

2021-2022

St. Mary's Elementary School
Parent/Student Handbook



*Follow me and I will make you fishers of men.
Matthew 4:19*

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St. Mary's Catholic School

Introduction

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

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

Mission Statement

St. Mary's Catholic School guides students to form an authentic relationship with God while achieving academic excellence to live as faithful disciples of Christ.

Philosophy Statement

The Holy Trinity, Father, Son, and Spirit, is to be the center of our lives as we strive to grow. As a people devoted to God, we are called to grow in faith, to proclaim Good News, and to witness to Christ. At St. Mary's School we share a commitment to live out our faith by growing spiritually, creating community, and being of service.

As a school community we strive to create an environment where individuals are challenged to achieve their potential. We further challenge every member of our community to foster peace and justice in their daily living. Through prayer and critical thought, we encourage each person to discover God's will for his or her life and to follow it. (9/2015)

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

ADMISSIONS POLICY

The primary purpose of the Catholic school within the Diocese of New Ulm is the education of young people in order to assist them in their academic, personal, and spiritual growth—"to educate the whole person: mind, body, and soul."¹ As a Catholic school, emphasis is first and foremost on the teaching and practice of the Catholic faith so children and young people can "experience learning and living fully integrated in the light of faith."² Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Catholic Church and steadfast in proclaiming them. (¹ USCCB, National Directory for Catechesis, (Washington, D.C.: USCCB, 2005), p 262; ² Ibid)

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

Students Not of the Catholic Faith: The presence of students who do not share the Catholic faith provides a wonderful diversity to the school; however, this diversity shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

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

Non-Discrimination Clause: Catholic schools, administered under the authority of the Catholic Diocese of New Ulm, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, disability (see following paragraph), national or ethnic origin or citizenship in the administration of their educational, admissions, financial aid, athletic, and other school administered student programs.

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

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

Parental Role: The Catholic Church recognizes and the Catholic school respects the parents as the primary and principal educators of their children. For a Catholic parent, the promise at baptism to raise their children as Catholic supports these premises and the Catholic school thereby exists to assist parents in the Christian formation of their children—assisting in what is to already be happening in the home. With the school being a continuation of a child's primary education, all parents enrolling their children in the school are expected to support the school's mission and commitment to Christian principles.

Parents are expected to annually read the St. Mary's Elementary Parent/Student Handbook and sign the last page of as acceptance of the school's policies as set forth within the handbook.

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

Admission Documents: The following documents are required for each student's permanent records at the time of registration: immunization record listing the dates of all shots in compliance with those required by state law, baptismal certificate (Catholic and non-Catholic students), custody agreement (if applicable).

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

ATHLETICS

Athletic programs are designed to teach fundamentals to the students. The following activities are offered:

- Basketball program for students in grades K-3.
- Football, volleyball and interscholastic basketball are offered to grades 4 and 5. There is a participation fee of \$45 for these programs.
- Students are expected to follow the Extracurricular Code of Conduct, which will be given out at a pre-season meeting.

ATTENDANCE

Due to COVID-19, St. Mary's will not promote or issue perfect attendance awards during the 2020-21 school year.

Absence: If your child is ill or has a valid excuse for being absent, parents must notify the school by calling or sending a note. ***Absence from school without permission and without legitimate reason is educational neglect.***

- Please call the office before 8:30 a.m. if your child is absent. If we don't hear from you and your child's name appears on the absentee list, we will be calling. This procedure for checking absences is designed to protect the children. Our main concern is that a child leaves home and arrives safely at school.
- If possible, please send a note, email or call the school prior to the time your child will be absent.
- Notes are kept on file until the end of the school year.

Educational Neglect: Educational neglect is when children 11 years of age and younger are not having their needs met, including education or other required care as outlined in Minnesota state statutes. Seven unexcused absences fall under the state guidelines for educational neglect and therefore a referral will be made to child protection unless the problem is resolved. The following are examples of unexcused absences: hair appointments, staying home to finish homework, having family pictures taken, and shopping. If unsure, please call the school to verify if the absence would be excused or unexcused.

Tardy: Students should be present in their classroom by 8:00 a.m. If a student is not here by 8:00, he or she will be marked tardy. When a student is tardy, he or she is expected to report to the school office before going to the classroom. Examples of excused tardies include: doctor, dental, or ortho appointments. If possible, please schedule appointments for after school or during school breaks. Tardy is being absent from school up to two hours and can accumulate towards a full day. Four excused tardies is equivalent to one excused absence and four unexcused tardies is equivalent to one unexcused absence.

Appointments: If dentist, doctor, or other pre-scheduled appointments are scheduled during school hours, please send a note, email or call the classroom teacher or office prior to the appointment. Parents must pick up their children from the school office.

Illness: If a child becomes ill during school hours, that child will be sent to the school office to be cared for by the school secretary or school nurse.

- The parents will be notified as soon as possible concerning the child's illness.
- If a child has a temperature of 100° or higher, parents will be notified to take their child home.
- Please be sure to indicate another guardian (on the registration form) who could be contacted should the school be unable to reach the parents.
- A written excuse is required to have children stay in from recess because of illness.
- If a child has an illness they are still recovering from, the student should stay home.

Please help the school to keep the environment as healthy as possible for other children by not sending a sick child back to school too early. We cannot risk the possibility of infection to other students when a sick child is sent to school.

BACKGROUND CHECKS / SAFE ENVIRONMENT

The diocese has a safe environment program in accord with the United States Council of Catholic Bishops requirement. All clerics, employees, and those volunteers who are unsupervised or have regular contact with children must complete the essential three safe environment requirements: attend a live VIRTUS training as well as complete ongoing assigned online training, consent to required background checks, and adhere to the diocesan safe environment policies/procedures including the applicable code of conduct. There are certain instances when outside speakers, public school teachers, etc., have unsupervised contact with students enrolled in the school. Depending on the circumstances, these outside contractors may not be bound to diocesan requirements. In these cases, applicable parents/guardians must sign and return a waiver which will be given out to them by the school office prior to the event taking place. One such waiver included within this handbook and accepted as a condition as a school policy involves public school employees (including band instructors, school counselors, Title I instructors, special education instructors and public school bus drivers). The Notification is as follows:

NOTIFICATION FOR CHILDREN and YOUTH ATTENDING CLASS(ES), ACTIVITIES, TUTORING AT A NON-DIOCESAN/PAROCHIAL FACILITY, AND/OR INSTRUCTED/SUPERVISED BY A NON-DIOCESAN/PAROCHIAL EMPLOYEE/VOLUNTEER, OR RIDING A SCHOOL BUS.

As part of the ongoing effort in the Diocese of New Ulm and St. Mary's School to provide a safe and secure environment for your child, we hereby inform you of the following when your child attends/participates in a non-Diocesan/Parochial class, activity, tutoring, or rides a school bus. The Diocese of New Ulm and St. Mary's School holds no real or implied legal responsibility or jurisdiction over the employees/volunteers of St. Mary's School and independent busing company/county public health nursing). Therefore, St. Mary's School is responsible for the conduct of its employees/volunteers, and in all cases where the conduct of an employee/volunteer of that school is in question; (Sleepy Eye Public School, Sleepy Eye Bus Service, Brown County Public Health Nurse or any group that contracts with St. Mary's to use the building for private instruction, i.e. music lessons.) shall be liable. While public school employees are bound by Minnesota law to have a recent criminal background check on file at the public school, their employees are not subject to the requirements of the Diocesan Safe Environment Program."

BCA Criminal History Background Checks.

The Minnesota Bureau of Criminal Apprehension background check is mandated by state statute. This check is processed on all individuals who are offered employment in a school, and on all individuals except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. The following positions are subject to a mandatory BCA background check at St. Mary's School:

Teachers, substitute teachers, specialist teachers, tutors, academic coaches, athletic coaches, extracurricular advisors, paraprofessionals, food service personnel, janitorial service personnel, all paid parish employees.

The BCA criminal history check only checks within the state of MN. The ISP check is nationwide. Individuals needing a BCA check need to complete both the BCA and the ISP background check forms.

Mandatory Integrated Screening Partners (ISP) Background Check—Mandatory by Diocesan

Policy: On all employees as well as all school volunteers who have unsupervised contact with minors are subject to the ISP performed criminal background checks. For active accounts, these checks are completed every seven years.

Employees or volunteers are not permitted to work/volunteer without the completed BCA and ISP check prior to start date as per state law and diocesan policy. Employees and volunteers must also keep their online training account current—the expectation is to complete the training within 30 days of being assigned.

BAND PROGRAM

Fourth and fifth grade students are invited to participate in the school's band program, which meets two or three times per week during the school year. In addition, students will have a lesson once each week, with summer band lessons being optional.

BOOSTER PRIDE

This organization is made up of parents and all others interested in education. The organization exists primarily to improve communication between home and school. All are welcome to be a part of this organization.

BULLYING/CYBERBULLYING POLICY

"Bullying" means severe, persistent, or repeated conduct by a student or group of students against another student that causes the student physical harm or emotional distress and which school personnel determine will materially disrupt the student's learning environment. **There is an actual or perceived imbalance of power between the person engaging in prohibited conduct and the target of the behavior; the harassing conduct is repeated or forms a pattern.** Bullying also includes student speech directed at another student, whether oral, written, or electronic, if, according to school personnel, it is lewd, indecent, or obscene; advocates illegal conduct; involves use of threatening words; or will materially disrupt the learning environment.

A. Prevention and Intervention Plan

Bullying is prohibited in any of the following settings:

- In the school;
- On grounds owned, leased or used by the school;
- In the school zone: The school zone is defined as: a) all of the areas north of St. Mary's Street owned by the parish b) the area surrounding the school where students park their vehicles, at a school bus stop or on a school bus or any other vehicle that is leased or used by the school when such vehicles are used for transportation; and c) the area within a school bus when that bus is used to transport one or more elementary or secondary school students.
- At any school-sponsored or school-related activity, function, or program whether on or off school grounds;

Cyberbullying is defined as bullying using technology or other electronic communication including but not limited to a post on a social media network, internet or website, transmitted through a computer, cell phone, or other electronic device.

It is also prohibited regardless of location if accomplished through the use of technology and results in:

- a hostile environment at school for the targeted student,
- infringes on the rights of the student at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who objects to bullying, reports bullying, provides information during an investigation of bullying, witnesses bullying or has reliable information about bullying is prohibited.

- B. Procedures for Reporting Bullying/Retaliation.** Students, staff, parents, or guardians should report any instance of bullying or retaliation to the school principal. Upon receipt of the report, the principal or designee shall promptly conduct an investigation.
- C. Disciplinary actions for Bullying/Retaliation.** Disciplinary actions for bullying/retaliation may include but are not limited to: 1) student(s) meeting with the principal; 2) parental notification and consultation with the principal or designated member of the school staff and both aggressor and student target; 3) notification of legal authorities if a criminal charge may be pursued; 4) suspension from Minnesota State High School League activities per the recommendation of the principal and Activities Coordinator; 5) suspension from school; 6) expulsion; or 7) referral to an outside social or counseling agency for both the targeted student and aggressor. If a reported incident involves student(s) from another school, the principal or designee first informed of the incident shall, subject to Minnesota and federal law, promptly notify the appropriate administrator of the other school district or school(s) involved in the incident so that each school district/school may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in the school, the principal or designee shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

St. Mary's Catholic School will provide continuing education opportunities annually for staff regarding bullying and retaliation procedures, policies, and best practices. St. Mary's has implemented the Olweus Bullying Prevention Program and will follow the rubrics designated for the various grades.

CODE OF CONDUCT

Our mission is to reflect Christ by our words and actions. We expect our students to be respectful, represent our school and be responsible. The following is a code of conduct and consequences for 4th and 5th grade extracurriculars:

1. Having an attitude of respect for everyone should be a rule of life. It should be a guide to our behavior on the court, on the bus, and in school. We show respect to coaches, players, referees, teachers, and students.
2. Proper behavior and language is expected of all players at practice and at games.
3. Assignments and homework for all classes need to be completed on time and in a neat, orderly manner. Grades are to be maintained at 69% or above to be in good standing. Grades will be checked at mid-term and report card time. Teacher concerns at other times may be directed to student, parent, or coach.
4. Students need to be in school all day in order to take part in a practice or game on that night.
5. The posting of material through social networking that St. Mary's School determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity will result in disciplinary action.

Consequences

1. Respect will be taken care of by the coaches and teacher. Depending on the behavior, the coach or teacher may hold the player out of a game for one quarter, one half, or a practice session.
2. Bad language at practice or game will result in the player missing one quarter of a game or sit out the practice. Coaches will be responsible.
3. Falling below 69% at mid-term or report card time will result in the student missing one week, from the time when the report card or midterm goes out with at least one game, practice, or activity. Students will need a form from the teacher to the coach/advisor that they are improving; otherwise one more week will be added. If a student has three missing assignments in one week, the student will have detention and miss practice.
4. Students posting material through social networking that is offensive could result in missing practice, games, competition, Student Council activity, or may need to be dealt with by law enforcement depending upon the severity.
5. Student Council members will receive one warning when their behavior does not merit leadership qualities. If behavior continues, they will be removed from the Student Council. Excessive missing assignments will result in one activity missed.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

CURRICULUM

St. Mary's offers a fully coordinated and comprehensive curriculum in grades K-12. This means that for each subject area taught in the school there is a written set of expectations for what will be taught at each grade level. Having a designated curriculum insures greater accountability in terms of what gets taught. A written curriculum insures that what should be taught is actually being taught.

Curriculum committees in each subject area meet monthly at St. Mary's. St. Mary's curriculum areas are aligned with the Minnesota State Standards. Your input into the curriculum is always welcome.

CUSTODY

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. **Parents should notify the office or teacher if duplicates of handouts need to be made for each parent.** The school will not be held responsible for failing to honor arrangements that have not been made known.

The school abides by the provisions of the Buckley Amendment. The non-custodial parent will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

DETENTION

Detention will be served after school from 3:15 to 4:15 for grades 3-5.

Each student is responsible and accountable for his/her behavior. If a student's behavior requires disciplinary action, the following will apply. Generally, the principal or teacher and student will discuss the inappropriate behavior along with appropriate alternatives to the behavior. The principal and/or superintendent is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

Subsequent offenses will result in a conference between teacher, student, parent, principal and/or detention (after school) with parent notification.

DIRECTORY INFORMATION

A way of communicating to our parents, parishioners, alumni, and community is through public relation materials (Diocese of New Ulm, our local newspaper, radio, school website and Facebook page, athletic rosters, and promotional pictures for events) where directory information is shared. Directory information includes name, address, parent names and phone numbers, and student picture.

Directory information may also be shared for school related activities. **Permission forms were given at open house.**

DRESS CODE FOR GRADES K-5

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

Shirts:

- _____ Solid white and solid navy blue top with the St. Mary's emblem ordered through the school.
- _____ Undershirts are allowed as long as they are solid white or solid navy.
- _____ White and navy shirts with "St. Mary's Catholic School" imprint are acceptable.

Bottoms:

- _____ A dri-fit/polyester material or loose knit pant in solid navy blue with no stripes or colored zippers
- _____ Solid navy blue leggings only under a skirt or jumper
- _____ Loose fitting cargo pants, casual dress pants, loose fitting capris, skirt/skort, jumpers, and shorts in either a solid navy or khaki
- _____ Land's End website has this list of items at the St. Mary's store.
- _____ Longer length athletic shorts and dri-fit pants with a logo no larger than a fist are acceptable.
- _____ Shorts are not allowed on Mass days.

Sweatshirts: Sweatshirts in white or navy blue with the St. Mary's emblem ordered through the school.

Sweaters: Sweaters must be either a solid white or solid navy.

Shoes: Due to safety reasons, flip flops and sandals without a heel strap are not allowed.

The first and last days of school are dress-up days.

DRESS CODE VIOLATION

1. First Warning: Slip is sent home for parents to sign/return.
2. Second Warning: Slip is sent home for parents to sign/return along with a phone call from the teacher/principal.
3. Third Warning: Grades 1-5 will be fined \$2.00 for dress code violation.

DRILLS

Fire Drill: Fire drills are necessary for the safety of the students. At the signal all students and staff must leave the building quickly and in silence, returning only when the appropriate signal is given. Fire drills are conducted five times a year and are reviewed with students and staff annually.

Lockdown Drill: Five lockdown drills are conducted each year using the ALICE procedures.

Tornado Drill: A tornado drill will be conducted in the spring in conjunction with the statewide drill. The school has a developed crisis plan.

DROP-OFF/PICK-UP AREAS

The area in front of the school building is designated as the BUS zone. No parking is allowed in front of school at any time during the day. People dropping off students before school in the morning or picking them up after school should do so only in front of the gym lobby.

ELEVATOR

The elevator in the building is limited to use by students with disabilities and adults.

FACTS (formerly known as RENWEB)

Providing a quality education is part of our mission statement. Communication with parents is an important piece in a quality education. St. Mary's database, FACTS, will be available for parents in the elementary. Grades and assignments will be posted. FACTS instructions:

1. Go to www.factsmgmt.com
2. Click on the **Parent Log in** tab on the top right and select **FACTS Family Portal (ParentsWeb)** from the drop down list. Select **Create New ParentsWeb Account**. Our District Code is **SMCS-MN**.
3. Once you have created an account, you can access schedules, grades, etc. for your student(s).

FIELD TRIPS

We offer students field trip opportunities as an important part of their educational experiences. Field trips are privileges and students can be denied participation if they fail to meet academic and/or behavioral requirements. They are valuable educational opportunities. Written permission is necessary for field trip attendance.

FOOD ALLERGIES / DIABETICS

Food allergies and students with diabetes have become more prevalent in recent years. Any food items/snacks that are to be shared should be pre-packaged. The pre-packaged items should contain a list of ingredients on the package. If any student in a given classroom has a food allergy, the teacher would be able to read the ingredient list to ensure there are no ingredients that the children are allergic to. For students that are diabetic, the nutritional label tells the amount of carbohydrates which is needed for adjusting insulin intake/diet.

FUNDRAISERS

St. Mary's Evangelization and Catechesis Committee policy states that no fund raisers may be conducted without board approval. The fund raisers currently approved by the board are as follows:

1. Marathon for non-public education (all students)
2. Catholic United Financial Raffle ~ 100% profit returns to the school
3. Cookie Sale (all students) ~ all profits offset your tuition
4. Scrip ~ buy certificates for businesses worth dollar for dollar what you paid for them; the business gives a discount split between your tuition and the school

GRADING

In grades K-2, we use the + (Consistently Exceeds Expectations), S (Working Toward Expectations) and N (Not Meeting Expectations) system. We use the A-F letter system in grades 3-5.

A+ 100	B+ 92, 91, 90	C+ 84, 83, 82	D+ 75, 74	F 68 and below
A 99, 98, 97, 96	B 89, 88, 87	C 81, 80, 79	D 73, 72, 71	
A- 95, 94, 93	B- 86, 85	C- 78, 77, 76	D- 70, 69	

HARASSMENT

A. Harassment

St. Mary's School prohibits harassment by any student or employee against another student or an employee. Harassment is defined as words, gestures or actions which tend to annoy, alarm, or abuse another person and which serve no legitimate purpose saying the words or performing the gesture or action.

Any person who believes she/he has been the victim of harassment by another student or school employee should report the alleged acts immediately to the building principal. The report may be either written or oral. If the report is oral, the principal of the building shall detail the allegations of harassment in memo form. The party alleging harassment will sign the memo showing agreement

with the content of the memo. Reports shall be investigated in a thorough and confidential manner by the principal. St. Mary's School will take whatever action is deemed necessary to respond to the harassment if the facts of the alleged harassment are ultimately true. After a determination that such harassment occurred, the principal shall determine the appropriate disciplinary action. Any retaliatory action against a person who reports harassment or of the decision makers, whether done by the person performing the original harassment or another, shall be viewed as a matter serious enough to warrant expulsion.

Student disciplinary actions for harassment may include, but are not limited to 1) meeting with the principal and/or counselor 2) parental notification and consultation with the principal, counselor, or school staff, 3) referral to an outside social or counseling agency; 4) notification of legal authorities; 5) suspension from Minnesota State High School League activities for what the principal and athletic director determine is an appropriate time; 6) suspension from school; 7) expulsion. Employee disciplinary actions for harassment may result in termination of employment.

B. Sexual Harassment Policy

St. Mary's School prohibits sexual harassment by any student or employee against another student or an employee. Sexual harassment is unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which tends to annoy, alarm, or abuse another person, and which serves no legitimate purpose by the person saying the words or performing the conduct.

Sexual harassment may include, but is not limited to: 1) verbal contact of abuse of a sexual nature; 2) subtle pressure for sexual activity; 3) inappropriate patting or pinching; 4) intentional brushing against a student or employee's body; 5) demanding sexual favors; or 6) any unwelcome sexual touching.

Any person who believes she/he has been the victim of sexual harassment by another student or school employee should report the alleged acts immediately to the building principal. The report may be either written or oral. If the report is oral, the principal of the building shall detail the allegations of sexual harassment in memo form. The party alleging sexual harassment will sign the memo showing agreement with the content of the memo. Reports shall be investigated in a thorough and confidential manner by the principal. St. Mary's School will take whatever action is deemed necessary to respond to the sexual harassment if the facts of the alleged harassment are ultimately true. After a determination that such harassment occurred, the principal shall determine the appropriate disciplinary action. Any retaliatory action against a person who reports sexual harassment or of the decision makers, whether done by the person performing the original sexual harassment or another, shall be viewed as a matter serious enough to warrant expulsion.

Student disciplinary actions for harassment may include, but are not limited to 1) meeting with the principal and/or counselor 2) parental notification and consultation with the principal, counselor, or school staff, 3) referral to an outside social or counseling agency; 4) notification of legal authorities; 5) suspension from Minnesota State High School League activities for what the principal and athletic director determine is an appropriate time; 6) suspension from school; 7) expulsion. Employee disciplinary actions for harassment may result in termination of employment.

HOMEWORK/LATE HOMEWORK

Homework is meaningful guided and individual practice designed to teach, reinforce, and/or enrich learning targets aligned with the Minnesota State Standards, which have been explained and modeled in class. Homework aids in developing life skills such as responsibility, discipline, time management, and group cooperation. If you feel your child is regularly spending too much time on homework, please notify the classroom teacher.

W.A.M. (Work Always Matters) ~ Our late homework policy will be focusing on two aspects: 1) understanding content, 2) finishing a job. In school as in the future for our students, *Work Always Matters*.

- On the day of a missing assignment, the student must complete it at noon recess that same day.
- Late assignments noted after noon recess will result in the student staying in for lunch recess the following day (even if the assignment is returned to school completed).
- Should the assignment not be completed after two days, the third day is detention.
- Missing assignments will not be docked. (No lowering of points or zeros on assignments.)
- Should a student have three missing assignments in one week, the child will serve detention. Should the student have chronic missing assignments, detention will be served at the teacher's discretion.

HUMAN SEXUALITY AND SEXUAL IDENTITY

All school policies, procedures, resources, employee trainings, and assistance given to families are intended to be consistent with the Church's teaching on the dignity of the human person, including human sexuality. The following policy statements are included herein to be reflective of a commitment to a culture of transparency and understanding of Church teachings related to school operations in regards to human sexuality and sexual identity.

Purpose and rationale regarding the stated following policies is within the MN Catholic Bishops document, "Guiding Principles for Catholic Schools and Religious Education Concerning Human Sexuality and Identity." The MN Bishops' document is accessible on the Minnesota Catholic Conference web site at

<https://www.mncatholic.org/guiding-principles-for-sexuality-identity-in-catholic-education/>

The following decisions, and all pertinent applicable decisions, regarding carrying out policy will be determined by and correspond to a student's identity as male or female that is congruent with one's biological identification based upon physical characteristics present at birth:

- A. A student's name and pronoun usage
- B. A student's access to facilities and use of overnight accommodations
- C. The basis for a student's eligibility for single-sex curricular and extracurricular

Expressions of a student's sexual identity are prohibited when they cause disruption or confusion regarding the Church's teaching on human sexuality.

The consciences of students and employees will be respected with the assurance of their inviolable right to the acknowledgement that God has created each person as a unity of body and soul, male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.

The school will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

School administration maintains the right to determine any disruptions and subsequent school actions related to the preceding sexuality and sexual identity statements identified in this section.

INJURIES

If a child has an injury, a note from their parent will excuse them from any type of physical activity for only one day.

If a child has been seen by a doctor, a doctor's note is required indicating what they are physically able or unable to do. If the doctor has indicated on the note that the child may return to activity after a certain time the instructor will follow those instructions. If the note indicates that the child will need to be seen by the doctor for a recheck the child will require a note to be able to return to full activity.

INSURANCE

St. Mary's School does not carry student accident insurance to cover personal student injuries that occur while at school, while participating in school events, or when coming to or going from school.

The school offers to each family at the beginning of the school year a student accident insurance policy you may choose to purchase at a minimal cost. The school does not purchase insurance on students because so many families already carry health insurance.

INTERNET

Internet use in the elementary school involves website searching, researching, and educational game plan. Students are not allowed to communicate through Internet via instant messaging or accessing their email account.

Because students are at different stages of understanding, the computer instructor explains rules for each level differently. Misuse of the Internet may result in a "ban of use" or detention for the student as well as contact with the parent/guardian. Initialing on the appropriate line of the Parent Handbook signifies consent for access of Internet usage.

LIBRARY BOOKS

St. Mary's Elementary Library Policy permits each student to have no more than two books checked out under his/her name at any given time. Students must return their library books or they will not be permitted to check out new books during library class. Students who are not permitted to check out books will be allowed to look through books in the library. A notice will be sent home letting parents know that there are still books out. Books may be checked out for one week; after a week, books can be renewed for an additional week. Lost or damaged books will be charged to the student. Exceptions to the two book limit will be made at the discretion of the librarian/classroom teacher for purposes of research in the upper grades.

LITURGIES

One of the important goals of our Catholic school is to instill in our children an appreciation for Mass, the Eucharistic celebration, which is the most important prayer in our faith. All of our students attend a weekly liturgy. We encourage and welcome you to come and celebrate these liturgies with us.

COVID: Due to the change with the Mass time, K-5 students may wear modest shorts to Mass during the months of August and September. Starting in October, pants need to be worn.

LUNCH PROGRAM

St. Mary's School strives to provide nutritious, appetizing and reasonably priced lunches for your child. We encourage all children to participate in the school lunch program. Special nutritional or allergy needs are addressed as part of the lunch program. Please notify us if your child has special needs.

We are an "offer versus serve" school, which means that students will be offered five separate meal components each day. Students must select at least three of the five components. Since we are an "offer versus serve" school, we feel students should be able to help prevent wasted food.

Lunch prices are \$2.40 daily for students in grades K-5. The kindergarten and 1st grade student price includes lunch and daily snack. Students are assigned a number to use with the school lunch program. Students enter the number into a computer and the lunch is charged to their family account. Extra food and milk need to be paid for in cash. A price list is posted in the cafeteria.

Families will pay for lunches in advance. Monthly statements will NOT be sent. Please refer to the monthly lunch menu to determine payment amounts. If an account falls into the negative, an automated email will be sent from the lunch program (Wordware). Parents are able to log in directly to the lunch program to view their account balance after requesting a "family key" to access the program. We are not set up to receive online payments.

Applications for free and reduced lunch are available in the office. We encourage you to apply at any time during the school year.

MEDICATIONS

The administration of medication at school should be avoided if at all possible.

- ✓ NO PRESCRIPTION OR OVER-THE-COUNTER MEDICATIONS (including pain relievers and cough drops) will be dispensed without a doctor's written permission.
- ✓ A doctor must provide written orders indicating the type of medication to be given, time of administration, and for what period of time the medication is to be given. Parents also need to complete and sign a form. **This applies to over the counter as well as prescription medication.** Forms are available in the office.
- ✓ All medications must be kept in the office.

MCC: MINNESOTA CATHOLIC ADVOCACY NETWORK (web-based tool)

We encourage parents to sign up for MCC. Parents will have access to the most powerful public policy advocacy tools available. MCC will provide parents with tools, information, strategies and techniques necessary to become a more involved, faithful citizen. It empowers parents to become involved in the policy making process. Parents will have access to web-based information pertaining to lawmakers and current legislation. They will receive timely information from MN Catholic Conference pertaining to issue positions and background information, how Catholic social teaching directly applies to specific legislative issues, sample letters to send to lawmakers, information about upcoming events and activities and links to resources. Visit mncc.org/actioncenter.

MOVIES AND MEDIA

When movies, other media, or live performances that warrant parental guidance are planned to be shown or performed, a parental permission form indicating what is to be shown or performed is to be signed by the parent(s) or guardians. Parents may choose to opt out of the activity if desired.

NON-DISCRIMINATION POLICY

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

PARENT ALERT (through FACTS)

Parent Alert enables the school to notify all households and parents by phone of an emergency or unplanned event that causes a late start, school cancellation, or early dismissal.

PARENT RIGHT TO SCHOOL RECORDS

Every student has a school file that contains report cards, academic testing data, and an emergency sheet. If a parent wishes to review their child's record, a 24 hour notice in writing is required.

PARENT-STUDENT-SCHOOL RESOLUTION OF ISSUES PROCEDURE

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

Students:

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

Parents:

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

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

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

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

PARENT TEACHER CONFERENCES

We hold parent-teacher conferences after the first quarter and on an as needed basis during second semester. All are encouraged to attend. Communication between home and school is encouraged to insure the best education possible. Parents should always feel free to contact the teachers or principal with concerns about their child's education. It is best when home and school can work together.

PARISH INVOLVEMENT

It is presumed that the family will participate in the worship and prayer life of our parish. This should include regular attendance at Saturday or Sunday liturgy, regular use of the Sunday offertory envelopes and sharing in parish and school activities. Please encourage your child to use their Sunday offering envelopes as well. We teach children about stewardship and to practice that in church contributions and daily life.

St. Mary's School does welcome children from other religious denominations. Because we are a Catholic school, all children who come to St. Mary's are expected to participate in all religion classes and other faith experiences offered.

PEST CONTROL

School custodial personnel may apply pest control materials inside or on school grounds as needed. Pesticide applications are typically done during the summer months when school is not in session. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the parish office. Parents of students may request to receive prior notification of any application of pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule. If you would like to request this, please send a written note to the parish office requesting this. If an application is to be made during the school year, notification will come home to you in your family packet prior to the application.

PLAYGROUND

Balls and other equipment are provided by the school for playground use. Students should NOT bring social media devices, skateboards, roller blades, or other playground equipment for use in school.

RECESS

Recess is scheduled daily for students. In case of inclement weather during winter, the following guidelines are enforced:

- a. The children will be outside each day unless the temperature is 0° or below or the wind chill is 0°.
- b. Children are to have warm winter caps, mittens, coats, boots, and snowpants. All of these items should be labeled and worn each day.
- c. **BOOTS** must be snow boots and not designer boots! Snow boots should be waterproof with a snug fit around the calf so snow does not get in the boot and cause wet feet. If students are without boots they will need to stand along the school building.
- d. Snowpants will be required if your child plays off of the tar/concrete area, on the snowhill, or on extremely cold days. This is to keep your child warm and dry.
- e. If your child is without warm winter clothes two days in a row, a note will be sent home either from the supervisors expecting that your child will come to school ready for a winter day.

SAFETY PATROL

Our fifth grade students are members of the school safety patrol and are on duty after school to help students leave the school safely. Students must use the crosswalks and sidewalks at all times.

SCHOOL CLOSINGS

Snow/Cold: In situations where the weather conditions make it necessary to close school, the decision will be made by the Public School and Sleepy Eye Bus Lines. That information is broadcast over KNUJ and SAM 107.3 radio along with our Parent Alert system.

SCHOOL HOURS (ELEMENTARY)

School will begin at **8:00 a.m.** each day and dismiss at **3:10 p.m.** School doors **DO NOT** open until 7:30 a.m. each day. Students should not arrive before this time and are not allowed to go to their classrooms until 7:45 a.m.

If students need to arrive before 7:45 a.m., they should report to the Field House where they will be supervised until they are dismissed to go to their classrooms. The Field House is only for students whose parents need to drop off their children early in order to get to work. Students should not be here before 7:45 a.m. if they are within walking distance or may be dropped off after that time. For safety reasons we cannot have that many students in the Field House. This is not intended to be free open gym time.

School ends at 3:10 p.m. All students need to leave school grounds by 3:20 p.m. There will be no supervision after that time.

SEARCH AND SEIZURE

The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

SOCIAL MEDIA

Student Use of Social Media: While posting anywhere online including, but not limited to, school-sponsored sites and their personal sites, St. Mary's students must remember that they are representing their school to the world. Students can be disciplined for conduct, whether inside or outside the school, that is detrimental to the reputation of the school. Students are advised to exercise caution when revealing any information about themselves or the school community. The posting of material that St. Mary's School determines is demeaning behavior, including harassing, illegal, threatening, obscene, defamatory, slanderous, bullying, and hazing towards any individual or entity is wrong and will not be tolerated. This will result in disciplinary action that could include detention, suspension, or the need to be dealt with law enforcement depending upon the severity.

Definition of social media networks are defined to include: websites, web logs (blogs), wikis, social networks and online forums (Facebook, Twitter, YouTube, Moodle, etc.), virtual worlds, cell phones (texting) and any other social media available to the public or consumer and which do not fall within St. Mary's electronic technologies network.

SPORTING EVENTS

Students are reminded that they are spectators at sporting events. No rough play or throwing of objects is allowed. Students should pick up their mess before they leave the event. This will assist the custodians and show respect for our school. Be considerate of everyone around you. We want the event to be enjoyable for everyone in attendance. Students are to respect the requests of supervisors.

No rough and tumble games will be allowed at football games. Students' footballs and other equipment will be confiscated until the end of the game.

For indoor sports activities, students should sit with their parents. If they attend open gym, they cannot run back and forth between the game and field house.

STUDENT BEHAVIOR

We at St. Mary's believe the essence of Christian discipline is continual growth in forming a sense of responsibility and self-discipline in each of our students. The rules of our school grow out of that concern for developing a sense of personal responsibility as well as our concern for one another.

Each student and person at St. Mary's has a right to:

- a good education in an orderly learning environment
- courtesy, respect, and fair treatment from the staff/students
- have his/her personal property respected

In light of these rights, the following Student Guidelines have been established:

1. **Respect for Others:** Students should move throughout the building in a quiet, orderly fashion. Students shall not run, bounce balls, or in any way bother classes in session. Loitering in or on the way to and from the bathrooms and other classes is not allowed.

2. **Church** is a place of worship where reverent behavior is desirable. Students shall enter and leave quietly and reverently. Kneelers shall be moved up and down quietly. Talking before and during Mass shall not be allowed. Active participation is encouraged.
3. **Cafeteria:** Loud talking, shouting, and throwing food are inappropriate manners at the lunch table. Once chairs are pushed in, students are expected to walk out to the playground and not bounce/throw balls inside.
4. **Uniforms** are to be worn daily. Non-uniform days will be announced. *Shorts may not be worn on Mass days.
5. **Titles of Respect:** All faculty and staff members are to be addressed by their appropriate titles, such as Father, Sister, Mr., Mrs., or Miss.
6. **Cheating:** Assignments, tests or any other work copied from another student shall result in one hour detention for both students with work being redone by the student who copied.
7. **Cursing:** Using God's name in vain will result in one hour detention. Swearing and inappropriate language may also result in detention.
8. **Snowballs and gum** are not permitted on school grounds. Those students in grades 3-5 will be fined \$1.00 for these infractions.
9. **Safety:**
 - If a student tampers with the fire alarms or defibrillators, it will result in detention.
 - No student may go down the hill north of the playground without permission from a teacher.
 - Students must get permission to go across the street.
10. **Vandalism:** Students will be responsible to reimburse the school for any damages they have caused. Deliberate vandalism to school property will result in detention or suspension, and parent notification.
11. **Cell phones:**
 - a. If a cell phone is brought to school, students have a choice of keeping it in their backpack or on the teacher's desk. The school is not responsible if it is stolen or lost.
 - b. Students must ask permission to use their cell phones.
 - c. Those who violate any of the rules regarding cell phones will have a note sent home and a phone call to their parents. The student forfeits his/her privilege of bringing the phone back to school for the remainder of the year.
12. **Disrespect towards teachers/staff:** Talking back, gestures, facial expressions, tone of voice and general disrespect toward teachers or staff is not acceptable. Following parent notification, detention or in school/out of school suspension may be used depending on the severity of the situation for this offense.
13. **Drug free/Alcohol free:** No possession of illegal drugs or alcohol is allowed.

In addition, each classroom teacher will develop a list of rules with his/her students. The teacher and class will also develop a set of consequences if those rules are not followed.

We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus. The student is a St. Mary's student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

SUMMER SCHOOL

It is the policy of St. Mary's School that any student who has failed one or two core classes during the school year must attend and successfully complete an approved summer school or be tutored before that student is allowed to enter the next grade. Any student who fails three or more classes will be retained. The letter grade will be based on averaging the four quarters of the year.

SUSPENSION

On occasion, a student's behavior may be so contrary to the philosophy of this school and disruptive to the school routine that immediate action is required. When such behavior is exhibited, the principal shall have the option to immediately suspend the student for a time; either in-school or out-of-school. All course work must be made up upon returning to school or the late assignment policy will be in effect. A student is also suspended from participation/involvement in school activities, programs, events, etc.

During the suspension time the principal shall arrange a parent meeting in which the teachers and principal shall explain the reasons for the suspension and detail how the student's behavior must

change. Should the student's behavior not change, the principal shall determine what further steps need to be taken.

The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

THREAT TO LIFE

Parents will be notified if a student's actions or negligence creates life-threatening conditions for themselves or others. Law Enforcement may also need to be called with possible suspension.

Students found in possession of a weapon may be subject to the following:

- *Notification to the parents *Confiscation of the weapon *Possible expulsion
- *Notification of the police *Suspension

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. "Weapon" refers to any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm or death. Combustible or flammable liquids are considered to be weapons. Several examples are: pellet guns, look alike and non-functioning guns that could be used to threaten others, knives and clubs.

Students who witness the presence of a weapon on school grounds must report such presence to the teacher or principal.

TUITION

The 2021-2022 tuition amounts are:

Kindergarten	\$2,352
Grade 1-2	\$3,082
Grade 3-4	\$3,555
Grade 5	\$3,630

The total cost to educate a child in the elementary is \$5,883. Tuition assistance is available for those who qualify. Financial aid packets (FAIR) are distributed in the spring for the following school year.

VACATION HOMEWORK POLICY

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work. If a family is planning to take an extended vacation, teachers will not prepare homework ahead of time. This causes confusion on the part of the child and teacher as: 1) students do not always understand the homework or concept, 2) students come back with work unfinished, lost homework, lost books, or 3) ahead of where the class happens to be. Once the child is back from vacation, the teacher will give the homework and a timeline as to when the work needs to be completed.

VISITORS

The safety and welfare of our students is a top priority. Feeling safe and secure in your surroundings are key components to a successful learning environment. Parents are always welcome and encouraged to visit the school and the classroom. Should a school-age friend or relative want to visit; it must be approved in advance.

Please enter the school building through the high school doors (#2). All other outside doors are locked from 8:30 a.m. to 3:00 p.m. when school is in session. ALL visitors, including parents and grandparents, MUST report to the office when entering the building even if for a short stay or visit.

COVID: There will be a form of COVID screening for all visitors.

VOLUNTEERS

Our many volunteers are a vital component of St. Mary's School. We encourage you to be a volunteer and appreciate your willingness to help out. The Diocese of New Ulm has implemented a Safe Environment program, VIRTUS. All volunteers and employees who work unsupervised with minors are required to attend a training session. Please contact Tiffany Hoffmann for information (794-4121).

ANNUAL NOTIFICATION OF ASBESTOS CONTAINING MATERIALS

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we began performing inspections of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the parish administrative office since that time. The Diocese of New Ulm has contracted a company to provide environmental services, which includes maintaining compliance with Federal regulations regarding asbestos and other regulated environmental concerns. An accredited Inspector/Management Planner performed and issued a report regarding the results this past spring. There were no significant changes in condition of the remaining asbestos. All asbestos containing material in our school building is in good condition and we will continue to manage them in place, as recommended by the accredited Management Planner.

The results of the re-inspection are on file in the Management Plan in the parish administrative office. Everyone is welcome to view these anytime during normal parish office hours (M-F 8:30a.m.-4:30p.m.).

Our Asbestos Program Manager, Josh Sellner, is available to answer any questions you may have about asbestos in our buildings at 507-794-4121. We are intent on not only complying with, but also exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a safe and healthy environment in which to learn and work.

UNMENTIONED SITUATIONS If a situation arises which is not stated in this handbook, the Administration reserves the right to deal with the situation according to their judgment. The Administration also reserves the right to change any existing policies as needed and when appropriate with consultation with the Pastor and/or the Evangelization and Catechesis Committee.

Wellness Policy Guidelines

St. Mary's Catholic School promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as a total learning environment. St. Mary's supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. The following guidelines were written and approved by our Board of Education:

POP

- Pop should not be used as a reward or a beverage at parties.
- Only water, milk and 100% fruit juices should be consumed at holiday parties.
- Pop should not be handed out as a birthday treat.
- The elementary students may not buy pop before or during the school day.

CANDY

- At holiday celebrations (such as Christmas, Halloween, etc.) the students may eat the snack provided along with one treat that does not meet nutritional standards. The candy they receive will be sent home.
- Teachers are discouraged from giving candy as a treat or reward.
- We encourage parents to send healthy birthday treats or items such as pencils or erasers or a book donation to the classroom.

FOOD

- Moderation will be encouraged along with offering alternative healthy choices.
- There should be a limited amount of food served at holiday celebrations. We are blessed with many willing parents who volunteer snacks/drinks. The teacher will call any parent who volunteered to bring a snack or drink. This will limit the amount of food brought in.
- The school food service program will approve snacks sold to students in the school. These snacks must meet the nutritional standards.

ACTIVITY

- Because of the importance of exercise, no hand-held games, books or social media devices will be allowed outside at recess time.

POPULAR SNACK CHOICES

Fruit Snacks / Fruit

Warner Brother's Fruit Flavored Shapes Scooby Doo
Mott's Fruit Flavored Snacks: Mixed Berry and Assorted Fruit flavors
Welch's Fruit Snacks: Mixed Fruit, Island Fruit, Strawberry, and Berries 'N Cherries flavors
Del Monte Fruit Burst Squeezable Fruit Tubes: Mixed Berry, Strawberry, Pear-Cinnamon, and Mango flavors
Snapz Apple Crisps: Original, Cinnamon, and Apple Strawberry
Dole Fruit Bowls in 100% fruit juice; Dole Fruit in Gel
Fruit Pockets, Apple and Cherry flavors
Albie's E.Z. Jammers: Apple-Filled Jammer Stick ONLY

Dairy Options

Land 'O Lakes Cheese Cubes: RF cheddar, RF Co-Jack (1 oz single serve packages)
Land 'O Lakes CowRageous Pudding cups: Vanilla and Chocolate
Go-Gurt: all flavors
Yoplait Original, Greek, Greek Blended, Trix yogurt – All flavors

Meat, Nuts, Seed, and Legumes

Peanuts, Cashews, Almonds, or Pistachios - lightly salted
Sunrich Naturals: Lightly Salted Sunflower seeds and Honey Roasted Sunflower Seeds

Chips

Cheetos: Reduced Fat: Puffs Flamin' Hot and Regular; Oven Baked WG Crunchy Hot and Original; Fantastix: Hot
Doritos: Reduced Fat: Nacho, Ranch, and Spicy Sweet Chili
Lays - Baked: Original, BBQ, and Sour Cream & Onion; Ruffles Original Flavor
Tostitos Scoops – Baked
PopChips: BBQ, Sour Cream & Onion, Salt & Vinegar, Sea Salt, and Salt and Pepper
PopChips Ridges: Chili Cheese and Perfectly Salted
Deer River Snacks, Baked Crisps with Sea Salt flavor only
Kashi Hummus Crisps: Caramelized Onion and Sundried Tomato Basil & Feta
Kellogg's Special K Cracker Chips: Cheddar, BBQ, Sea Salt, and Sour Cream and Onion
TGI Friday's Crunchy Fries Snacks: Extreme Heat and Cheddar Cheese

Popcorn

Angie's Boom Chick-A-Pop All-Natural Popcorn: lightly sweetened popcorn
Vic's Lite White Popcorn, White Cheddar Popcorn, and Kettle Style Popcorn

Granola / Granola Bars / Cereal / Cereal Bars

Fieldstone Granola
Betty Crocker Oatmeal Bars: Butterscotch, Chocolate Chip, and Double Chocolate
Clif Bar Kid Z Organic: Honey Graham, Iced Lemon Cookie, Iced Oatmeal Cookie

Clif Bar Kid Z Fruit and Veggie: Keen Green, Purple Power, Awesome Orange
 General Mills Cereal Bars: Apple Cinnamon Cheerios, Team Cheerios, Fruity Cheerios, Cinnamon Toast Crunch, Cocoa Puffs, Golden Grahams, Trix
 General Mills Cereal Bowls: Berry Kix, Cheerios, Frosted Corn Flakes, Honey Nut Cheerios, Kix, Honey Nut Chex, Reduced Sugar Cinnamon Toast Crunch, Reduced Sugar Cocoa Puffs, Cinnamon Chex, Cinnamon Toast Crunch, Fruity Cheerios, Honey Kix, Multi-grain Cheerios, Total Raisin Bran, Trix, 25% Less Sugar Trix
 General Mills Cereal On-The-Go Pouches: Cinnamon Toast Crunch, Fruity Cheerios, Reduced Sugar Cocoa Puffs
 General Mills Cinnamon Toast Crunch Crisps
 Kellogg's Nutri-Grain Bar- Chewy: Apple Cinnamon, Strawberry
 Nature Valley Backpacker: S'mores and Chocolate Chip
 Nature Valley Crunchy Granola Bar: Oats 'n Honey, Cinnamon, and Maple Brown Sugar (2 bars)
 Nature Valley Fruit & Nut Bars: Trail Mix, Cranberry Pomegranate, Dark Chocolate Cherry, Dark Chocolate & Nut
 Nature Valley Oatmeal Squares: Cinnamon Brown Sugar, Banana Bread Dark Chocolate, Blueberry
 Nature Valley Crisps: Chocolate Chip and Cinnamon
 Quaker Chewy Regular: Peanut Butter Chocolate Chip, Oatmeal Raisin, Caramel Apple, Chocolate Chunk, Chocolate Strawberries, Birthday Cake, Banana Chocolate Chip, Girl Scout Thin Mint and Low-Fat S'mores
 Quaker Chewy 25% Reduced Sugar: Chocolate Chip, Cookies & Cream, and Peanut Butter Chocolate Chip
 Quaker Breakfast Flats: Cranberry Almond, Banana Honey Nut, and Raisin Cinnamon
 Quaker Soft Baked Bars: Banana Nut Bread and Cinnamon Pecan Bread
 Quaker Chewy Snackwich: Apples and Caramel
 Read-Bake BeneFIT: Mini Bars: Oatmeal Spice, Brownie Bar, and Maple Brown Sugar

Baked Goods

Best Maid Smart Grains Cookies – 51% Whole Grain: Chocolate Chip, Sugar, Snickerdoodle, Chocolate Chip M&M, Double Chocolate Chip, and Strawberry Shortcake
 Best Maid Smart Grains Cookies – 100% Whole Grain: Oatmeal Chocolate Chip, Oatmeal Apple Cinnamon
 Best Maid Smart Grains Cookies-51% WG with Oats: Chocolate Chip, Candy, and Strawberry White Chocolate
 Otis Spunkmeyer Delicious Essentials Cookies: Chocolate Chip, Oatmeal Raisin, Sugar, Carnival, Chocolate Brownie
 Otis Spunkmeyer Delicious Essentials Muffins: Wild Blueberry, Banana, Double Chocolate Chip, and Apple Cinnamon
 Fiber One: Oatmeal Raisin Soft-Baked Cookie
 Fiber One: Streusel Bars (Blueberry and Strawberry flavors)
 Great Northern Baking Company, Pre-Portioned Dough: M&M Chocolate Chip
 Tyson Chef Pierre muffins: Blueberry, Banana, and Double Chocolate Chunk Muffin

Beverages

Juicy Juice: All flavors
 Milk: White and Chocolate
 V8 100% Vegetable Juice; V-Fusion: All flavors
 Citrus Sun Fruit Juice: Red, Orange, and Purple flavors
 Envy 100% sparkling fruit juice, all flavors

Frozen / Ice Cream

Blue Bunny CoolDaze ice cream sandwich; Sundae Crunch bar: Chocolate and Strawberry; FrozFruit Chunky Pineapple and Chunky Strawberry; Fudge bar; Lowfat Chocolate and Vanilla Ice Cream Cup
 Fruchi Smoothie: Island Splash
 Kemps Fudge Bar
 Luigi's frozen juice sorbet cups: All flavors; Shape Ups (100% fruit juice); Whole Fruit 100% frozen fruit juice cups
 Minute Maid 100% juice bars: cherry, grape, and orange
 Coldstone Creamery Frozen Yogurt: all flavors EXCEPT banana bread batter, cake batter, Chocolate Fudge Brownie, Chocolate Malt, Cinnamon Bun, Cookies and Creamery, Peanut Butter, Key Lime, and Salted Caramel (in "Like It" size only)
 Johnny Pops: Strawberry Banana flavor

Other snack items

Annie's Bunny Grahams: Honey and Bunny Friends flavors
 Belly Bears Graham Cookies: Chocolate, Honey, and Cinnamon
 Chex Mix: Hot 'n Spicy
 Simply Chex: Chocolate Caramel, Xtreme Habanero Lime, Cheddar, Strawberry Yogurt
 Chorles: Chocolate Chip, Chocolate, and Cinnamon
 Darlington Spikerz Cracker Bites: El Nacho Cheese, Heavenly Ranch, Salsa, Spicy Chili, Simply Salted
 Keebler Bug Bites Grahams; Elf Grahams: Chocolate, Original, and Cinnamon; Gripz Mini Grahams: Cinnamon; Scooby Doo Graham Cracker Bones; Animal Crackers
 Nabisco Teddy Grahams - honey
 Pepperidge Farm Giant Goldfish Grahams: Vanilla, Chocolate, Cinnamon, Honey; Goldfish: Whole Grain Cheddar, Hot 'N Spicy Cheddar, and Whole Grain Pretzel; Goldfish Physedibles: Vanilla
 Rold Gold Pretzels: Heartzels
 Kellogg's Rice Krispies Treats made with whole grain
 Cheez-It, Atomic Cheddar, Cheddar Loco, and Original flavors

PRINCIPLES OF CATHOLIC SOCIAL TEACHING

REFLECTIONS OF THE UNITED STATES CATHOLIC BISHOPS AND RESPONSIBILITIES OF THE ST. MARY'S SCHOOL COMMUNITY

1. DIGNITY OF THE HUMAN PERSON

All people are created in the image and likeness of God. Our belief in the sanctity of human life and the inherent dignity of the human person is the foundation for the principles of our social teaching. People do not lose their dignity because of disability, poverty, age, gender, lack of success or race. We believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.

Dignity of the human person is the underlying principle of the policies at St. Mary's School. Students are challenged to recognize the dignity of each person as individuals and as members of the community. The school community works to help students respect their own innate goodness and dignity—to celebrate their own gifts and talents. When a student does not work to reach her or his full potential in the classroom or other school activities, she or he does not celebrate her/his unique gifts from God. Each time a student brings harm to him or herself, he/she is not respecting God's gift of life to them. Students who don't turn in assignments, cheat, or engage in inappropriate behavior or do not work to their full potential are not respecting their own individual dignity.

We are also called to respect the dignity of others. Students should be respectful of others and encourage them in their own unique talents and gifts. Students who tease or put down other students are offending a person created by God. Students who harass or fight with other students are disrespecting the dignity of that individual. Students and teachers are called to respect one another.

2. CALL TO FAMILY, COMMUNITY, AND PARTICIPATION

Our Catholic tradition proclaims that the person is not only sacred but also social. How we organize our society—in economics, and politics, in law and policy—directly affects human dignity and the capacity of individuals to grow in community. The family is the central institution that must be supported and strengthened. The Catholic tradition teaches that human beings grow and achieve fulfillment in community.

This call to community is the foundation of Catholic schools. We are called to be a faith community: to learn and grow together. As a community, we are responsible to promote the common good. Each of us is endowed with inherent dignity, goodness and gifts that we are called to share with one another. When a student does not promote this common good through his or her actions, he or she is causing harm to the community. At times, students who threaten this common good may be removed from the community. Students are asked to be participating members of the community. The community suffers when one of its members is not participating or is unnecessarily absent. Students must also respect the rights of other students to a safe learning environment. Actions that threaten this safety are severe and will be dealt with accordingly.

We are a community, responsible for our own behavior and accountable to one another. Students are asked to share and commit the common values of the school community. When students, staff and parents become a member of the community, they support the underlying mission and values that protect the common good, even if at times, they do not agree with an individual decision.

3. RIGHTS AND RESPONSIBILITIES

The Catholic tradition proclaims that human dignity can be protected and a healthy community can be achieved only if human rights are protected and responsibilities are met. Therefore, every person has a fundamental right to life and a right to those things required for human decency. Corresponding to these rights are duties and responsibilities—to one another, to our families, and to the larger society.

All students have the right to dignity, to pursue their gifts, to practice their faith, and to learn in a safe environment. Students also have responsibilities and duties to help protect these rights for others and promote a healthy school community. These responsibilities are outlined in the student handbook—however, no list of norms can cover every situation. Common sense, good judgment and Christian values are the guides by which every St. Mary's student should measure his/her actions. When a student disregards his or her responsibilities, he or she may serve appropriate consequences. Students may be asked to make restitution.

4. OPTION FOR THE POOR AND VULNERABLE

A basic moral test is how our most vulnerable members are faring. In a society marred by deepening divisions between rich and poor, our tradition recalls the story of the last judgment (Mt. 25:31-46) and instructs us to put the needs of the poor and vulnerable first.

As members of a school community we are asked to recognize the differences, economic and otherwise, of those among us. St. Mary's School is committed to helping all families who desire a Catholic education, receive one, regardless of income. To quote the Rule of St. Benedict "All are welcomed to Christ." We are called to respect one another as individuals not by our material possessions, the homes where we reside or the clothes we wear.

5. THE DIGNITY OF WORK AND THE RIGHTS OF WORKERS

The economy must serve people, not the other way around. Work is more than a way to make a living: it is a form of continuing participation in God's creation. If the dignity of work is to be protected, then the basic rights of workers must be respected—the right to productive work, to decent and fair wages, to organize and join unions, to private property, and to economic initiative. Respecting these rights promotes an economy that protects human life, defends human rights and advances the well-being of all.

St. Mary's School works to help students recognize the dignity of work in two ways. We recognize the school learning environment as the students' work place and learning as the students' vocation. Students are participating in God's creation through their positive involvement in school. We honor and respect their right to learn free from distractions. We also recognize the value and dignity of the work of our teachers and staff. We ask students and staff to mutually respect one another as they share in this experience. Students may not interfere with this well-being through disrespectful or distracting behavior.

6. SOLIDARITY

Catholic social teaching proclaims that we are our brothers' and sisters' keepers, wherever they live. We are one human family, whatever our national, racial, ethnic, economic, and ideological differences. Learning to practice the virtue of solidarity means learning that "loving our neighbor" has global dimensions in an interdependent world.

St. Mary's School recognizes this solidarity through our school, local and global communities. Students have numerous opportunities to participate in the human family through service projects, mission studies, assemblies, partner activities, and other activities in the classroom. Students are taught to respect and honor differences among all of humanity, not just to those within our school community. Students should refrain from any racial, religious, ethnic, gender or sexual orientation slurs. Any form of harassment, made directly or indirectly, is an offense to God's creation and will not be tolerated.

7. CARE FOR GOD'S CREATION

Our Catholic tradition insists that we show our respect for the Creator by our stewardship of creation. Care for the earth is not just an Earth Day slogan, it is a requirement of our faith. We are called to protect people and the planet, living out our faith in relationship with all of God's creation. This environmental challenge has fundamental moral and ethical dimensions that cannot be ignored.

We care for God's creation by caring for our St. Mary's School and grounds. Respecting the environment and showing pride in the school's appearance reflects upon everyone who is a part of St. Mary's School. Students are expected to be respectful and responsible for the school building, grounds and equipment. Students participate in various activities and studies that allow them to gain an appreciation for being good stewards of all creation.

Common Prayers

Our religion classes seek to help our students make Jesus the center of their lives. Our purpose is to assist to grow in the Catholic faith; one way this is done is through prayer. The following prayers are introduced, focused on, and tested in the grade school. Hopefully this will serve as a guide for you, the parent, when you practice and say prayers with your family.

Grace Before Meals (grades K-5)

Bless us O Lord and these thy gifts which we are about to receive from thy bounty, through Christ our Lord. Amen.

Thanksgiving After Meals (grades K-5)

We give thee thanks for all thy benefits, Almighty God, who lives and reigns forever. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

Glory Be (grades 2-5)

Glory be to the Father and to the son and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.

Our Father (grades K-5)

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary (grades K-5)

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Act of Contrition (grades 2-5)

O my God, I am heartily sorry for having offended thee. I detest all my sins because I dread the loss of heaven and the pains of hell. But most of all because I have offended thee, my God, who art all good and deserving of all my love. I firmly resolve, with the help of thy grace, to confess my sins, do penance, and to amend my life. Amen.

Morning Offering (grades 3-5)

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart, the salvation of souls, reparation for sins, and the reunion of all Christians. I offer them for all the intentions of our Bishops, and all the Apostles of Prayer, and in particular for those recommended by our Holy Father this month. Amen.

Apostle's Creed (grades 4-5)

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, his only son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; on the third day He rose again from the dead; he ascended into heaven and is seated at the right hand of God the Father Almighty. From there He will come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

The Memorare (grade 5)

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help or sought thy intercession was left unaided. Inspired by this confidence, I fly unto thee, O virgin of virgins, my Mother. To thee I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy, hear and answer me. Amen.

Angel of God (grades K-5)

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side to light, to guard, to rule, and guide. Amen.

The Beatitudes (grades 4-5)

Blessed are the poor in spirit, for theirs is the Kingdom of Heaven.

Blessed are the meek, for they shall possess the earth.

Blessed are they who mourn, for they shall be comforted.

Blessed are they who hunger and thirst for justice, for they shall be satisfied.

Blessed are the merciful, for they shall obtain mercy.

Blessed are the clean of heart, for they shall see God.

Blessed are the peacemakers, for they shall be called children of God.

Blessed are they who suffer persecution for justice's sake, for theirs is the Kingdom of Heaven.

The Gifts of the Holy Spirit

Wisdom, Understanding, Counsel, Fortitude, Knowledge, Piety, Fear of the Lord

The Seven Sacraments (grades 2-5)

Of Initiation: Baptism, Confirmation, Holy Eucharist

Of Healing: Reconciliation, Anointing of the Sick

Of Service: Marriage, Holy Orders

The Precepts of the Church:

1. To keep holy the day of the Lord's resurrection: to worship God by participating in Mass every Sunday and holy day of obligation, to avoid those activities that would hinder renewal of soul and body e.g. needless work and business activities, unnecessary shopping, etc.
2. To lead a sacramental life: To receive holy communion frequently and the sacrament of Penance regularly – minimally, to receive the sacrament of Penance at least once a year (annual confession is obligatory only if serious sin is involved) – minimally, to receive holy communion at least once a year, between the first Sunday of Lent and Trinity Sunday.
3. To study Catholic teaching in preparation for the sacrament of Confirmation, to be confirmed, and to continue to study and advance the cause of Christ.
4. To observe the marriage laws of the Church: to give religious training (by example and word) to one's children, to use the parish schools and religious education programs.
5. To strengthen and support the Church: one's own parish community and parish priests, the worldwide Church and the holy Father.
6. To do penance, including abstaining from food on the appointed days.
7. To join in the missionary spirit and apostolate of the Church.

The Hail Holy Queen: (grade 5)

Hail, Holy Queen, Mother of Mercy, our life, our sweetness, and our hope! To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning, and weeping in this valley of tears. Turn then, O most gracious advocate, thine eyes of mercy toward us, and after this our exile show unto us the blessed Fruit of thy womb, Jesus. O clement, O loving, O sweet virgin Mary, *pray for us O Holy mother of God*, that we may be made worthy of the promises of Christ. Amen.

The Holy Days (grade 5)

1. Motherhood of Mary – January 1
2. Assumption – August 15
3. All Saints – November 1
4. Immaculate Conception – December 8
5. Christmas – December 25

Mysteries of the Rosary

The Joyful Mysteries: (grades 3-5)

1. **Annunciation:** the Angel Gabriel announced to Mary that she was to be the mother of God
2. **Visitation:** Mary visits her cousin Elizabeth the mother of St. John the Baptist.
3. **Nativity:** Jesus is born in Bethlehem
4. **Presentation:** Jesus was presented to God in the temple
5. **Finding in the Temple:** the boy Jesus was found in the temple after he had been lost for 3 days

The Luminous Mysteries: (grade 5)

1. **The Baptism of Jesus:** Jesus was baptized by John in the Jordan River
2. **The Miracle at the Wedding Feast of Cana:** Jesus' first miracle, He turned water into wine
3. **The Three Years of Preaching the Kingdom of God:** Jesus taught about the kingdom of God
4. **The Transfiguration of Jesus:** Jesus appeared in glory to Peter, James and John
5. **The Institution of the Eucharist:** Jesus gave His body and blood for the first time at the Last Supper

The Sorrowful Mysteries: (grades 3-5)

1. **Agony in the Garden:** Jesus prayed in the garden and was in great pain from our sins
2. **Scourging at the Pillar:** Jesus was whipped
3. **Crowning with Thorns:** a crown of thorns was put on Jesus
4. **Carrying of the Cross:** Jesus was made to carry the cross
5. **Crucifixion:** Jesus was nailed to the cross, and he died for our sins

The Glorious Mysteries: (grades 3-5)

1. **Resurrection:** Jesus rose from the dead
2. **Ascension:** Jesus went up to heaven forty days after Easter
3. **Descent of the Holy Spirit upon the Apostles:** the Holy Spirit came down upon the apostles (Pentecost)
4. **Assumption:** Mary was taken body and soul into heaven
5. **Crowning of Mary:** Mary was crowned Queen of heaven and earth

Ten Commandments: (grades 2-5)

1. I am the Lord thy God. Thou shalt not have strange gods before me.
2. Thou shalt not take the name of the Lord thy God in vain.
3. Remember, thou shalt keep holy the Lord's day.
4. Honor thy father and thy mother.
5. Thou shalt not kill.
6. Thou shalt not commit adultery.
7. Thou shalt not steal.
8. Thou shalt not bear false witness against thy neighbor.
9. Thou shalt not covet thy neighbor's wife.
10. Thou shalt not covet thy neighbor's goods.

RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT

MEMO

DATE: August 12, 2021
TO: Parents or Guardians of students in Sleepy Eye Schools
FROM: Mr. John Cselovszki, Superintendent of District #84, 794-7903
Pat Stevermer, Bus Safety Transportation Director, 794-7873
ABOUT: Bus Safety information

According to the Minnesota School Bus Safety law, **riding the school bus is a privilege, not a right**. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop whether for regular daily transportation, extra-curricular activities, field trips or community education trips. **Please note: A hand written note from the parent or guardian of the student will need to be given to the bus driver in order to ride a different bus or be a guest of a child on that bus. If a note is not provided, the child will not be able to ride the bus.**

Students (and adults) who walk to school or arrive by car are asked to **use the crosswalks** where the school patrol is monitoring the intersection. Motor vehicles should also observe the No Parking signs between 8 a.m. and 3:30 p.m. on school days due to the number of bus shuttles that use the area. Cars are requested to stay out of the area where buses load and unload. For those who violate the signs or this procedure, a ticket can be issued by the local police department.

St. Mary's students can be picked up in the school parking lot. Vehicles should not park in front of the school which is reserved for bus drop off.

Parents of Sleepy Eye Elementary School students should go to the south end of the elementary building on 4th Ave SW (between Summit St SW and Burnside St SW) to drop off and pick up children. Do not use the parking lot for drop off and pick up as it is a safety hazard when children are walking between cars and people wanting to leave are unable to get out of the lot.

Bus safety training will be given during the first month of classes for students preschool through 10th grade. All school bus/bus stop misconduct will be reported to the Building Principal. Consequences for school bus/bus stop misconduct will be imposed by the Building Principal. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

If you have a concern about behavior on the bus or a driver, please contact the bus company immediately rather than wait until the end of the year. No problem is minor.

A federal law requires face masks be worn while riding public transportation which includes school buses. no face mask - no ride.

School District #84 Rules at the Bus Stop

2021-2022 School Year

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. **If you plan to ride a different bus or be a guest on a bus, you need a handwritten note from your parent or guardian to give to the driver when you board the bus. If a note is not provided, the child will not be able to ride the bus.**
3. Respect the property of others while waiting at your bus stop.
4. Use arms, legs and belongings appropriately.
5. Use appropriate language.
6. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you BEFORE crossing the street.
9. No fighting, harassment, intimidation or horseplay.
10. No use of alcohol, tobacco or drugs.
11. No throwing of objects at vehicles passing by.

Rules on the bus

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. No standing in aisles or on seats while the bus is stopped or in motion.
4. Talk quietly and use appropriate language.
5. Keep all parts of your body inside the bus.
6. Use arms, legs and belongings appropriately.
7. No fighting, harassment, intimidation or horseplay.
8. Do not throw any object.
9. No eating or drinking on the school day bus routes.
10. No use of alcohol, tobacco or drugs on the bus.
11. Do not bring any weapon or dangerous objects on the school bus.
12. Do not damage the school bus.
13. Students K-6 sit in front of the wheel well of the bus.
14. Be respectful of other students and belongings.
15. No flash photography on evening routes will be allowed.

Consequences for school bus/bus stop misconduct

1. First offense will result in a letter being sent to the parents from the Sleepy Eye Bus Service.
2. Second offense will result in a minimum **suspension of five school days** of bus service for the student(s) responsible.
3. Third offense will result in a denial of bus riding privileges for the remainder of the year. A conference is set up with the parents, student, school administrator and Sleepy Eye Bus Service representative, if needed.
4. Physical violence between students or a weapons violation will result in automatic suspension.