, including internet and electronic mail (e-mail) systems that may be accessed directly or indirectly from the St. Francis of the Lakes Catholic School computer network. Users include, but is not limited to, St. Francis of the Lakes Catholic School students, faculty, employees, staff, and volunteers.

All users must behave ethically and legally in using St. Francis of the Lakes Catholic School computer resources. All users must comply with this Policy in using St. Francis of the Lakes Catholic School computer resources. If any user violates this Policy, he or she will be subject to discipline, up to and including termination, and may be subject to civil or criminal legal action.

Appropriate or acceptable use of St. Francis of the Lakes Catholic School y computer resources includes:

- *Accessing the internet to conduct research or to retrieve information from libraries or other educational websites to enrich and expand St. Francis of the Lakes Catholic School curriculum.*
- *Participating in list serves and/or newsgroups to gain access to information regarding local, state, national, and world events.*
- *Utilizing e-mail to facilitate distance-learning projects.*

Inappropriate or unacceptable use of St. Francis of the Lakes Catholic School computer resources include, but are not limited to:

- *Creating, sending, receiving, accessing, or storing messages, pictures, or files which are fraudulent, illegal, pornographic, obscene, sexually suggestive, sexist, racist, discriminatory, harassing, or insulting.*
- *Using computer resources to conduct illegal activities.*
- *Using computer resources in a manner that interferes with the user's employment or other obligations to St. Francis of the Lakes Catholic School.*
- *Using computer resources in a manner that interferes with St. Francis of the Lakes Catholic School operation of its computer resources.*
- *Using computer resources in a manner that interferes with the rights of others, including accessing, reading, deleting, copying, or modifying the files or e-mail messages of others or using another's name, e-mail address, or workstation to send e-mail messages or access the internet.*
- *Using computer resources for personal monetary gain, commercial purposes, advertising, or political lobbying outside the scope of the user's employment or other obligations to St. Francis of the Lakes Catholic School.*
- *Using software that is designed to destroy data, provide unauthorized access to St. Francis of the Lakes Catholic School computer or telecommunications systems, or disrupt computer or telecommunications equipment in any way.*
- *Creating, propagating and/or using computer viruses.*
- *Loading software that is not approved by St. Francis of the Lakes Catholic School.*
- *Making illegal copies of licensed software.*
- *Destroying software or hardware or attempting to exceed or modify the parameters of St. Francis of the Lakes Catholic School computer or telecommunications systems.*
- *Transmitting copyrighted materials without the written permission of the author or creator in violation of United States copyright law.*

- *Transmitting materials that are protected by United States trade secret law.*

Any e-mail message created, sent, received, or stored with St. Francis of the Lakes Catholic School y e-mail system is the property of St. Francis of the Lakes Catholic School, therefore, users do not have an express or implied personal privacy right in any matter created, sent, received, or stored with St. Francis of the Lakes Catholic School e-mail system. Although St. Francis of the Lakes Catholic School does not intend to routinely monitor e-mail communications, it may monitor the e- mail system and access messages or information stored on the system to maintain the integrity and efficiency of the system, prevent and discourage unauthorized access and system misuse, retrieve business-related information, investigate reports of misconduct or misuse, reroute or dispose of undeliverable mail, or respond to lawful requests for information, including requests from law enforcement agencies. The existence of passwords or message delete functions do not restrict or eliminate St. Francis of the Lakes Catholic School ability or right to access e-mail messages or information stored on St. Francis of the Lakes Catholic School y e-mail system. St. Francis of the Lakes Catholic School y cannot guarantee the privacy or confidentiality of e-mail messages. Any information St. Francis of the Lakes Catholic School that is confidential as a matter of law should not be communicated over e- mail. No e-mail message may be sent anonymously.

Users do not have an express or implied personal privacy right in any information created, sent, received, or accessed with St. Francis of the Lakes Catholic School internet system. Although St. Francis of the Lakes Catholic School does not intend to routinely monitor internet use, it may do so to maintain the integrity and efficiency of the system, prevent and discourage unauthorized access and system misuse, retrieve business-related information, or investigate reports of misconduct or misuse. The existence of passwords does not restrict or eliminate St. Francis of the Lakes Catholic School ability or right to monitor internet use.

Any information contained on a computer hard drive or computer disk owned by St. Francis of the Lakes Catholic School is the property of St. Francis of the Lakes Catholic Church. Therefore, users do not have an express or implied personal privacy right in any computer hard drive or disk owned by St. Francis of the Lakes Catholic School. The existence of passwords or file delete functions do not restrict or eliminate St. Francis of the Lakes Catholic School ability or right to access information contained on a computer hard drive or disk owned by St. Francis of the Lakes Catholic School.

If any user receives inappropriate material from another user or observes another user engaging in inappropriate or unacceptable use of St. Francis of the Lakes Catholic School computer resources, he or she must contact the Principal immediately.

Any violation of this Policy will result in the revocation of privileges to use St. Francis of the Lakes Catholic School computer resources. In addition, any violation of this Policy will result in disciplinary action, up to and including termination of employment. Any violation of this policy may also result in civil or criminal legal action. Monetary remuneration will be sought for any damage necessitating the repair and/or replacement of any computer resources equipment.

ST. FRANCIS OF THE LAKES CATHOLIC SCHOOL

**RECEIPT AND ACKNOWLEDGEMENT RESPONSIBLE USE POLICY FOR THE USE OF
COMPUTERS AND TELECOMMUNICATIONS**

Faculty/Staff/Volunteer/Student Form

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Responsible use policy (Policy) of St. Francis of the Lakes Catholic School y.

- 1. I have received and read a copy of the Policy, and I understand the Policy.*
- 2. I agree to comply with the Policy in using St. Francis of the Lakes Catholic School computer resources. I understand that if I violate the Policy, I will be subject to discipline, up to and including termination of employment, and may also be subject to civil or criminal legal action.*
- 3. I understand that I have no personal privacy right or expectation of privacy in any matter created, sent, received, or stored with St. Francis of the Lakes Catholic School e-mail or internet system or any computer hard drive or computer disk owned by St. Francis of the Lakes Catholic School. I acknowledge that, by using St. Francis of the Lakes Catholic School computer resources, I am consenting to St. Francis of the Lakes Catholic School monitoring of my use of those resources.*
- 4. I agree to defend, indemnify and hold harmless the Diocese of Duluth and St. Francis of the Lakes Catholic School from any claim or loss resulting from any infraction by me of this Policy or any applicable law.*

Student's Name _____ Grade _____

Student's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

TRUANCY LETTER #1

To: {Name of Family}
From: {Principal's Name}
Re: {Child's Name Attendance}

Dear {Parent/Guardian Name}:

At St. Francis of the Lakes Catholic school, we are always concerned about a child's progress. One way to monitor success at school relates to the child's attendance record. Therefore, I am writing to inform you of the school's concern for {child's name} numerous {absences or tardy days}. I am requesting to meet with you to discuss how this problem can be resolved. Please call the school to arrange a convenient time in which we can discuss this matter.

{Child's Name} has been absent for a total of:

_____ Excused absences
_____ Unexcused absences
_____ Tardy times

I look forward to hearing from you soon.

Sincerely,

{Principal's Name}

St. Francis of the Lakes
Catholic School

TRUANCY LETTER #2

To: {Name of Family}
From: {Principal's Name}
Re: {Child's Name}'s Attendance

Dear {Parent or Guardian's Name},

At St. Francis of the Lakes Catholic School, we closely monitor attendance. Our attendance team met recently and your child's name was surfaced regarding the high number of absences that she/he has had this school year. {She/He} has been absent for a total of:

_____ Excused Absences
_____ Unexcused Absences
_____ Tardy times

This adds up to a total of {number} times that {she/he} has missed the start of {her/his} school day, and a total of {number} times that {she/he} has missed school altogether.

Although {she/he} is listed as having a majority of these times as Excused Absences, it still is a concern when a child begins to struggle with their academics. Presently {she/he} is having difficulties with:

_____.

After bringing the attendance issue to your attention, and absences continue, we seek outside help to resolve the problem. This is the **second** letter addressing the attendance problem with you. At this time, we will contact {name} to begin resolving {Child's Name}'s attendance problems.

Sincerely,

{Principal's Name}

St. Francis of the Lakes
Catholic School

DIVORCED OR SEPARATED PARENTS

From: _____ School

The policy of the Diocese of Duluth specifies the school program-related rights of divorced parents as regards access to educational records of their child(ren), and access to their child(ren) during school hours.

Access to Educational Information

Unless otherwise decreed in the Order of Dissolution, information commonly made available to parents of any student in attendance, (i.e., notices of school program functions, report cards, appointments for parent-teacher conferences, etc.) should be provided to both parents.

Access to the Student

Only the parent responsible for the child's physical care may, with permission of the principal, have access to the child during class hours for such things as doctor or dental appointments.

Procedures

The following procedures further clarify the above:

1. Custody of a child, either solely or jointly, establishes the right of access to educational information regarding the child, and right to participate in decisions affecting the child's education.
2. In cases where a step-parent or other adult seeks to act on behalf of a natural parent, authorization signed by the custodial parent for whom the step-parent or other adult acts is required.
3. In the case of conflicting instruction, or requests that the school program is not clearly authorized to honor, both parents will be required to seek appropriate court instructions for the school program.
4. The school will respect and comply with lawful court orders.

Information from Parents to the School

To carry out the above policy, the school needs the following information:

1. Names and addresses of both parents
2. Certified copy of the Order of Dissolution and/or Separation Agreement
3. Subsequent modification(s) of the Order of Dissolution and/or Separation Agreement

Please complete the enclosed authorization and return it to the principal

AUTHORIZATION

Names of children attending _____ School: (NAME)

Home address of children:

_____ Phone: _____

Parent Addresses:

The school program, unless otherwise decreed by a court order, will make available to both parents notices of school program functions, progress reports, appointments for parent-teacher conferences, etc.

Please provide the addresses of both parents. List first the one giving physical care.

Name	Address	Phone
<hr/>		
<hr/>		

Order of Dissolution:

Please enclose the certified Order of Dissolution and subsequent modifications of it.

Authorization of Step-Parent or Another Adult:

Give name and address of step-parent or another adult, and name of natural parent for whom step-parent or other adult is acting.

Step-parent: _____ Natural Parent: _____ Address:

Signature: _____ (Signature
of natural parent for whom step-parent or another adult is acting.)

Date: _____

ATTENDANCE AND TRUANCY

See Diocese of Duluth School Policy IVSCH.STU Sections D and E regarding student attendance and absences and early dismissals.

I. PURPOSE

A. St. Francis of the Lakes Catholic School believes that regular school attendance is directly related to the success of students, both academically and socially. Regular attendance provides opportunities for important communication between student and teacher and establishes regular habits of dependability. The purpose of the policy is to encourage regular school attendance. If a consistently absent or tardy, the administration has the right to consider retention for the following school year.

B. The policy recognizes that regular school attendance is a joint responsibility shared by student, parent or guardian, teachers, and administrators. This policy will assist students in attending school regularly. *In accordance with Minnesota law, parents/guardians are responsible for their child's attendance and punctuality.*

II. RIGHTS AND RESPONSIBILITIES

A. Student's Rights and Responsibilities

1. It is the student's right to be in school.
2. It is the student's responsibility to attend school and all assigned classes.
3. It is the student's responsibility to be on time for school and assigned classes.

B. Parent or Guardian's Responsibilities

It is the parent or guardian's responsibility to

1. Ensure the student is attending school.
2. Inform the school in the event of a student absence.
3. Work cooperatively with the school and the student to solve any attendance problems that may arise.

C. Teacher's Responsibility

It is the teacher's responsibility to

1. Take daily attendance and maintain accurate attendance records
2. Be familiar with all procedures governing attendance and to apply these procedures uniformly.
3. Work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

D. Administrator's Responsibility

It is the administrator's responsibility to

1. Require students to attend all assigned classes.
2. Be familiar with all procedures governing attendance and to apply these procedures uniformly.
3. Maintain accurate records on student attendance.
4. Prepare a list of the previous day's absence stating the status of each.
5. Inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

ATTENDANCE PROCEDURES

A. Excused Absences

1. If a student is absent from school, **the absence must be reported by the parent or guardian to the school office** the morning of the student's absence. If the absence is not reported, a call will be placed to the student's parent or guardian to inquire about the absence. A note or phone call explaining the absence is required when the child returns to school if the parent or guardian fails to notify the school of the reason during the absence.
2. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or licensed mental health professional stating that the student cannot attend school is a valid excuse.
3. The following reasons shall be sufficient to constitute excused absences:
 - a. Parent notifies school within 24 hours
 - b. Illness
 - c. Serious illness in immediate family
 - d. Death or funeral in immediate family, close friend or relative
 - e. Medical, dental, mental health treatment
 - f. Court appearances occasioned by family or personal action
 - g. Physical emergency conditions i.e. fire, flood, etc.
 - h. Suspension
 - i. Family emergencies
 - j. Ongoing treatment for mental health diagnosis
 - k. Vacations of three or more days approved by the school

B. Unexcused Absences

1. The following are examples of absences which will not be excused:
 - a. Truancy
 - b. Unreported absences
 - c. Work at home
 - d. Work at business
 - e. Cumulated unexcused tardies (3 count as an unexcused absence)
 - f. Vacations of three or more days not approved by the school
 - g. Any other absence not included under the attendance procedures set out in this policy
2. Consequences of unexcused absences
 - a. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act (Minn. Stat 121.A40-121A.56)
 - b. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
 - c. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for reporting tardiness
 - a. Students tardy at the start of school must report to the school office and sign in.
 - b. Tardiness to class will be handled by the teacher.
3. A student is considered tardy up to 15 minutes late for the morning. If a student arrives to school more than 15 minutes late, the student is considered absent.
4. Excused tardiness

Valid excuses for tardiness are:

 - a. Illness
 - b. Serious death in the student's immediate family
 - c. Death or funeral in immediate family, close friend or relative
 - d. Medical, dental, mental health treatment
 - e. Court appearances occasioned by family or personal action
 - f. Physical emergency conditions i.e. fire, flood, etc.
 - g. Family emergencies
 - h. Any tardiness for which the student has been excused in writing by an administrator or faculty member
5. Unexcused tardiness
 - a. An unexcused tardiness is failing to be in an assigned area at the designated time class or school commences without a valid excuse.
6. Three unexcused tardies count as an unexcused absence.
7. Excused leave
 - a. In the case of an early dismissal, if a student leaves with less than 15 minutes left in the school day, the absence will be recorded as an Excused Leave.

OFFICIAL RECORDS

- A. The official attendance record will be kept by the main office. A year end attendance summary will be kept permanently in the cumulative file for each student. Each teacher records the attendance at the end of the school year on the permanent record. All entries should be in permanent black ink. All attendance records are considered permanent records and as such should be signed out with the secretary.
- B. Teachers record daily attendance and tardiness on the school information system and send it to the main office by 8:15 am each morning. Corrections should be sent to the office as needed. Teachers monitor changes in attendance throughout the school day and are in direct communication with the office regarding changes. Student Instructional Days (definition): This reflects all days school is in session. The number should be about 168-178 days. For students that arrive or leave mid-year, this number is calculated by counting the number of school days from their first day until their last day.
- C. Days Present (definition): This reflects the total number of days that the child is present in school from the time a child enrolls at the school until the child leaves the school or the last day of school within a given school year. A child is never counted present on days marked absent, on a holiday, snow day, in-service day, etc.

- D. Student Instructional Days (definition): This reflects all days school is in session. The number should be about 168-173 days. For students that arrive or leave mid-year, this number is calculated by counting the number of school days from their first day until their last day.
- E. Days Present (definition): This reflects the total number of days that the child is present in school from the time a child enrolls at the school until the child leaves the school or the last day of school within a given school year. A child is never counted present on days marked absent, on a holiday, snow day, in-service day, etc.
- F. Tardiness and personal/medical dismissals count against perfect attendance.

TRUANCY

A. Elementary Grades K-4

1. When a student has had more than three days unexcused absences, parents will receive a letter informing them of the absences and possible consequences for continuation of unexcused absences.
2. If a student continues to have unexcused absences beyond three days even after the letter has been sent home, a conference should be called by the school with the parents/guardians, teacher and principal in attendance.
3. After seven unexcused absences, a student is deemed in educational neglect and the school will take appropriate action which may include a request to county social services.
4. After eleven **excused and unexcused absences** the students and family will be required to attend a meeting with school administration, develop an attendance contract and/or be required to submit medical documentation for future absences in order to be excused.
5. All oral and written communication regarding the truancy issue will be documented by the school.
6. The school will follow all directives by social services intervention.

B. Middle School Grades 5-8

1. When a student has had more than three part or whole day unexcused absences, parents will receive a letter informing them of the absences and possible consequences for continuation of unexcused absences.
2. If a student continues to have unexcused absences beyond three full or part days even after the letter has been sent home, a conference should be called by the school with the parents/guardians, teacher and principal in attendance.
3. After seven unexcused absences, a student is deemed truant, the parent/guardian will receive a letter informing them of the absences, the student will be referred to the Truancy Action Project (TAP) advocate.
4. After eleven **excused and unexcused absences** the students and family will be required to attend a meeting with school administration, develop an attendance contract and/or be required to submit medical documentation for future absences to be excused.
5. After fifteen unexcused absences, the school administration will take appropriate action which may include
 - Mediation contract through St. Louis County Court
 - Truancy referral to the Student Attendance Review Board (SARB)
 - Truancy court ticket issued by St. Louis County Court
6. After eleven **excused and unexcused absences** the students and family will be required to attend a meeting with school administration, develop an attendance contract and/or be required to submit medical documentation for future absences to be excused.
7. After fifteen unexcused absences, the school administration will take appropriate action which may include
 - Mediation contract through Crow Wing County Court
 - Truancy referral to the Student Attendance Review Board (SARB)
 - Truancy court ticket issued by Crow Wing County Court

2023-2024 Family & Student Handbook Acknowledgement

AGREEMENT TO BE GOVERNED BY HANDBOOK POLICIES

We hereby agree to be governed by the policies contained in the St. Francis of the Lakes Catholic School Parent/Guardian/Student Handbook.

**The 2023-2024 Family and Student Handbook Acknowledgement was accepted and signed as a part of the enrollment and registration process in the FACTS portal. It is on file within the FACTS Information Systems.*