

Learn. Laugh. Believe. Succeed.



ST. MARY'S
SCHOOL

Melrose, MN

FAMILY HANDBOOK

2021-2022 SCHOOL YEAR

ST. MARY'S CATHOLIC SCHOOL
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ST. MARY'S CATHOLIC SCHOOL MISSION

St. Mary's Catholic School is a faith-filled community that illuminates the teachings of Jesus by using our hearts, hands and voices as Christian witnesses while striving for academic excellence.

ST. MARY'S CATHOLIC SCHOOL PHILOSOPHY

We Believe....

- *We are each a child of God bringing our own unique gifts and talents.*
- *We are part of a team where students, staff, families and the broader faith community work together for the benefit of all.*
- *We nurture the dignity and respect of all people.*
- *We prepare students to embrace and live the gospel message and Catholic Faith.*
- *We educate students to respect and share the gifts that God has given them.*
- *We support the needs of all learners, realizing children learn in different ways.*
- *We empower students to work to the best of their ability and be proud of their achievements.*
- *We are here to help others succeed.*

Revised Jan 2018

Parents are the fundamental educators of their children. By choosing St. Mary's Catholic School for your children you have asked us to share that responsibility with you. To help students be successful spiritually, academically, and mentally we encourage parents to:

- Support school rules and encourage your children to follow school rules
- Talk to your children about God and faith
- Pray together
- Support your children by establishing a structured homework time, encouraging reading time and physical activity, and spending time together.
- Participate in parent/teacher conferences
- Participate in school activities in school and outside of school, especially our Catholic Schools Breakfast and Auction for Education.
- Check into SchoolSpeak at least once a week.
- Communicate with SMS staff to support, encourage, and challenge your child.



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Revised August 2021

*Changes to the guidelines are highlighted; please make sure to thoroughly read the changes. Contact the school office if you have any questions. Additional information on the guidelines can be found in the St. Mary's School Policy Book, located in the school office.

RIGHT TO AMEND: Since situations may arise that are unforeseen and cannot be controlled, St. Mary's Catholic School reserves the right to amend the contents of this handbook as needed. Parents will be notified of any amendments through the parent portal, SchoolSpeak.



ST. MARY'S CATHOLIC SCHOOL DIRECTORY

2021-2022 SCHOOL YEAR

PASTOR	Father Marvin Enneking
PAROCHIAL VICAR	Father Arockiya Newton
BOARD OF EDUCATION	Pete Klaphake Cory Ellering Bob Arceneau Ross Wiechmann Ali Arnzen Cindy Hemmesch
ADMINISTRATOR/PRINCIPAL	Autumn Nelson
FACULTY/STAFF	
Little Saints Preschool	Dana Finken
Kindergarten	Jennifer Frank-Heinze
Grade 1	Stacie Fletcher
Grade 2	Zachary Thell
Grade 3	Kathy Wolff
Grade 4	Amy Kloth
Grade 5	Holly Hellermann
Grade 6	Sue Pundsack
Media Specialist/Interventionist	Briana Worms
Music	Emily Krogstad
Phy Ed	Katie Meyer
Art	Carrie Schulzetenberg
Title	Gloria Welle
Teaching Assistants	Amanda Hellermann, Kayla Dragseth, Madelyn Klaphake
Administrative Assistant	Jenn Ellering
Custodians	Allan Wiechmann, Matt Grossinger
FOSTER GRANDPARENTS	Linda Klein, Julie Boecker, Anita Schwinghammer, Judy Heinze
ST. MARY'S KIDS TIME DIRECTOR	Amanda Hellermann



SCHOOL GOVERNANCE

ORGANIZATIONAL FLOW CHART FOR ST. MARY'S CATHOLIC SCHOOL

- Corporate Board/ Bishop of the Diocese of St. Cloud
- Vicar General of the Diocese of St. Cloud
- Chancellor of the Diocese of St. Cloud
- Fr. Marvin Enneking, Pastor of Church of St. Mary
- Fr. Arockiya Newton, Parochial Vicar of Church of St. Mary
- Parish Council of Church of St. Mary
- Board of Education of St. Mary's Catholic School
- Principal Autumn Nelson

BOARD OF EDUCATION

St. Mary's School Board is composed of seven people. The committee's basic responsibility is one of policy-making. The committee is responsible for establishing, coordinating, and operating programs of education for St. Mary's School. Meetings are held regularly during the school year. These meetings are always open to concerned parents and parishioners. The right to address the Board at a meeting shall be limited to those whose request had been approved in advance of the meeting. The request must be presented to the board chair or principal at least one (1) day prior to the meeting.



ACADEMICS/CLASSROOMS

ACADEMIC SUCCESS AND EXPECTATIONS

Every St. Mary's Catholic School student is given the opportunity to learn and grow academically. Teachers work diligently in monitoring and ensuring that individual student needs are being met to provide an environment and expectation of learning.

When a student is not meeting their academic potential, a meeting with the principal, parent(s)/guardian(s), teacher, and student may be held to address the student's academic standing. A plan will be developed to ensure students are finding success at St. Mary's Catholic School.

ASSESSMENT PHILOSOPHY

At St. Mary's Catholic School, we believe an effective assessment system, using both summative and formative assessments, motivates students to learn, communicate with stakeholders, promotes school improvements, guides instructional decisions, and shares a common vision. Assessment tools and practices are varied, ongoing, authentic, and aligned with specific learning targets. Regular and descriptive feedback is then provided to students, parents, and stakeholders to positively promote learning.

Fountas and Pinnell (2-3 times/year):

Fountas and Pinnell (K-6) is a way to link reading assessment to instruction. It identifies instructional and independent levels and documents student progress through one-on-one formative and summative assessments.

FAST/STAR Assessments (3 times/year):

FAST (Formative Assessment System for Teachers) (K-5) combines Curriculum-Based Measurement (CBM) and Computer Adaptive Testing (CAT) to transform the way teachers measure and monitor student progress in reading and math with faster, more effective results.

STAR (6th grade) Assessments are short tests that provide teachers with learning data. STAR tests are computer adaptive, which means they adjust to each answer your child provides. This helps teachers get the best data to help your child in the shortest amount of testing time (about one-third of the time other tests take).

ACCREDITATION

St. Mary's Catholic School is an accredited institution. The school has met the standards of the Minnesota Non-public School Accrediting Association (MNSAA) in obtaining this accreditation. The MNSAA Board of Directors renewed the accreditation eligibility status for the K-6 program at St. Mary's Catholic School through June 30, 2026.

Accreditation is a 7-year cycle. In years 1-5, the school works on a strategic plan, communicates to parents our accomplishments, references our plan, and submits our Annual Report to MNSAA. In year 6 we complete an internal review of our school, called a self-study, to verify we are meeting the standards. From that self-study we create a school strategic plan.

In year 7 we host a MNSAA team made up of volunteer teachers, staff, and administrators. The onsite team reviews our self-study and school strategic plan and passes their recommendations to the MNSAA Board of Directors who will make the decision on our accreditation. Our current strategic plan is available on our school website and our parent portal, SchoolSpeak.

CHRISTIAN ATTITUDES AND VALUES/SPIRITUAL DEVELOPMENT

Christian attitudes and values are developed in a child primarily by his/her parents. As you attend and participate in Mass and the sacraments, you are preaching a very silent, yet very profound lesson to reverence, worship, obedience and love to your child. Whatever example you give is the most impressive and far-reaching. As teachers in a Catholic school, we are committed to support you in this development of Christian attitudes and values. The success we have in teaching religion through the experiential approach to Mass and the sacraments is related very closely to what the child experiences in contact with you, the parents.

At St. Mary's, the children participate in a religious experience every day. This may be in a formal class setting, a liturgy or a prayer service. Each teacher considers the teaching of religion of primary importance. This includes not only the daily religion class, but also the instruction that can be given in every subject area.

Teaching the children to participate in the liturgy prayerfully is an important characteristic of Catholic Education. Therefore, every possible effort will be made to make the Liturgy meaningful for your child. We highly encourage the family to sit together at Sunday Mass in order to worship as a family unit and to make the Sunday obligation more meaningful to the child. On school days a special schedule is set up for the children in order to help them to participate in the Liturgy. Parents are always invited to attend the school masses.

CLASSROOM VISITATION

Parents are welcome to come and visit classrooms during the school week. Upon approval of the principal, you may make arrangements with the teacher for a classroom visit. There may also be times when the teacher and students will invite parents for special events in the classroom.

CONFERENCES

As partners in the educational process, parents/guardians will assist the staff in understanding and supporting student learning. Parent-teacher conferences occur in the fall and the spring; sign up for conferences is completed through our parent portal, SchoolSpeak. Parents can also request additional conferences at any time.

DAILY SCHEDULE

7:55am	Classrooms open
8:05am	Classes begin
8:30am	School Mass (Usually on Fridays)
	Lunch: PK - 2: 11:15am – 11:45am
	3 - 6: 11:55am – 12:20pm
	Recess: K - 2: 11:50am – 12:20pm
	3 - 6: 11:20am – 11:50pm
2:45pm	School day ends

The students are allowed to enter the classrooms at 7:55am. Our school day begins at 8:05am. We ask that if your child doesn't ride the bus he/she should not come to school before 7:30am. The children are not supervised before 7:30am or after the 2:45pm dismissal. Students must

have the permission of their parents and/or teacher to stay after school. Parents assume the responsibility for their children before 7:30am and after dismissal at the end of the school day.

FIRST RECONCILIATION/FIRST HOLY COMMUNION

Parents are encouraged, through a Sacramental Program, to help prepare their children for First Reconciliation and First Holy Communion during their child's second grade year of school.

FIELD TRIPS

Field trips are an important part of learning at St. Mary's School. At the beginning of the year you will be asked to sign one general permission slip for local trips within the Melrose area. All other field trips will require a signed permission with details about the event and a "statement of release" addressing the transportation of your child, which the classroom teacher will supply.

Field trips are considered part of the school day, students who miss field trips will be expected to complete assignments related to the field trip.

All school rules and policies apply during field trips and overnight trips.

St. Mary's School recognizes the significance and value of trips for educational value and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom.

GRADES/REPORT CARDS/GRADING PERIODS

Report cards and progress reports are communication tools that measure student learning. For students in Kindergarten-6th grade, report cards are issued on a quarterly basis. Typically, 1st quarter report cards are given at parent-teacher conferences in the fall, 2nd and 3rd quarter report cards are sent home in the student's Wednesday folder, and 4th quarter report cards are mailed home.

_____ St. Mary's Catholic School uses the following grading scale:

K-2nd Grade	Concept	Effort
	O = Outstanding 96-100%	+ Usually ✓ Sometimes - Rarely
	S = Secure 90-95%	
	D+ = Developing 85-89%	
	D 76-84%	
	D- 70-75%	
	B = Beginning 50-69%	
	N = Needs Improvement	

3rd-6th Grade	Concept	Effort
	A 95-100%	E Excellent S Satisfactory N Needs Improvement
	A- 90-94%	
	B+ 87-89%	
	B 83-86%	
	B- 80-82%	
	C+ 77-79%	
	C 73-76%	
	C- 70-72%	
	D+ 67-69%	
	D 63-66%	

HOMEWORK

Homework consists of follow-up assignments not completed in school, projects connected with a subject being taught, learning prayers and commandments, reading good books and magazines that are both recreational and informative, listening to daily news, or just studying. Not all homework has to be in a written form.

It is to your child's advantage that he/she does his/her assignments. It is recommended students are assigned 10 minutes of homework per grade level per night plus reading.

*Grade 1 – 10 minutes, Grade 2 – 20 minutes, Grade 3 – 30 minutes, etc.

If your child needs to spend more than this as a regular practice, please see his/her teacher and discuss the various reasons for this. Whenever possible, weekends and vacations will be free of assignments.

Homework Suggestions:

1. Schedule a time to do homework, showing that it is an important priority and that you value its worth.
2. Provide a quiet setting for your child to work, with good lighting and materials to work with.
3. Let your child work on his/her own, but let him/her know you are available to help. Be aware that there is a difference between being a resource/consultant, and hovering over a child with constant advice.
4. Be available to check work if needed and to check whether the assignment has been completed.
5. If possible, help your child see how this assignment or skill relates to everyday life and life skills.
6. Remember, nothing can help like a hug, smile, and a word of approval. Be encouraging and supportive. Your attitudes are contagious.

It is the student's responsibility to speak upon his/her return from an absence to make up homework/tests missed. If a student misses more than two days of school, parents are encouraged to pick up missed assignments and any needed textbooks to have the student work on items from home.

Students who miss school due to vacations may check with the teachers for anticipated work that may be missed. Teachers may put together some items, but are not required to provide all work prior to a student vacation. Students on vacation will have one day per day gone to make up missed work. Additional work that was not given prior to the vacation absence will be given upon return.

Distance learning is not an enrollment option for families. Distance learning will be used as a temporary option for students who are unable to be in school due to quarantine or illness. The classroom teacher and family will work together to decide if all or part of the missed day(s) will be completed using distance learning and which parts may be completed at school when the student returns to the classroom.

LIBRARY

If an item from the library is damaged or lost, the family will be responsible for covering the cost of that item. We do not charge fines for overdue books; however, students will be required to pay for any books or items not returned by the end of the school year.

PHYSICAL EDUCATION

Gym Shoes: Children are required to have tennis shoes or other approved footwear available for gym periods. This is a safety precaution for your child.

Excuses From Physical Education: Students unable to participate in physical education activities must have a doctor statement requesting non-participation. Excuses from physical education for temporary physical reasons will be handled on an individual basis by contacting the principal.

PROMOTION AND RETENTION

Promotion and retention policies are based on the broad educational experiences that have proven to be best for the child. In general, students will be placed at the grade level in which they will best adjust academically, socially, and emotionally. They will ordinarily progress from one grade to another annually, spending one year at each level.

Occasionally a child will benefit by staying another year at the same grade level. Such a decision will result from careful study and evaluation by the school personnel. In such cases the parent should be informed of this possibility early in the second semester and all concerns should be thoroughly discussed. Without parental agreement, it is doubtful whether retention will increase the child's social, emotional, or academic growth. Retention should be limited to one year and ordinarily will be more effective at the primary grade level.

SPECIAL EDUCATION SERVICES

A wide range of special education services are available to students. They are meant to provide for a variety of disabilities, including serious learning problems, as well as serious physical/sensory problems that might affect a student's ability to get the most out of school.

A child study team (consisting of school psychologist, school social workers, diagnostic teacher, classroom teacher and principal) are available to assess the extent of learning difficulties and what the school might do to assist in the child's learning. Special assessment is also available for children with possible speech/language concerns.

No special assessment is ever done without obtaining a parent's agreement and approval. Special programming is only done with a team that includes the parents.

If you feel that your child has some difficulty in learning or you have other questions about the child's development or behavior, please call the principal to discuss the services available to you and your child.

STATE/FEDERAL AID

The State of Minnesota allocates a per-pupil allocation of money for textbooks and nursing services.

STUDENT RECORDS

Records on each individual child are maintained and kept in the principal's office. The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records. Parents/guardians have the right to inspect and review their child's academic records and dispute anything they feel is inaccurate.

Schools can disclose and or release a student's educational records to other schools, without parental permission.

TEXTBOOKS

St. Mary's Catholic School provides students with all textbooks. If school property assigned to a student is lost, stolen, or otherwise damaged in any way, the student is responsible for replacing the items or paying a fine if the item is still in usable condition.



ADMISSIONS

ADMISSIONS PROCEDURE

Registration opens in March for returning and new families attending St. Mary's Catholic School. Families must register their students annually. St. Mary's School will provide specific registration procedures for new students and returning students during the registration period.

Children of families registered in St. Mary's Parish will be given the first opportunity to register at St. Mary's Catholic School.

AGE REQUIREMENTS

A child entering kindergarten must be 5 years old before September 1st. **Students entering Kindergarten should have their Preschool Screening completed before beginning their Kindergarten year.**

Preschool students must be 3-5 years of age and toilet-trained to attend Little Saints Preschool. Please refer to the Little Saints Handbook for more information regarding the preschool program at St. Mary's Catholic School.

NEW STUDENTS

Health information will be requested by the public school at the time of pre-school screening. All immunizations must be completed for a child to register in school, or a conscious objector form needs to be provided by families who choose not to vaccinate.

If your child is Catholic and was baptized in a parish other than St. Mary's, a baptismal certificate is required for our files.

If your child is not Catholic but is Christian, he/she is very welcome to attend St. Mary's School. All students will be taught the Catholic faith in school, but non-Catholic students will not receive the Catholic sacraments during their time at St. Mary's School.

NON-DISCRIMINATORY POLICY

It is the policy of St. Mary's Board of Education to comply with federal and state law prohibiting discrimination. No person shall be discriminated against on the grounds of race, color, national origin, creed, religion, sex and marital status with regard to public assistance, age or disability. Any person who has a complaint alleging that St. Mary's Catholic School is not complying with this policy or alleging any actions prohibited by this policy, shall present the complaint in writing along with the reasons for such complaint to the principal.

SCHOLARSHIPS

St. Mary's School offers tuition scholarships to families with students in Preschool through 6th grade. St. Mary's School will provide specific scholarship information through email communication and on the school parent portal, SchoolSpeak.

Scholarships are strictly confidential between parents/guardians and St. Mary's School. We understand that a family's financial circumstances are private, and we assure all families who apply for scholarships the utmost care and diligence in upholding and respecting that privacy.

TUITION AGREEMENTS AND PAYMENT POLICY

St. Mary's Catholic School operates with the use of parish subsidy funds, fundraising activities, and a set tuition. Each year the St. Mary's School Board, prior to registration for the next school year, will establish the tuition rates for the next school year. Rates will be based upon the projected budget and enrollment.

Families must complete a tuition agreement form during the registration period for enrollment at St. Mary's School for the upcoming academic school year. This agreement ensures financial viability and integrity to budgetary planning.

Families who are not members of a Catholic parish are expected to pay an additional tuition fee to offset the cost of education. Families who are members of a parish other than St. Mary's will have subsidy requests sent to their home parish to offset educational expenses.

When signing their tuition agreement, parents/guardians will select their payment plan from the following: annually, semi-annually, or over nine months. The ACH payment option is highly encouraged. Upon signing the tuition agreement, parents/guardians take the responsibility for paying the agreed upon tuition charges in full and on time. Returned payment fees will be assessed if payments are returned for any reason.

Tuition payments/collections remain confidential between parents/guardians and the school office. If, at any time, circumstances prevent timely payment of tuition, please contact the principal in advance.

Students who withdraw during the school year will have their tuition prorated to the end of the last month attended. Students who take an extended leave during a semester for family vacations, illness, etc., shall not have their tuition reduced.

In the event that a family does not fulfill their tuition agreement, the following will occur:

Step 1: Notice is sent to parent(s)

Step 2: Principal phones parent(s)

Step 3: Principal informs parent(s) that the child(ren) will no longer attend school until alternative payment arrangements have been made

All outstanding tuition, fees, and hot lunch balances must be paid in full to re-enroll at St. Mary's School if an alternative payment plan is not reached.

TUITION INCENTIVE PROGRAM

As a means of promoting continued increases in enrollment at St. Mary's School, and to reward existing families for their efforts in promoting our school, an Enrollment Referral Incentive Program will be offered for the school year. Any current SMS family whose outreach and referral efforts result in a new family registering their child(ren) at St. Mary's School for the school year will receive a credit of \$100 in May of the school year for each new family they refer.

TRANSFER AND WITHDRAWAL

Transfer students may be accepted at any time of the school year. Age and academic achievement will be considered for grade level placement. If applicable, admission to the school is contingent upon having met all financial obligations at a previous private school. If enrolling during the school year, the principal and the parent/guardian will agree on a

prorated tuition amount and other financial obligations, and additional expectations concerning completion of the school year. Formal acceptance will not be granted until all previous school records have been released and reviewed. Full disclosure of academic, behavioral, emotional, or learning difficulties must be shared at time of registration or admission may be denied or revoked without refund of any paid fees or tuition.

Parents who are transferring children to another school must inform the principal and the school in advance. Requests should be made in sufficient time to prepare for the transfer of records. Records will be transferred directly to the school; they may not be transferred via parents. Parents may request a copy of information at any time. The family's tuition commitment must be completed at the time of withdrawal.



ATTENDANCE

ATTENDANCE

All students are expected to attend school all day, every day as *required by law*. Regular attendance is known to be directly related to academic achievement. Regular attendance habits require the cooperation of students and parents. School begins at 8:05am each morning and ends at 2:45pm each afternoon.

ABSENCES

The administration and faculty of St. Mary's School believe that regular school attendance is a necessary part of the learning process and is an important key to getting a good education. Regular school attendance helps instill in each student a sense of responsibility and self-discipline. Each student, his or her parent or guardian, and the school share an obligation to encourage and ensure each student attends school regularly.

Parents are asked to contact the school in the morning if their child is absent and give the reason the child will not be in school. Call the school office at 320-256-4257 or e-mail jelling@smsmn.org. The school office will contact parents of children who have not arrived at school by 8:30am if the school hasn't been previously notified of the absence.

Appointments should be scheduled outside of school hours; if this is unavoidable, please notify the classroom teacher 24 hours before the appointment.

Students who arrive after 8:05am and before 9:30am will be marked tardy. Students who arrive after 9:30am will be marked absent for a half-day morning absence. Students leaving before 1:45pm will be marked absent for a half-day afternoon absence.

St. Mary's Catholic School follows Stearns County truancy procedures for children ages 12 and under. Children having 7 or more unexcused absences will be assessed as educational neglect. (MN Statute 260C.163 Subd. 11) [Stearns County Truancy](#)

ANY STUDENT COMING INTO THE BUILDING OR LEAVING THE BUILDING NEEDS TO BE SIGNED IN AND OUT AT THE OFFICE BY AN ADULT.

DISMISSING STUDENTS DURING SCHOOL HOURS

Students are dismissed from the office during school hours. If you must take your child out of school, a 24-hour advance written request should be sent or emailed to the classroom teacher stating the date and time of dismissal. Parents must come to the office to meet your child and sign him/her in or out of the building. Children will not be released to waiting cars or to anyone that cannot identify him or herself to the satisfaction of the school administration.

TARDINESS

Tardiness interferes with the student's progress in school and constitutes a disturbance for all the members of the class. If a student arrives after 8:05am and before 9:30am. they will be marked tardy. Tardiness caused by late buses is not charged against the students.

Frequent tardiness or absence without a written parental excuse must be reported to the Department of Social Services. A total of ten late/tardy arrivals will warrant contacting Stearns County Human Services Department; parents will also receive a notice in this situation. Ten tardies will also equal one full day of unexcused absence.



COMMUNICATION

COMMUNICATION BETWEEN HOME AND SCHOOL

SchoolSpeak, our parent portal, is the main communication tool for St. Mary's Catholic School. It is important that families utilize this tool for accessing all classroom and school information. Administration and teachers will also occasionally email families with information as needed.

Please feel free to call the school 320-256-4257 at any time to have questions answered, express concerns, or to simply let us know we are doing a good job of educating your child. We need your support and encouragement.

The school is open from 7:30am to 4:00pm every day.

With open communication between the home and school, we can just about guarantee a successful school experience for your child.

COMMUNICATION WITH STUDENTS/TEACHERS DURING SCHOOL

Teachers and children will be called to the phone only in case of an emergency, as classes should not be disturbed. Children are not allowed to use the phone without permission, and then only in case of an emergency or specific need.

To communicate with your student during the day, please contact the school office by phone or email. The school office will deliver a message to your student at an appropriate time. We do not encourage parents to contact students on their electronic devices. Students may only look at the device before school, before going to recess, and/or at the end of the school day.

To communicate with a classroom teacher during the school day, please email the teacher. He/she will respond at an appropriate time. **Staff are not expected to respond to parent emails or phone calls outside of school hours (7:45am-4:00pm). The purpose of this consideration is to create a healthy balance between work and personal life.**

EMERGENCY CLOSING/DELAY

SMS families will be notified by email through SchoolSpeak of emergency closings and/or delays. Please also listen to local radio stations for information on closings/delays. Closings/delays will also be broadcast on TV stations WCCO 4, KSTP 5, KMSP 9, and KARE 11.

The Melrose Area School District also uses a parent notification system to notify parents of closings, late starts, early outs and other important information. The primary phone numbers that parents provide the school will be notified by this system. It is important to keep St. Mary's School updated on any phone number changes so we can keep you on the notification list.

PARENT DUE PROCESS PROCEDURE

Parents are advised that should a question or problem arise concerning their child, the parent's first responsibility is to contact the classroom teacher to openly discuss their concerns. St. Mary's Catholic School teachers are licensed professionals who are open to parental input and will not treat the child differently in response to expression of concern. A large majority of

all parental concerns can and will be settled quickly and easily by open, supportive communication between parent and teacher.

In the event that open communication between parent/teacher is unsatisfactory, communications should then be directed to the school principal. As a third party in any situation, the principal will work to mediate any potential situation in the best interest of all parties.

If open communication between the parent/school principal is also unsatisfactory, that person must then state their concern in writing and submit to St. Mary's Catholic School's Pastor so that he may address it in an effort to resolve this, and any issue. This written concern will initiate a process, which will work to gather more information and to take corrective action if the situation warrants.

PASS FOR BUS CHANGE

If your child is to ride a different bus or get off at a different stop, they will need to bring a note and get a bus pass from the office. This pass is to be received in the office before 9:00am. The bus driver reserves the right to refuse an extra passenger, which would overload the bus above its legal capacity.



DISCIPLINE

EXPECTATIONS AND DISCIPLINE

The education of boys and girls for responsible citizenship is a shared responsibility of the home and school. The success of the school program depends upon the cooperation of all persons involved in its operation - students, parents, teachers and administrators. School expectations are taught school-wide under the theme of "SMS Spirit". The key to SMS Spirit is the idea that proper behavior needs to be taught and re-taught. Discipline is learned and should be taught in the home, school, and community. As students mature, they should be given increased responsibility consistent with their development level and social maturity. The goal of these guidelines is to develop in our students an understanding of appropriate behavior, so that little external enforcement is required. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Basically, there are three major rules for St. Mary's School. We expect all students to:

- A. Be Respectful
- B. Be Responsible
- C. Be Safe

Although the approach toward discipline at school will emphasize the positive, the focus of this policy is on changing or controlling inappropriate behavior, rather than on punishment. All students will be made aware of the consequences of any misbehavior with fair, firm, and consistent application of the policy. Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Guidelines have been established for expected school behavior. Students must respect themselves, others, and property always and use the rules of common courtesy when interacting with others. Teachers and other staff spend time throughout the year teaching and talking about SMS Spirit. For more description of the SMS Spirit program, see the School-Wide Behavior Plan.

Parent Responsibilities

1. Review the discipline plan each year with your child(ren) and help them recognize the importance of appropriate and respectful behavior.
2. Discuss with your children reasons they may receive a discipline form and help them work on ways to make appropriate choices and decisions.
3. Sign any needed forms and help your children be responsible for returning the forms to school.
4. Communicate and work with school staff to support, encourage, and challenge your children.

Student Behavior

The following are examples of student behaviors that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Students may be disciplined or suspended for any of the following:

- Disrespect, harassment, or bullying
- Cheating
- The use of improper language

- Pushing, shoving, or yelling that is excessive
- Leaving a classroom or school without permission
- Vandalizing, damaging, or stealing school or private property
- Threatening, intimidating, fighting, or causing bodily or mental harm to any person
- Carrying or having a weapon or form of drug in their possession

HARASSMENT GUIDELINES

Harassment is unacceptable conduct that is severe, pervasive, and deliberated. St. Mary's Catholic School will follow these guidelines when responding to any complaint of harassment.

1. Everyone at St. Mary's School has the right to feel respected and safe. These policies and guidelines are to help prevent harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - a. name calling, jokes or rumors
 - b. pulling on clothing
 - c. graffiti
 - d. notes or cartoons
 - e. unwelcome touching of person or clothing
 - f. offensive or graphic poster or book covers
 - g. any words or actions that make a person feel uncomfortable, embarrassed, or hurt ones' feelings.
3. If any words or actions make one feel uncomfortable or fearful, they need to tell a teacher or the principal or submit a written report.
4. The complainant's right to privacy will be respected as much as possible.

SCHOOL BUS CONDUCT AND CONSEQUENCES FOR MISBEHAVIOR

1. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
2. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety employee. Serious misconduct may be reported to local law enforcement.
3. School Bus and Bus Stop Rules: The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
4. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs and belongings to yourself.
 - d. Use appropriate language (no swearing or use of negative language).
 - e. Stay away from the street, road or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. 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.
 - i. No fighting, harassment, intimidation, horseplay, bullying, or hazing.
 - j. No use of alcohol, tobacco, or drugs.
5. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.

- c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs and belongings to yourself.
 - f. No fighting, harassment, intimidation or horseplay.
 - g. Do not throw any object.
 - h. No use of alcohol, tobacco or drugs.
 - i. Do not bring any weapons or dangerous objects on the school bus.
 - j. No movement from seat to seat or standing while the bus is in motion.
6. Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips, or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

1st Notice – Warning

2nd Notice – Assigned Seat

3rd Notice – 3 day Suspension of Riding Privileges

4th Notice – 5-day Suspension of Riding Privileges

5th Notice – 10 day Suspension of Riding Privileges

6th Notice – Suspension of Riding Privileges for remainder of year

PLEASE NOTE: Depending upon the severity of the behavior, administrative discretion may be used regarding issuing consequences.

WEAPONS AND CHEMICAL POSSESSION

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property, on a school bus or at a school event.

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: knives, guns (including pellet guns, BB guns, look-alike guns and non-functioning guns that could be used to threaten, stars, explosives, stun guns, ammunition, or any type of bomb or explosive device. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon. Parents will be called immediately if a child is found with a weapon. If necessary the police will be called.

Possession of a weapon by a student will result in:

- An initial suspension for up to five (5) days
- Confiscation of the weapon
- Contact parent(s)
- Contact with the Melrose Police Department
- A possible recommendation to the Board of Education that the student be expelled for the remainder of the school year.

Chemical Possession or Use: During the entire calendar year, regardless of quantity, if a student is found in possession of a mood-altering chemical or tobacco, a meeting will be scheduled with parents and administration to determine consequences and steps moving forward. The student(s) may be referred to a counselor and will be expected to participate in a program about the effects of mood altering chemicals or tobacco. All violations will be reported to the Melrose Police Department.



EMERGENCY/SAFETY

CHILD ABUSE/MANDATED REPORTERS

Minnesota statute requires that school employees, as mandated reporters, report to the Stearns County Human Service department any suspected cases of child abuse or neglect. Once a report has been made, official representatives of the county Human Service department have the right to and may come to the school to interview the child. The department need not obtain parent/guardian permission.

EMERGENCY DRILLS

Throughout the school year, several emergency drills will be scheduled. Teachers will inform students:

1. Of the exits and/or safe locations they should use for fire, tornado, and ALICE drills.
To move quickly and quietly to designated areas.

FIRE: When the fire alarm is on, staff, students, and visitors are to leave the room quickly, quietly, and orderly. The school personnel that the students are with will lead them outside the building following the assigned route. Once outside the building, students and visitors will be moved a safe distance from the building. Staff, students, and visitors will remain outside the building until the "all clear" signal has been given.

1. Anyone found maliciously tampering with fire alarms will be subject to arrest.
2. If a fire drill should occur while students are in the hall or restroom, the students should go to the nearest exit and report to an adult.

TORNADO: Staff, students and visitors are to move quickly to the area designated for the classroom. All persons are to remain in the assigned area until the "all-clear" signal has been given.

ALICE/LOCKDOWNS: In situations that require the securing of our schools, St. Mary's will use the **ALICE** method. **ALICE** stands for: **Alert, Lockdown, Inform, Counter, and Evacuate**. Using the ALICE method will teach our students and staff in the event an armed intruder enters our school. They:

1. Listen carefully to their teacher's directions
2. Get to and/or remain in a secure area until it is safe to evacuate
3. Should an intruder evade their area, apply skills to distract, confuse, and gain control
4. As soon as it is safe to do so, evacuate

St. Mary's School will also hold soft lockdowns in the event that the school itself is not in direct harm but an event may be occurring in the area. All students and staff should immediately report to a secure location, lock doors, and continue with educational activity until an administrative "all clear" is given.

EMERGENCY CONTACT INFORMATION

Emergency contact information is kept on file through our parent portal, SchoolSpeak. This is used in case of an accident or other emergency. If any information changes during the school year, including your addresses or phone numbers, please call or email the school office and update your profile on SchoolSpeak.

EMERGENCY OPERATIONS PLAN

St. Mary's Catholic School has an emergency operations plan to address most emergency situations. Each staff member has one available in his/her work space. A copy is available on SchoolSpeak and in the school office if parents wish to review the plan. The school has 2 designated relocation sites to bring students if students and staff need to be removed from the building. These sites are: True North Marketplace/Cornerstone Cafe and Melrose Bowl.

EMPLOYEE BACKGROUND CHECKS

Currently, it is mandated that all schools in the St. Cloud Diocese must perform criminal background checks on all employees as well as volunteers who have regular or unsupervised contact with minors. The following positions at St. Mary's School are subject to mandatory background checks:

Administrators, Administrative Assistant, Teachers, Substitute Teachers, Specialist Teachers, regular Volunteers, Athletic Coaches, Paraprofessionals, Food Service Personnel, and Custodial Service Personnel.

SCHOOL PATROL

Children who walk to and from school are to cross only at corners where the school patrol is present. The Melrose Police Department or the Highway Patrol may swear in 5th and 6th grade boys and girls, with their parents' permission, as patrol members. Children are expected to obey these patrol members when they are functioning in their official duty.



HEALTH/WELLNESS

HEALTH SERVICES

Services of a school nurse are provided by the Melrose Area School District. Health records are kept on all students as required by law. Records must be current regarding booster shots, illness, surgery, allergies, or asthma. Any special health problems of the child should be known so that adjustments, if any, can be made in the classroom setting.

HEAD LICE

Head lice infestation (pediculosis) is a widespread problem. We want to work with parents to control this potential nuisance. When school personnel verify a case of lice, the child's parent/guardian will be asked to come to school and take the child home. Students found with lice will be excluded from school until treatment has occurred. Written or verbal verification is needed from the parent that treatment has been completed. If the school sees a growing number of head lice cases, a letter will be sent home to all parents in a class or grade. Please see the Minnesota Department of Health informational sheets on Head Lice posted on SchoolSpeak under Handbook-Medical Forms.

HEARING/VISION SCREENING

Students in kindergarten-sixth grade all have their hearing and vision screened in the fall of the year. Parents will be contacted if their child has a suspected hearing or vision loss.

ILLNESS AND ACCIDENTS

If your child becomes sick or is injured at school, we will make every effort to notify you immediately. In case we cannot contact you in an emergency, we will call the person you have indicated, or if necessary, your family doctor.

Please DO NOT send your student to school on days when any of these symptoms are present:

- Fever of 100 degrees or more
- Vomiting
- Diarrhea
- Inflammation, crusting, or redness of the eye
- Any contagious or infectious disease of the skin, mouth or eyes or unidentified rash
- Chronic cough
- Sore throat with fever and/or swollen glands
- Heavy nasal discharge/mucous-any color (the first two to three days of mucous are contagious)
- Taking prescription medication such as antibiotics for contagious illnesses must be taken for a full 24 hours before returning to school.

A child with a temperature of 100 degrees or greater, or a child that is vomiting must be picked up by a parent/guardian as soon as possible. In addition, a child must be fever-free (without the use of fever reducing medicine) for a period of 24 hours before being allowed to return to school.

On occasion, episodes of biting occur in the school setting. Because of the potential of exposure to contagious illnesses, the school plan is to notify the parents of the students involved. When a biting incident occurs, the school may recommend contacting your student's physician for his/her input. The potential exists for exposure to blood and body fluids by all students.

A child may not be given any medication without the permission of the parents, and in the case of prescription medicine, at a doctor's written request.

MEDICATION/FIRST AID

The school is supplied with first aid materials by the Melrose Area School District in case of need. The staff have been trained in basic first aid and CPR.

If parents send prescription medication to school, it must be accompanied by a prescription for all prescribed medication to the **teacher** and the **office** stating the times and amount of medication the child is to take. The school is not permitted to give any type of medication to children without written permission. Students who are taking over the counter medication need a signed "medication release" form on file in the office. Please see SchoolSpeak under Handbook Medical Forms or ask in the office for a release form.

PRESCRIPTION MEDICATION MUST BE IN A PRESCRIPTION BOTTLE INDICATING THE NAME OF THE MEDICATION, DOSAGE, DATE, CHILD'S NAME AND DOCTORS NAME. All druggists know this law and will make duplicate containers available if necessary.

All medication must be kept in the school office. NO medications, including cough drops, ointments, or over the counter medications are allowed in the student's possession.

SOCIAL WORK SERVICES

The School Social Worker, one part of the school district's auxiliary services to students, is primarily interested in those children who are having difficulties, which are interfering with their learning, their attendance, or their social adjustments. If you feel your child is not making the best use of his/her potential or the available resources within the school setting and would like to have an opportunity to talk with the school social worker, please consult the principal.

WELLNESS

St. Mary's promotes healthy eating and physical activity. We encourage all students to make age appropriate, healthy selections of food and beverages, including those brought for snack and classroom celebrations. Children need access to healthy foods and opportunities to be physically active to grow, learn, and thrive.



TECHNOLOGY/ELECTRONIC MEDIA

ELECTRONIC MEDIA

Cellphones, Apple Watches, iPads, etc. are to be silenced and in backpacks during school hours. St. Mary's School is not responsible for damage or loss of this equipment. If any student is found using an electronic device from home during class time, the device will be taken and the item will be returned at the end of the day. Students may look at the device before school, before going to recess, and/or at the end of the school day. If you want to make sure your child gets your messages during the school day, call or email the office. If students are found using devices more than 3 times, they will be banned from bringing the device to school.

TECHNOLOGY/INTERNET USE

St. Mary's School recognizes that it is the student's responsibility to use the internet appropriately. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Every family must read the Technology Guidelines and complete the consent form by having parents and students sign. This is done annually. Failure to follow the rules listed on the guidelines will result in restriction and/or suspension of computer lab privileges and may involve further consequences.

DEVICES

All students in Little Saints & Kindergarten will have individual access to technology devices in their classrooms and home use for distant learning. Students in 1st through 6th grade will have their own Chromebook at school and the ability to bring it home during distant learning or if otherwise specified by SMS. All students will also have access to the computers in the library.

Students are responsible for the general care of all technology devices which have been issued by the school. iPads and/or Chromebooks that are broken or fail to work properly must be taken to the Media Specialist. The apps and operating system originally installed by SMS must remain on the iPad or Chromebooks in usable condition and must be easily accessible at all times. The Media Specialist is the only person allowed to add additional apps or perform any upgrades.

The use of the SMS technology resources is a privilege, not a right. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any conditions named in the Technology Agreement, privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action shall be applied.



MISCELLANEOUS

ASBESTOS/PEST CONTROL NOTIFICATION

St. Mary's School is inspected for asbestos every three years under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). Some asbestos-containing building materials are found to be present in the school building. A management plan detailing the location and description of ACM's has been submitted to the Minnesota Department of Education and is available for your viewing in the school office. St. Mary's Catholic School is inspected by a certified Asbestos Building Inspector.

Minnesota law requires nonpublic schools to provide notification to parents when pesticide applications will be done. All pest control materials are chosen and applied according to label directions per Federal law. We make every attempt to have the applications completed when students are not in the building. See Minn.Stat. §121A.30.

BIKES, ROLLERBLADES, AND SKATEBOARDS

Bikes, rollerblades, and skateboards may be used for transportation to school. However, bikes must be parked and secured in the bike rack provided near the school. Students using rollerblades must remove them prior to entering the building. Skateboards must be carried once students reach school property. Rollerblades and skateboards are to be stored in the principal's office. St. Mary's School is not responsible for lost, stolen, or damaged items.

FUNDRAISING

To ensure success at St. Mary's School, we need our families and faith community to donate their time, talent, and treasure to our school. Fundraising is an essential part of meeting our annual budget and ensuring that a solid Catholic education is affordable for our families. St. Mary's School offers multiple fundraising opportunities throughout the year, including the following options that don't cost our families any additional money:

ARVIG, AMAZON SMILES, BOX TOPS FOR EDUCATION, COBORN'S MORE REWARDS PROGRAM

If you're an Arvig Internet customer, sign up for the School Partnership Program and Arvig will donate \$1.00 each month to St. Mary's School at no additional cost to you. Since 2010, Arvig has donated more than \$360,000 to local schools through their School Partners. <https://arvig.net/supportyourschool>

Amazon offers a sponsorship program; simply select St. Mary's School as your favorite charity to start generating donations, at no cost to you. <https://smile.amazon.com/>

Scan your store receipt with the Box Tops mobile app to identify participating products and instantly add cash to your school's earnings online. <https://www.boxtops4education.com/>

Coborn's More Rewards Program is available by signing up at <https://www.morerewards.com/> and indicating St. Mary's School as the recipient of your reward points.

SMS\$4KIDS (SMS Cash for Kids)

In October 2012, St. Mary's School launched a new and improved SMS\$4Kids program for St. Mary's School. With this program you can shop locally and/or 100's of national brands. SMS\$4KIDS is done in partnership with Great Lakes SCRIP Center (GLSC). Every purchase means more for the students of St. Mary's School - more technology, more library books, more tools for learning, tuition rebates, etc. Please support this program. <https://www.shopwithscrip.com/>

LOST AND FOUND

A box of lost and found articles will be kept in school. Please encourage your child to claim their belongings. The child's belongings are to be clearly marked with their name. This is especially true of boots, caps, and mittens.

At the close of the year, all unclaimed goods will be donated to charity. At the parent-teacher conferences, the box will be put out. The school is not responsible for money, clothing or personal belongings that are missing or lost. The school discourages keeping valuables in the child's desk.

MONEY

Families should use an envelope when sending any money to school. A used envelope is fine. Please have the child's name, amount enclosed, and intention for the money written on the outside of the envelope. Please send separate checks for tuition, lunch, and other payments.

RECESS

The purpose of the recess period is to provide the child with an opportunity to get exercise, to learn group cooperation, and to develop skills in various games and sports. We require all children to spend recess periods in open air and to participate in games and sports. During cold weather, a child is expected to dress accordingly so that there should be little reason why a recess period cannot be taken outside, or to participate in games and sports. Indoor recess may be held on days of inclement weather, or when the temperature or wind chill is -10° or colder.

If, for a good reason, a child is unable to go outside, or to participate in sports and games, a written excuse is required. However, we caution against being over-protective of the child in this matter. A child who is well enough to come to school should be well enough to spend a few minutes out in the fresh air.

****Parents will again not be assigned playground supervision for the 2021-2022 School Year.**

SCHOOL BAGS/BACKPACKS

We ask all the children to carry their books in a plastic or cloth bag of some kind. It is imperative that each child's bag is labeled and used daily. Children must care for the books they use and pay fines if they are damaged. If a book is lost or damaged, the child will have to pay the purchase price to replace it.

SCHOOL DRESS CODE

Good taste in dress is an important part of a wholesome classroom environment. No specific uniform is required at St. Mary's School. Clean clothes that are neat and well-fitting are expected. Clothes must be modest and provide sufficient coverage.

1. All students are asked to dress appropriately for masses on Fridays. Nice pants, shirts, skirts, and/or dresses. No shorts are allowed at mass; students who arrive at school on a mass day with shorts on will need to call a parent to deliver pants to school before mass OR wear a pair of pants provided by the school. Students may change clothing after mass.
2. In the spring, students will be notified when conditions warrant the wearing of shorts. In the fall, shorts are allowed as long as weather permits.
3. Shirts which are see-through or low cut in the neck or armhole are not permitted. Bare stomachs, spaghetti straps, and inappropriate messages on shirts are not acceptable.
4. Hats, caps, and hoods are not permitted indoors. They may be worn on the playground.
5. Boots are required for recess during the winter months.

SCHOOL LUNCH/FEDERAL EDUCATION FUNDING

St. Mary's School lunches are catered daily by True North/Cornerstone Restaurant. Nutritious meals are served every school day.

Lunch Prices:

Paid Lunches Pre-K-6:	\$3.20	Milk (with cold lunch):	\$0.40
Reduced Lunches:	\$1.60	Milk (for morning snack):	\$0.40
Free Lunches:	\$0.00	Adult/Guest/Staff Lunch:	\$4.25

Students are taught appropriate expectations for the use of the cafeteria during lunch. The following lunchroom zone SMS Spirit expectations are taught and students are required to follow them.

- Use quiet voices (0, 1, 2)
- Keep hands, feet and tray to yourself
- Calmly wait your turn in line
- Clean up after yourself - stack trays
- Show good table manners
- Walk at all times
- Stay at your table until dismissed

Milk is included in the price of a hot lunch ticket or is available for purchase for those who bring a lunch from home. Students may not bring pop or flavored drinks to school as their lunch beverage unless designated for special events.

- Allowed: water or seltzer water, without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners.
- Not Allowed: soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine.

Federal Education Funding

In Minnesota, Title I Service money is designated based on the number of Free and Reduced Lunch Program participants a school has. Although St. Mary's Catholic School doesn't participate in the state-funded lunch program, we still have the opportunity to receive Title I Services if our families who would qualify for this program complete the paperwork necessary for our school to receive the services. (St. Mary's Catholic School does offer free and reduced lunch options for families; the school budget covers this cost for families who qualify.) If your family's income falls within the guidelines on the following page, PLEASE complete the form included in your Open House packet or print the form from SchoolSpeak so we can receive federal aid for Title I Services, regardless of if your family chooses to participate in the free/reduced lunch program.

Maximum Total Income to Qualify for Federal Education Funding-2021/22 School Year

Household Size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	23,828	1,986	993	917	459
2	32,227	2,686	1,343	1,240	620
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	81,621	6,886	3,443	3,178	1,589
Additional	8,399	700	350	324	162

Free/Reduced Lunch

- If you have a modest income and/or a large family, you may qualify for free or reduced-priced lunches. Many St. Mary's Catholic School families unknowingly don't apply for this benefit because of mistaken assumptions about income levels.
- Please do not hesitate to apply at any time due to family situation changes, financial changes, or additions to the family. It takes less than 5 minutes to apply; our school is actually helped if you use this program as Minnesota designates its Title I Service monies based on the number of Free and Reduced Lunch Program participants a school has. Applications are available from the school office and can be made at any time during the school year.
- Families must reapply yearly to determine eligibility for the free and reduced lunch program.

SNACKS/BIRTHDAY CELEBRATIONS

Please encourage healthy snacks for daily snack time and birthday celebrations. If children wish to bring a treat for the class to celebrate their birthday, it must be wrapped individually or store bought; homemade items are not allowed. Contact the classroom teacher regarding any potential food allergies in the classroom.

TOYS

Toys should be left at home except for specific "Show and Tell" items and items permitted by the classroom teacher. The school is not responsible for non-permitted items that are lost, stolen, or damaged.

VOLUNTEERS

Volunteers are a vital part of St. Mary's School. Volunteers are encouraged to sign up in the fall of the year or anytime during the school year if they have time to offer to the school. The volunteers who have worked in our school during the past years have contributed greatly to the success of the students and the school. We will be looking forward to working with them again this year. If you would like to volunteer in any area of the building, please contact the principal.