

## 2010 – 2011 Parent and Student Handbook - Table of Contents

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2010 - 2011

## Welcome to St. Croix Catholic Preschool, Elementary and Middle School

St. Croix Catholic School educates children in preschool through eighth grade. Our families come from the parishes of St. Michael and St. Mary in Stillwater, St. Charles in Bayport, as well as from the extended Stillwater community.

The staff, parents, and students work together to create a nurturing, safe, healthy, Christian environment at St. Croix Catholic School where children can realize their full potential. Ongoing communication between families and staff is very important in order to maintain this environment.

This St. Croix Catholic School Parent Handbook is intended to provide the school community in grades kindergarten through eighth grade information about expectations, policies, and programs. Please read through the Handbook prior to the beginning of the school year. If you have questions concerning the information presented in the Parent Handbook, please contact Principal Cressy Epperly at 651 439-5581, extension 238.



*Each year Catholic Schools around the nation adopt a theme. This year's theme is "Catholic Schools: A+ for America." The theme celebrates the fact that Catholic schools are an added value for the nation. Because of their traditionally high academic standards and high graduation rates, all supported by strong moral values, Catholic schools and their graduates make a definite, positive contribution to American society.*

*Catholic schools give a high level of service (the A+ level) to local communities. Giving back to the community" and "helping others" are values instilled in every Catholic school student. Catholic schools give a high level of service to the nation (the A+ level) by serving students from all economic backgrounds and giving them a strong academic and moral foundation, allowing them to succeed in life, serving in government, industry, business, non-profit and education.*

## OUR MISSION STATEMENT

Formed by the parishes of St. Charles, St. Mary, and St. Michael, St. Croix Catholic School integrates the Catholic faith with high academic standards, thus developing the whole child in preparation for a successful and fruitful Christian life.

## OUR PHILOSOPHY OF EDUCATION

At St. Croix Catholic School, the teaching of the Catholic faith is an essential foundation for the students' moral and spiritual development. With Jesus Christ as their role model, the students learn and develop respect, self-discipline, compassion, and integrity, which naturally lead to academic success. The school respects the rights and responsibilities of parents as the primary educators of their children. Cultural and ethnic diversity is appreciated and valued. To achieve effective learning and develop God-given talents, teachers work with students' various learning styles. Through each graduate of our faith-based school, we offer the world the light and hope of Christ.

## STATEMENT OF CATHOLICITY

Central to the education at St. Croix Catholic School is its Catholic identity. This identity directs that education is not limited to the proper refinement of the intellect, but also it must enable the character of the entire person through moral formation and intimate participation in a Catholic Community.

- The formal instruction of students in their faith is a key component of their education and is part of the daily schedule. St. Croix Catholic School exceeds the Archdiocesan Religious Standards.
- St. Croix Catholic School staff includes religious sisters from the Dominican and St. Joseph orders. All three parish priests are visible and accessible at the school and involved in classroom teaching.
- Faculty and staff receive in-service training in Catholic doctrine, attend retreats and participate in on-going continuing education and faith formation. The result of this is the passing on of the rich tradition of the Catholic faith.
- Students are encouraged in moral formation through the *Discipline With Purpose* program, a faith-filled discipline program that attempts to gently open hearts to good behavior and encourages the treatment of each person as an image of God.
- Students are encouraged to develop their own personal prayer lives and participate in social service projects, reaching out to those in need.

## ACCREDITATION

St. Croix Catholic School is accredited by the Minnesota Non-Public School Accrediting Association (MNSAA). St. Croix Catholic School was reviewed for renewal of our accreditation during the 2008 – 2009 school year. The school is accredited through June 30 of 2016 and is subject to an annual review of our continued adherence to high standards throughout the period of accreditation.

The renewal process includes an extensive self study and the development of a strategic improvement plan and concludes with a three-day onsite visit conducted by a team of education professionals approved by MNSAA. The team completes a thorough review of the school's self study and strategic improvement plan and interviews faculty, staff and several other stakeholders. The team reports back to the MNSAA Board of Directors who then rule on the status of our accreditation. This formal accrediting process takes place once every seven years. Annual reports are filed by the school administration updating the MNSAA on our progress towards meeting the goals of our strategic improvement plan.

Curriculum evaluation is an ongoing process. Programs are selected after careful study and consultation on the part of staff. Curriculum review is an integral part of the accreditation process.

## GENERAL SCHOOL INFORMATION

### School Office Hours

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The school office is open for business from 8:00 am to 4:00 pm Monday through Friday. Voice mail is available for messages before and after school hours. If you leave a message, someone will contact you as soon as possible.

### Daily Schedule

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7:00 AM	Creative Kids Club Childcare before school program opens.
8:00 AM	Office opens.
8:40 AM	Students may enter the school building. Middle School students may proceed to the Middle School Commons. K – 5 students will wait in designated areas.
8:45 AM	K – 5 students are dismissed to classrooms.
8:55 AM	School begins. Students must be in their seats and ready for attendance. (Students not in their seats at 9:00 AM are considered tardy and must get a Late Pass from the office.)  Morning Prayer and announcements (on non-Mass days)
11:31 AM – 1:20 PM	Lunches and Recess
3:30 – 3:35 PM	Dismissal Creative Kids Club Childcare after school program begins. Car Riders and walkers dismissed Bus Riders dismissed
4:00 PM	Office closes.
6:00 PM	Creative Kids Club Childcare Program closes.

### Arrival and Dismissal of Students

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#### **Morning Supervision of Students**

Morning supervision of students begins at 8:40 AM. Unless prior arrangements have been made, families who must have their children at school on an occasional basis before 8:40 AM should enroll K – 5 students in Creative Kids Care Childcare. Parents of Middle School students who must arrive before 8:40 AM should notify Principal Cressy Epperly (ext. 238) to make arrangements.

#### **Street Crossing and Safety Patrol**

Students are to cross the streets when the safety patrol is on duty from 8:40 AM to 8:50 AM and from 3:30 PM to 3:35 PM at the intersections of 3rd and Willard, and 4th and Willard. *Students and adults should not cross 3rd Street in the middle of the block.*

#### **Drop Off/Pick Up by Car**

For the safety of students drop-off and pick-up of students by parent vehicles takes place in the front of the school on the east side of Third Street between Willard Street and Walnut Street. Please remain in your car and move forward as directed by staff and/or parent volunteer traffic controllers.

In the morning: Please unload quickly. Student patrols, parent volunteers, and/or staff members are available to help younger children.

In the afternoon: Students will be instructed to exit the school quickly and walk to the sidewalk in front of the church. Staff or parent volunteers and patrols will assist children getting into vehicles. Once students are in the vehicle, please wait for a traffic controller to signal when it is safe to pull out into traffic.

If you prefer to park and walk to the front lawn of the school to meet your children, please find parking off the immediate block of the church and school. Some suggestions: streets near the Historic Courthouse, streets south of the Willard and Third Street intersection, streets north of the Walnut and Third Street intersection or the west side of Third Street. PLEASE REMEMBER: it is extremely important that no one tries to cross Third Street in the middle of the block. Please use crosswalks only. The crosswalk at Third Street and Willard Street will have an adult traffic controller and student patrols. If you plan to use the north end crosswalk (near Third and Walnut Streets), please plan to escort your children.

For safety reasons, please do not drop off students in the church parking lot. This lot is reserved both morning and afternoon for bus drop-off and pick-up only. Students are instructed to never cross in front of and between buses. Bus drivers have difficulty seeing students crossing in front of and between buses.

Pick-up of half-day kindergarten students will take place at 12:05 PM on Third Street in front of the school as well.

### **Arrival by Bus**

Buses arrive around 8:50 AM and leave around 3:40 PM. The drop-off and pick-up location is at the gymnasium entrance in the back of the school (the east side) by the parking lot.

### **No Bus Days and Mornings**

The Stillwater School District has scheduled several late start days for the purpose of teacher workshops. St. Croix Catholic School **does not** follow this schedule. On these days, school will begin at SCCS as usual at 9:00 AM; however, no morning busing will be available. Parents will be responsible to transport students in the *morning only* on the following days: *September 21, October 25, December 2, February 22, March 2, and May 20.*

St. Croix Catholic School also has several days when SCCS is in session and Stillwater schools are not. On these days, school will begin at SCCS as usual at 8:55 AM; however, no morning or afternoon busing will be available. Parents will be responsible to transport students *in the morning and in the afternoon* on the following days: *August 30 through September, November 11.*

### **Bicycles, Skateboards, Rollerblades, Scooters**

In the interest of safety for all, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students may not ride their bicycles to school. All other students riding bicycles to school must wear helmets. It is very important that students lock their bicycles.

The use of skateboards, rollerblades, scooters, hee-lies and similar items is not allowed during school hours and on school grounds. Students who need to bring these items to school for after school activities should store them in a locker or in the office.

### **Parking**

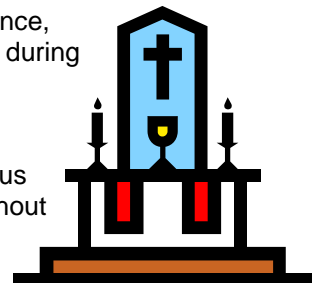
Parents are asked to use the Third Street entrance when visiting the school. Parking is available on side streets and at limited times on Third Street. On Mass days, parents may park in the back parking lot in the playground area as long as the cars are moved immediately following Mass. After Mass the playground area will be blocked from cars and parking. Also in the north end of the parking lot, the first row (west) of parking spaces is to be kept for Parish staff and Parish visitors. Please observe this request.

## **Daily Prayer and Weekly Worship**

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Prayer is an integral part of the school day. Each day begins with a prayer, the Pledge of Allegiance, and daily announcements broadcast over the PA. Any parents or visitors present in the building during this time are invited to participate.

With a few exceptions, students attend Mass on Wednesdays at 9:10 AM. PLEASE JOIN US! Students sing, read, and help plan these joyful Masses. Students and faculty celebrate the various seasons of the liturgical calendar as a Christian community. Prayer services are planned throughout the school year in alignment with the Liturgical Year.



## Emergency/Winter Weather Closings and Late Starts

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SCCS will be closed if District #834 schools (Stillwater Area) are closed. If school is closed or delayed in starting, the District Superintendent will authorize radio and television announcements on WCCO radio (830) and area television stations. The announcement will be for Stillwater schools or District #834 schools. This will always include St. Croix Catholic School; however, SCCS **may** not be specifically listed. Early closings and late starts will also be posted on our website, [www.stcroixcatholic.com](http://www.stcroixcatholic.com).

If School District #834 schools are dismissed early because of weather conditions, SCCS will also close early. Early closings will be posted on our website, [www.stcroixcatholic.com](http://www.stcroixcatholic.com). The school will be staffed until the last student is safely picked up.

## Attendance

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### Absences

Excessive absence hinders a child's academic and emotional growth. Studies indicate significant correlation between student absences and lower achievement. Excessive absences often result in poor school work. Parents are urged to have their children attend school regularly, unless ill.

- Each morning of a student's absence, a parent/guardian must notify the school office by 8:55 AM. Parents may utilize voice mail before and after regular office hours. Requests for homework must be made to the student's teacher(s) or the school office by 10:00 AM.
- A parent/guardian should notify the health office in writing, giving the student's name, date, days of absence, and the reason for absence, upon the student's return to school.
- A student must do all make-up work due to absence.
- As a general rule, students may not participate in extra-curricular activities on the day of an absence.
- If the absence is due to work, travel, or a reason other than illness, the parent/guardian should notify the school prior to the absence.
- Students may leave school grounds only for approved appointments or family arrangements. To do this, students need a written note from a parent. This note should be brought by the student to the school office by 9:10 AM on the day of the departure. For the safety of all students, parents are asked to wait in the office when picking up students during the school day. Students will meet them in the office to sign out. Upon returning to school, students are to sign back in.
- All students are expected to be present and punctual for classes throughout the school year.
- Students coming or returning to school after the 8:55 AM start bell must stop in the office for a pass to class.

### Excused Absences

Excused absences include a parent or doctor verified illness, family emergencies, unavoidable medical and dental appointments, pre-arranged family vacations, extreme weather conditions, court appearances, and exceptional circumstances. When possible, please try to schedule routine doctor and dental appointments during non-school hours.

### Unexcused Absences

An absence is unexcused if the Health Assistant is unable to verify an acceptable reason (see above) for a child's absence. Examples of unexcused absences include: visiting friends, oversleeping, shopping, missed bus, needed at home (for example babysitting), no call or note from a parent, and family vacations not pre-arranged with the teacher and office.

### Sports Related Absences

When a student is involved in an SCCS sponsored sport (through the Catholic Athletic Association), a school sponsored extracurricular event, or an SCCS approved District 834 after school sport, an absence or early dismissal for the purpose of participating in this activity will NOT be counted as an absence – the student will be counted as present. An absence or early dismissal for any other sporting event, including an early dismissal for a sibling of a participating student, will be counted as an excused absence.

## When to Keep an Ill Child Home

Many parents wonder what guidelines to use when deciding whether or not to send a child who has been ill to school. If your child has any of the following symptoms, he or she should be kept at home:

- Fever
- Diarrhea
- Vomiting
- Rash that is spreading
- Eye drainage
- Difficulty breathing
- Uncontrolled coughing



## Tardiness

Students who are not in their classroom at 8:55 AM are considered tardy and must report to the school office for a late pass prior to admission to class.

A tardy is considered excused if the child is late because of illness, an unavoidable doctor or dentist appointment, or a family emergency.

Examples of unexcused tardies include: oversleeping, missed bus, doing homework, going out for breakfast, parent drove and is late, waiting for uniform to be laundered, traffic, etc.

A Middle School student will be marked as unexcused tardy if he or she is not in Advisory at 8:55 AM. As an example, this situation can occur if the student is at school in time, but is lingering in the hallway, at a locker, or in the restroom.

## Excessive Absences and Tardies

Parents will be contacted when a student is absent and/or tardy excessively. Excessive absence or tardiness is defined as: 1) three or more consecutive days of absence, 2) four or more days of absence in a month, or 3) six days of absence in a year.

## Truancy Laws

Minnesota truancy law states that any elementary child missing three full days without a valid excuse is considered "continually" truant. If a middle school or junior high student misses three or more class periods in three days, he or she is considered "continually" truant. A "habitual" truant means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle or junior high school. The names of truant children must be referred to the designated public school official.

## Requesting Homework

If your child is absent because of illness two or more days, you may want to pick up his or her assignments. You can also ask to have the work sent home with a sibling or neighbor. To do this, please leave a message on the teacher's voicemail or e-mail letting him or her know that you would like to pick up homework, when you will pick it up, or name a sibling or neighbor that can bring the work home.

You can also call the office and leave the same information. The information will be promptly passed on to the teacher. Please call before 10:00 AM so that the teacher has time to get work together during his or her prep time.

## When Your Child Comes to School Late

Students are expected to be in their classroom by 8:55 AM. If your child will be arriving late, please call the office at 651 439-5581 to notify the school.

When the student arrives, he or she should check in at the office. Please either accompany your child or send a note explaining the reason for the late arrival. Your child will receive a pass to give to his or her teacher for admittance to class. He or she will also be asked to give a lunch choice. Students who are returning from a medical or dental appointment should bring a note from the doctor or dentist's office verifying the appointment. Middle School students should give the pass to the teacher of the class he or she is in at that time.

A late bus is not counted as a tardy.

## Early Dismissal

If your child must be dismissed from school early because of an appointment or family obligation, please send a note indicating the reason and the time he or she will be picked up.

Your student should show this note to the teacher at the beginning of the school day and will then be sent to the office to receive an Early Dismissal Form to return to his or her teacher.

For the safety of all students, please come to the office to pick up your child. If he or she is not yet waiting for you in the office, an office staff member will call the student's room to let the teacher know you are waiting. All students leaving early must sign out in the office.

## Family Vacations

The school encourages you to plan family vacations during non-school times. If this is not possible and your child/children will be missing one or more school days, please notify both your child's teacher and the school office in writing at least a week in advance. Please see the Vacation Homework Policy for Intermediate and Middle School students on page 18.

## Hot Lunch Program

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St. Croix Catholic School has an excellent hot lunch program. Students choose from two complete lunch lines that include milk. Those who wish may bring a bag lunch and purchase milk for 45¢. Lactose reduced milk is available upon written request. With one day notice, the kitchen will also pack a bag lunch for a student going on a field trip.

The lunch program is computerized. Each student has an individual lunch account with a unique "PIN" number which he or she enters into the computer while proceeding through the lunch line. When the balance of the account is low, the computer operator will inform your child. Although each student has an individual lunch account, you can write one check to SCCS to be allocated among lunch accounts for all of your children. A deposit form for this purpose is available at Registration, from the school office, or can be printed from the website, [www.stcroixcatholic.com](http://www.stcroixcatholic.com). It can be found under the Lunch link on the SCCS Parent page.



You can find information on your child's lunch account balance by accessing the PowerSchool online program. Student account numbers will be available during Registration.

## Parents as Lunch Guests

Parents and younger siblings are welcome to join their student for lunch. Please send a note with your lunch choice to your child's teacher or call the office by 9:30 AM to let us know you will be dining with your child. Note that lunch may be served earlier on days with special events.

## Lunch Prices

All Grades K - 8	\$ 2.60 daily
Milk	45¢
Adult Guest Lunch	\$ 3.60
Child Guest Lunch	\$ 2.85

(Lunch prices are subject to change due to changing food and fuel costs.)

## Student Lunch Prices by Number of Days

1 week (5 days)	\$ 13.00
2 weeks (10 days)	\$ 26.00
4 weeks (20 days)	\$ 52.00
yearly (172 days)	\$ 447.20

## **Free and Reduced Lunch Program**

Information on free and reduced price student lunches will be available in registration packets or in the school office during the year. We encourage you to apply if you feel you may qualify. This not only helps your family budget, but it may also help the school to qualify for additional funding in other areas. You may apply anytime during the year if family size or income changes. No child is discriminated against because of race, color, national origin, age, gender, or disability in determining eligibility for the free or reduced lunch program. If you should have any questions regarding eligibility, please call the Principal.

## **Lunch Menus**

Lunch menus are sent home monthly with your youngest child attending SCCS and are posted on the SCCS website at [www.stcroixcatholic.com](http://www.stcroixcatholic.com). With few exceptions, students are offered two choices for lunch. Lunch count is taken in the classroom each morning and your child can sign-up for either of these choices or milk only.

Occasionally the menu may indicate School Made Bag Lunch. On special days such as Grandparents' Day or Carnival Day, students may eat at an earlier time and there will be only one choice – a school made bag lunch. If students choose to buy lunch on those days, they will be offered a choice of sandwich along with fruit, raw vegetables, milk and a dessert.

## **Visitors to School**

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All parents/guardians or visitors must sign in at the school office before going to a classroom. Visitors who wish to observe a classroom should make an appointment with the Principal who will then contact the appropriate teachers.

## **Telephone Usage**

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Students may use the telephone in a classroom with teacher permission or in the office if the call is URGENT. (Missing work, forgotten items, and calls to ask for permission for after-school events is NOT URGENT.) Students must have permission from a teacher or office staff member to use a telephone.

## **Cell Phone Use**

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In this technological age, many students have access to cell phones. SCCS recognizes that this is understandable, especially in terms of student safety outside of the school day. However, during the school day, cell phones can cause a disruption to the learning environment. (Examples include: cell phones ringing during class, students asking to be excused from class and proceeding to make cell phone calls, text messaging during school hours, etc.)

To eliminate these disruptions, SCCS has adopted a policy regarding cell phones in school. Students are not allowed to use cell phones during the instructional day. Cell phones must be turned off and stored in the student's locker or coat area during the instructional day. Staff will confiscate cell phones used during the instructional day and bring them to the school office. The student must see the Principal at the end of the school day to retrieve a confiscated cell phone and the parent/guardian will be called.

St. Croix Catholic School is not responsible for lost, stolen, or damaged cell phones.

## **Messages**

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Parents are asked to thoroughly read the Parent Handbook, the FYI, report cards, notes from teachers, permission slips, etc. and respond back promptly when necessary. Many teachers also post newsletters or forms on the website, [www.stcroixcatholic.com](http://www.stcroixcatholic.com).

Please limit messages to your child to urgent matters only. It is disruptive to classes and time consuming for office staff to locate individual students during the school day. If at all possible, messages should be called in BEFORE 3:00 PM or earlier. We cannot guarantee that messages for students received after 3:00 PM can be delivered.

## After School Events and Arrangements

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When an activity does not begin immediately after school, it is important that parents make arrangements for their children. Generally, students should report home and return at the appropriate time unless parents make other arrangements. Students are not allowed to roam the school, play in the gym, or remain outside on school grounds unsupervised until event time.

If students are in or around the building after 3:45 PM and no arrangements have been made with a staff member, the child will be taken to Creative Kids Club Childcare and the parent will be billed for the drop-in rate.

## Building Use

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Any person or group can request to use the St. Croix Catholic School facility during non-school hours. School related and sponsored activities are not charged a fee. Other activities will require a fee and proof of insurance. To inquire about building use, please contact Diane Ktsanes in the SCCS office at 439-5581, ext 232. You will be asked to complete an application for use of the facility.

## Money Sent to School

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Money sent to school with your child should be placed in an envelope and labeled with the student's name, teacher's name, and the purpose for the money. That way, if it is lost, school staff can return it to the right student.

## Valuables, Electronic Devices, and Prohibited Items

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The school does not assume responsibility for damage to or loss of personal possessions. Items brought to school for non-educational purposes should remain in the student's backpack.

The following items are not permitted in a student's possession on school grounds:

- Simulated/toy weapons
- Matches and other incendiary devices
- Any item which jeopardizes health, safety or the opportunity to learn.

The following items are prohibited in classrooms, but may be stored in lockers or the office for use after school off of school grounds:

- Electronic games, radios, CD players, MP3 players, iPods
- Specialty cards such as Pokémon
- Videos, cell phones, and beepers

If these items are in a student's possession during school hours, they will be confiscated. Items brought to school in violation of this provision will be confiscated and returned only after a conference between the student and Principal has taken place.

## Lost and Found

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The school maintains a Lost and Found for items separated from their owners. The cabinet can be found on the main level of the school in the hallway leading to the Primary classrooms. A group of volunteer parents periodically sorts and cleans out this closet. Please be sure to put your child's name on all of his or her belongings. That way the volunteers can easily return the item to its owner. Smaller found items such as glasses and jewelry are kept in the office.

## Elevator use

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The St. Michael's/St Croix Catholic School campus has two elevators available. These elevators are not for general use by students, but may be used by students who have a medical reason or in cases when a heavy musical instrument must be moved between floors. Prior authorization for student use of the elevator must be given by administration.

## ADMISSION REQUIREMENTS AND TUITION

### Admission Policies

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St. Croix Catholic School complies with state and federal laws prohibiting discrimination and admits students of any race, color, national or ethnic origin, gender, age, status with regard to public assistance, or disability. The school welcomes everyone.

Students entering Kindergarten must be 5 years of age on or before September 1 and should have completed an Early Childhood Screening in his or her home school district. Early admissions are subject to school district guidelines and the discretion of school administration.

Students are not required to be Catholic for admission, but all students, including non-Catholics, attend religious instruction and liturgies as they are essential to the mission and community life of the school.

Physical exams are needed for entry into Kindergarten and seventh grade. Forms are available at the school.

Students transferring to SCCS in grades 1 – 8 will be subject to a probationary period of six weeks. Students will be evaluated on academic performance (work habits) and social behavior. At the six week evaluation, one of the following recommendations will be made: 1) continued enrollment, 2) probation extended, 3) enrollment discontinued. If necessary, the SCCS staff can call a meeting prior to the six week probationary period to address issues.

### Priority for Acceptance

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Admission priority follows this order: 1) Siblings of children already enrolled at St. Croix Catholic School or Ark of Angels Preschool, 2) Children of Catholic families actively supporting St. Michael's, St. Mary's or St. Charles' parishes, 3) Children of non-parish families.

### Tuition and Fees

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All parishes benefit from Catholic educational programs; therefore, the parishes of St. Charles, St. Mary, and St. Michael share the financial responsibility for the education of students. Approximately one third of the cost of educating a student from an active, registered parish family for one year at St. Croix Catholic School is contributed by the parishes. The Endowment Fund, Marathon fundraising and donations also contribute to the cost of educating students.

Information regarding tuition and payment schedules is sent home in February or March with pre-registration materials. A pre-registration fee must accompany pre-registration forms and is expected to be paid before a child is officially enrolled.

Families applying to St. Croix Catholic School pay a one time new student fee of \$125 per student.

Tuition may be paid in the following ways:

- Annual payment on or before August 20, 2010
- Semi-annual – ½ total bill by August 20, 2010 and ½ by February 1, 2011.
- Monthly payments based over ten or eleven months (July or August through May) Families choosing to pay monthly may use the F.A.C.T.S. tuition payment program or Vanco Services online payments. There is a \$35 annual administration fee for the F.A.C.T.S. program.

## Scholarship Assistance

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Scholarship Assistance may be available to families. Distribution of funds is based on need and availability of funds.

Application for Scholarship Assistance is made to your own parish. Scholarship Assistance application forms are available from the school and on the SCCS website, [www.stcroixcatholic.com](http://www.stcroixcatholic.com). Families are highly encouraged to apply. If your circumstances change during the school year and payment of tuition becomes difficult for your family, please contact Bob Collett, Director of Corporations for St. Michael's, St. Mary's, SCCS, and SCVFF (651 439-4400). Additional assistance may become available.

## Tuition Rates and Payment Options

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Our school and parish communities are committed to keeping tuition affordable and to helping families by offering the following Scholarship options:

**Regular Tuition Rate** for the 2010-2011 School Year is \$3695.00 per student and \$2,800 for a half-day Kindergarten student.

**Multiple Student Scholarship Assistance** – Families with 2 or more students in Kindergarten through 8<sup>th</sup> grade may elect to take advantage of the following scholarship amount providing they are willing to perform Parent Participation Service Hours between May 1, 2010 and April 30, 2011. The requirement is 30 hours for one scholarship student or 50 hours for two or more scholarship students. This program does not require a formal application – only a signed Tuition and Family Commitment Agreement – Multiple Student Scholarship Assistance specifying acceptance of the terms of the agreement.

First Student	\$ 3,695
Second Student	\$ 3,595 (\$100 Scholarship)
Third Student	\$ 3,395 (\$300 Scholarship)
Fourth Student	\$ 3,195 (\$500 Scholarship each)

**Financial Need-Based Scholarship Assistance** – Families with one or more students may apply. This program is for families needing more financial assistance than if provided by the Multiple Student Scholarship Assistance Plan and requires completion of a Scholarship Assistance Application.

The Financial Need Scholarship Assistance Application requires a verification of annual income by submitting tax records, a detailed list of expenses, and a letter to Father Michael Miller (St. Mary's and St. Michael's families) or Father Randal Kasel (St. Charles families) explaining the financial need and describing how the family is active within the tri-parish and school community.

Families receiving Financial Need Scholarships are also required to complete Parent Participation Service Hours between May 1, 2010 and April 30, 2011. The requirement is 30 hours for one scholarship student or 50 hours for two or more scholarship students.

**SCRIP Commitment:** All SCCS families have an obligation to either purchase SCRIP or pay an additional \$225 per family of tuition. Every family is required to generate \$225 in SCRIP revenue between May 1, 2010 and April 30, 2011. The family's goal can be achieved both by what the SCCS family purchases and by encouraging friends and neighbors to purchase SCRIP Gift Cards designated toward the school family's total.

**Marathon for Non-Public Education:** SCCS families are expected to participate in collecting pledges and/or making a contribution to the Annual Marathon for Non-Public Education taking place in September and October. The expectation for each family is \$250 per student or a maximum of \$750 per family. Marathon donations are tax deductible. This Marathon expectation can also be met by matching funds from an employer.

## COMMUNICATION BETWEEN SCHOOL AND HOME

St. Croix Catholic School recognizes the importance of and encourages frequent communication between school and home. The following means of communication are used to share information with parents and guardians concerning their child(ren) and the school.

### SCCS Website

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Please visit our SCCS website at [www.stcroixcatholic.com](http://www.stcroixcatholic.com). You will find general information about the school as well as curriculum, newsletters and grade specific information. Our weekly *FYI as well as forms and handouts* are available on this site as well.

### Parent and Student Handbook

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This Handbook contains important information about St. Croix Catholic School and is posted on the sccs web site ([www.stcroixcatholic.com](http://www.stcroixcatholic.com)). Families needing a paper copy can request one from the office. Each family is required to sign an acknowledgement that they have reviewed and shared the information in the Parent and Student Handbook at the beginning of each year.

### *FYI* (For Your Information)

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The *FYI* is a weekly newsletter published each Thursday. It can be sent home with your youngest child at SCCS, viewed on the SCCS website, or you can request that it be e-mailed to you each week. The *FYI* contains timely information about school events, comments from the Pastors, comments from the Principal, and the school calendar for the upcoming week. Other information such as the lunch menu or flyers announcing an upcoming event may come home stapled to the *FYI* and will also be posted on the website when possible. Past *FYI*'s can also be found on the SCCS website ([www.stcroixcatholic.com](http://www.stcroixcatholic.com)).

### E-Mail and Voice Mail

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Teachers and staff are available via e-mail and voice mail. E-mail addresses and voice mail extensions are listed in the back of this Handbook and in the Family Directory. The Family Directory is published each school year in October.

### SCCS Meet the Teachers Day

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This is an all school open house held the week before school begins. This event provides an opportunity for parents and students to meet their teachers and receive important information about curriculum and classroom policies for the upcoming year. Middle School students and their parents can also experience a shortened version of their school day.

### Parent-Teacher Conferences

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Individual conferences with your child's teacher are scheduled twice a year in November and February. It is expected that parents will want to attend both conferences. Prior to conferences you will receive information about scheduling kindergarten through grade 5 conferences. Middle School conferences are on a walk-in basis. Additional conferences can be arranged with any teacher at any time.

### PowerSchool Student Information System

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PowerSchool is a web-based student information system. This system allows the centralization of student data, making administrative and grading tasks more efficient. One benefit of PowerSchool is that information can be easily accessed from anywhere with internet access, allowing faculty and parents to access student information from school, home or office. Parents and Middle School students each have their own username and password for secure online access to student information, including attendance and lunch account balances and grades for students in grades 3 – 8. To use the PowerSchool program, please go to [www.stcroixcatholic.com](http://www.stcroixcatholic.com) and find the PowerSchool link on the top of the Home Page. A reminder of your username and password is included in Registration packets each August.

## Report Cards and Student Progress

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All grades, Kindergarten through grade 8, are on a Trimester schedule.

Trimester 1 ends November 23.

- Progress is reported at parent-teacher conferences in November.
- Most grades for 3 – 8 grade students are available in PowerSchool.
- All grades receive report cards shortly after the end of the Trimester.

Trimester 2 ends March 4.

- Progress is reported at parent-teacher conferences in February.
- Most grades for 3 – 8 grade students are available in PowerSchool.
- All grades receive report cards shortly after the end of the Trimester.

Trimester 3 ends June 3.

- Most grades for 3 – 8 grade students are available in PowerSchool.
- All grades receive report cards on the last day of school.

### The grading system on report cards is as follows:

Kindergarten

S – Secure – demonstrates consistent application

P – Progressing – student has shown progress

N – Needs improvement – needs more time to develop

NA – Not assessed this Trimester

Grade 1

E – Exceeds expectations

S – Secure – meets expectations

N – Needs improvement – needs more time to develop

NA – Not assessed this Trimester

Grade 2

E – Exceeds expectations

S – Satisfactory – meets expectations

P – Progressing – student has shown progress

N – Needs improvement – needs more time to develop

NA – Not assessed this trimester

Grades 3 – 8

A – 90 – 100%

B – 80 – 89%

C – 70 – 79%

D – 60 – 69%

F – 0 – 59%



### Non-Custodial Parents

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If one parent has legal custody of a student, the school office must have copies of the court document stating this order. This information should also be kept up to date on the Student Emergency Card. In general, school communications (Parent and Student Handbook, report cards, behavior reports, conference scheduling requests, newsletters, etc) are sent to the custodial parent. If a non-custodial parent also wishes to have this information, he or she should contact the child's teacher and the office.

If a legal document is on file for a student and arrangements are made between the custodial and non-custodial parent to pick up or see a child, the custodial parent should call or send a note to the office. If this is not done, the office will make an effort to contact the custodial parent for permission before releasing the child to the non-custodial parent.

# CURRICULUM

In keeping with the goal of St. Croix Catholic School to nurture the Whole Child by fostering intellectual, physical and spiritual development, our faculty is committed to promoting independence and critical thinking and to teaching Catholic moral values across the entire curriculum.

## Ark of Angels Montessori Preschool

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Ark of Angels Preschool is a program of St. Croix Catholic School. It is a non-profit, faith based Montessori preschool. This program is unique to the St. Croix Valley in that it combines two time-tested concepts into a single educational experience for preschool age children: Faith based education and Montessori driven learning. Christian faith teaches us that each child brought into the world is a unique and cherished individual. Montessori-based education strives to bring out that individuality, seeking and unfolding the child's unique interests, talents, and skills. The preschool focuses on the following areas of development: Exploring Practical Life, Experiencing with Senses, Developing Language Skills, and Discovering Math Concepts. Ark of Angels Montessori Preschool is located on the St. Croix Catholic School campus and is affiliated with the Catholic tri-parish communities of St. Michael, St. Mary and St. Charles.

## Kindergarten – Grade 5

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Our primary and intermediate grades are considered individual, self-contained classroom units. Teachers focus their day around core subject areas of religion, reading, language arts, mathematics, social studies and science. Within each grade level, teachers may create instructional groups based upon ability, learning style, and interests of each individual student. As students reach the upper grades, they may rotate to another teacher from the same grade level for Math, Language, Science or Social Studies. Physical Education, Computers, Library, Music, and Spanish are taught by specialists. Art is taught by a specialist to all K – 5 students during the second trimester.

## Middle School - Grades 6 – 8

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St. Croix Catholic School Middle School is departmentalized, instructing students in Religion, English, Math, Science, Social Studies and Physical Education/Health. Students in grade 6 receive instruction in Computers for the entire year; students in grade 7 receive Art for 2 trimesters; and students in grade 8 receive Spanish for the entire year. In addition, each grade attends a class in Communications for one trimester of the school year.

## Standardized Testing

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All third, fifth, seventh and eighth grade students will take MCA-II standardized achievement tests during the school year. All second – eighth grade students will take the NWEA/MAP test. NWEA/MAP is a computer-based standardized test that is dynamic and responsive to the individual student. Eighth grade students also take the SAT-10. These tests allow school staff to monitor the overall school, grade level, class and individual student growth throughout the year and from year to year.

## Middle School Honor Roll

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The Honor Roll is published each trimester to recognize Middle School students for their academic achievements. A total trimester GPA (based on a 4.0 scale) of:

3.5 – 4.0 qualifies a student for the High Honor Roll

3.0 – 3.49 qualifies a student for the Honor Roll

## Curriculum Choice and Development

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The curriculum is selected from programs suggested by the Archdiocesan Curriculum Committees and curriculum specialists. Programs are then selected from approved lists after careful study and consultation on the part of the staff. Curriculum evaluation is an on-going process at the school and follows a seven year cycle. The Curriculum is aligned with Minnesota State Standards and Archdiocesan Religion Standards. Attention to the development of Catholic, Christian attitudes and values permeates all subjects.

Religion, Art, Language Arts and Writing, English, Mathematics, Music, Physical Education, Reading, Science, Social Studies, and Computer Technology form our curriculum in Kindergarten through grade 8. Communications and Health are also integrated into the Middle School curriculum. Spanish is taught in grades 1 – 5 and 8. Each subject is considered an equally important part of educating the total child. Classes are sequentially taught so that our students are well prepared to handle each successive year's studies. Teachers are responsive to individualizing their instruction so that appropriate progress is made by each student.

## Religious Education and Worship

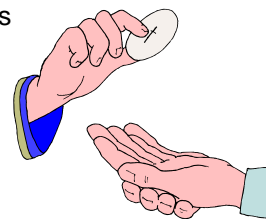
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Religious Education is intrinsic to St. Croix Catholic School. Students participate in daily prayer, religion classes, grade level prayer services, all school masses and seasonal liturgies. Families are always invited to attend the school Masses. Most school Masses are held on Wednesdays. Masses are included on the St. Croix Catholic School calendar which each family receives at the beginning of the school year.

## Sacramental Preparation

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SCCS, in cooperation with the tri-parish St. Croix Valley Faith Formation program and individual parishes, will prepare all second grade students for the reception of the sacraments of Reconciliation and First Communion. Because we believe that parental involvement is important in the preparation of the child, the school will ask parents to be involved by working at home with their children and by attending parent meetings relating to sacramental preparation. Sacraments are celebrated in the three parishes, so each parish will coordinate the liturgy for the reception of these sacraments. The Faith Formation office (651 439-7142) coordinates all sacramental programs. First Communion days are scheduled during the month of April and May.



## Service Opportunities

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We strive to reach out to the community beyond our school in various ways each year. Opportunities to serve others have included the annual Marathon which focuses on community service activities, Operation Christmas Child, and collections for the food shelf. Other opportunities include altar serving, preparation of liturgies, and Student Council sponsored special projects.

## Music Opportunities

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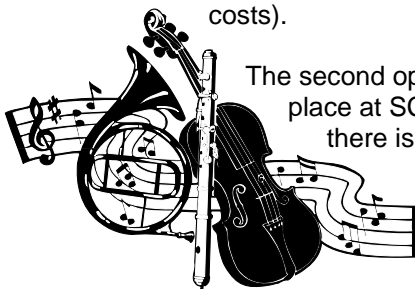
SCCS students in grades K – 5 have music as part of their established curriculum. Musical performances are given by students during the Advent season. Three other optional music programs are offered to SCCS students: Band, Orchestra, and Liturgical Choir.

**Hill Murray Band Program:** This program is provided by Hill Murray High School and is offered to students in grades 4 – 8. A Hill Murray Band instructor comes to SCCS weekly to instruct the students. Students pay a fee to Hill Murray School for the program.

**Orchestra Program:** Two options are offered to SCCS students for Orchestra participation. One is the District 834 Orchestra program for students in grades 5 – 8. Students are bused during the school day to a nearby elementary or Jr. High School for their lessons. There is no fee for these lessons (however, there are instrument rental and music costs).

The second option is before school lessons and orchestra practice with the SCCS Orchestra. These take place at SCCS. Students can participate in the SCCS Orchestra beginning in grade 3. As with band, there is a fee for this program.

**Liturgical Choir:** The Liturgical choir is open to students in the Middle School and meets during school hours. The choir sings at school Masses and at special programs.



## Physical Education

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The Physical Education (P.E.) program emphasizes cooperation, movement, fundamental skills and healthy lifestyles. An important aspect of Physical Education is the development of good sportsmanship.

Tennis shoes are required for students in grades K – 5 P.E. classes. Middle School students are required to change into appropriate clothing for class. More detailed information on the Middle School P.E. uniform can be found in the uniform section and will be available to students on the first day of P.E. class.

If your child is ill or injured and unable to participate in P.E. activities, please send a note stating the reason and the length of time the child will be unable to participate. Extended absence from class may require a note from a physician.

## Media Center

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Students in grades K – 5 go to the Media Center once a week to check out books. Students in Kindergarten through grade 5 also receive instruction in library skills and computer skills. Students in grade 6 receive classes in computer technology. Students may ask teachers for a pass to the Media Center at other times during the week. Middle School students have access to the library per teacher discretion.

Students are responsible for the books they check out and are expected to pay for lost or damaged books. Some of our library books have been donated by school families. Any such donations are sincerely appreciated.

To protect the rights of parents to know what their students are viewing and learning, parents are asked to go over the school's computer and internet guidelines with their child at the beginning of each school year. The school's internet use policy is included in this handbook. An Internet Use Agreement will be given to students during their computer classtime. Parents and students are required to sign this form that describes the conditions governing the use of computers. Failure to comply with these guidelines may result in suspension of computer privileges.

## Classroom Placement of Students

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The goal of St. Croix Catholic School is to provide the best possible learning experience for our students. Each year the administration and faculty of the school spend a great deal of time formulating class lists for the benefit of all students. The following factors are considered:

- Academic achievement
- Behavioral factors
- Learning and teaching styles
- Special needs of students
- Gender ratios

Any suggestions or concerns parents or guardians have regarding their children may be communicated to the Principal in writing and will be considered; however, specific requests for classroom teachers cannot be accepted.

## Homework

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Homework is part of the learning process. It may be used as a reinforcement tool for a lesson covered in the classroom, as an exploratory procedure to see what students need to spend more time learning, or as a creative opportunity for students to delve into something that goes beyond what was learned in the classroom.

Homework for children in the primary grades (K, 1, and 2) is limited. Students in the intermediate grades (3, 4 and 5) can expect to have homework three to five days per week. Students in Middle School (6, 7 and 8) will have both long and short term assignments on a daily basis.

Assignment notebooks are given to students in grades 2 through 8. Students are expected to use them daily.

It is the student's responsibility to turn in completed work as assigned.

## Intermediate and Middle School Homework/Vacation Policy

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When a student misses school due to a family vacation, we rely on the students to ask for assignments and see that the missed work is covered. Assignments will be gathered while the student is gone. They will be given out when the student returns from vacation. Students will be given one school day per day of vacation to make-up the missed work and tests after he/she returns to school. Please refer to the school calendar and try to schedule vacations during school breaks.

## Student Records

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The Federal Educational Rights and Privacy Act and Minnesota legislation both give specific directions about student records. These aim at preserving the privacy of information, and also at making information on records in the school available to the individuals concerned. Records are maintained for each child. These records are maintained in order to keep the child's educational history and progress. Records or "data" is defined by any or all of the following:

- Identifying data,
- Academic work completed,
- Level of achievement (grades, standardized achievement test scores),
- Attendance data,
- Scores on standardized intelligence, aptitude, and psychological tests,
- Health data (separate records kept in the Health Room),
- Teacher or counselor ratings and observation,
- Verified reports of serious or recurrent behavior patterns.

In accordance with state and federal laws, parents and guardians are entitled to see their child(ren)'s records. An appointment with the Principal should be made in advance. The Principal is to respond to the request in a reasonable amount of time.

No one except appropriate school personnel, parents/guardians of minors and students who have reached legal age shall have access to individual pupil records without either a subpoena or appropriate written authorization from the parent or legal guardian.

The Principal is responsible for determining which records or data will be accumulated in a student's file and the length of time required (retention).

If a family wishes to have records transferred to another school, the parent or legal guardian should sign an Authorization for Release of School Records either at the SCCS office or at the new school. Upon receipt of the request, SCCS will forward the records. No records can be transported via the family.

The administration will be responsible for maintaining in the student's file all written requests from authorized personnel and/or agencies, the purpose for which the information is requested, and the specific records to be released.

## Educational Enrichment, Extracurricular Activities, and All School Events

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### **Guest Speakers and Assemblies**

Guest speakers and assemblies are presented throughout the school year to enhance the students' learning opportunities. All topics and programs will be consistent with the mission, philosophy, and objectives of the school.

### **Field Trips**

Field Trips are part of the educational curriculum and are designed to support the curriculum and introduce students to community resources.

Archdiocesan insurance regulations require that parents/guardians sign an authorization form when a student participates in a field trip. If the form is not returned to school, the student will not go on the field trip and must stay at school. Due to liability issues, telephone calls to or from the parent/guardian do not fulfill the authorization requirement.

Whenever possible, transportation for field trips is by bus. If it is necessary to use transportation provided by vehicles, parents/guardians will be notified. Persons transporting students in private vehicles must have a current general and

driving background check, proof of Virtus training, and a signed Volunteer Code of Conduct on file in the school office.

Parents often help with chaperoning on field trips. Parents helping to supervise students on field trips must have a current general background check, proof of Virtus training, and a signed Volunteer Code of Conduct on file in the school office. Parents accompanying classes on field trips are asked to check with the supervising teacher regarding the appropriateness of bringing younger siblings along when chaperoning.

### **Art Adventure Program**

The Art Adventure Program fosters an appreciation of art and is sponsored by the Minneapolis Institute of Art. Trained parent volunteers visit the classrooms to present and discuss reproductions of art on loan from the Institute.

### **D.A.R.E.**

D.A.R.E. (Drug Abuse Resistance Education) is a program for students in Grade 5. Students meet with a representative from the Stillwater Police Department and learn techniques to help them recognize and resist the pressures that may influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs. Students also learn how violence hurts everyone, along with techniques on how to avoid and prevent violent situations.

### **Eighth Grade Quiz Bowl**

St. Croix Catholic School participates in the Eighth Grade Quiz Bowl competition sponsored by the Twin Cities Area Catholic Schools. The Quiz Bowl is an annual event that recognizes and rewards academic excellence in Catholic elementary and middle schools. Every year four eighth grade students are selected to represent St. Croix Catholic School at the competition.

**Math League** – 7<sup>th</sup> and 8<sup>th</sup> grade students can practice and expand their math and critical thinking skills by joining Math League or Math Masters. Students meet during after school hours and can participate in both on-line and in-person competition with other area schools.

### **Archdiocesan Spelling Bee**

All students in grades 4, 5, and 6 participate in an annual Spelling Bee at St. Croix Catholic. The winner of the SCCS Spelling Bee represents our school at the Archdiocesan/Houghton Mifflin Spelling Bee held at the end of January at one of the Archdiocesan participating schools. This event is opened to all Catholic elementary schools in the Archdiocese and challenges students to fine tune their spelling skills and knowledge.

### **Lego League**

Lego League is a nationwide creative problem solving competition that teaches teamwork and encourages students to find new or alternate solutions to problems. The competition is open to students in grades 3 – 7 and relies on volunteer coaches. The teams participate in regional competitions in January and may progress to state and even national competitions.

### **Chess Club**

During Trimester 2, an after school Chess Club is offered for several weeks. It is open to all grades. Students must know basics of the game and will play matches with other similarly skilled students.

### **Athletic Offerings**

Students in grades 5 – 8 are invited to participate in Catholic Athletic Association (CAA) sports sponsored through the school. Current sports offered include:

#### **Girls**

- Volleyball for grades 5 – 8
- Basketball for grades 5 – 8
- Softball for grades 5 – 8

#### **Boys**

- Soccer for grades 5 - 8
- Basketball for grades 5 – 8
- Baseball for grades 5 - 8

Other sports may be added as student and parent interest is shown. Younger students and those wanting to participate in different sports also have a variety of athletic activities available to them through the community. Valley Athletic Association (VAA) information can be found on the organization's website, [www.scvaa.org](http://www.scvaa.org). Keep in mind that

registration deadlines for VAA sports are often a couple of months before the activity begins.

7<sup>th</sup> and 8<sup>th</sup> grade students in good academic standing are also eligible to participate in some after school sports at Stillwater Junior High which are not offered through VAA or at SCCS, but are offered at Stillwater Junior High School. Students will be required to pay athletic fees for each sport. Sign-up for these sports takes place during Registration or in the SCCS office. Due to the difference in school days at SCCS and SJHS, SCCS students participating in Stillwater Junior High sports will miss the end of the school day at SCCS. An independent study contract for the class or classes missed must be signed by both the student and the parent. Also if the student has parental permission to walk to SJHS, a permission form must be signed.

### **Student Council**

Students in grades 6 – 8 are eligible to be officers and representatives of the St. Croix Catholic School Student Council. The purpose of the Council is to provide student leadership opportunities and foster a spirit of unity within the school community. Faculty advisors assist the Council in planning social events, fundraising and service activities.

### **Scouting Programs**

Many SCCS students participate in Boy Scout and Girl Scout programs. Membership information will be sent home in September.

### **Yearbook Committee**

The Yearbook Committee puts together the SCCS Yearbook. The committee is comprised of Middle School students and a teacher advisor.



## HEALTH AND SAFETY

### Emergency Card/Contact Information

At the beginning of each school year, emergency information must be completely filled out for each child. This Emergency Form has the home phone number, parent work numbers and phone numbers of friends and relatives who may be contacted in an emergency.

It is ESSENTIAL that this record be kept current. Please notify the office about any changes in address or phone number.

### Health Services

A Health Paraprofessional staffs the Health Office from 9:30 AM until 3:30 PM each school day. The Health Paraprofessional attends to the day-to-day health concerns in the health room, under the supervision of a licensed School Nurse (both are employees of School District #834). The licensed School Nurse is at the school at least once a week and is available in the event of an emergency. Ill or injured students are cared for in the Health Office. Parents are called if a student is ill and needs to go home or has received an injury requiring medical attention.

### Accidents/Injuries

When a student is injured at school, our first responsibility will be to see to his/her comfort and safety, followed by contact with home. If it is determined that the injury requires immediate emergency health care, 911 will be called for emergency vehicle transportation to the hospital or urgent care center you have identified on the Emergency Form.

### Health Records

Health records are kept for each student in the school, starting in Kindergarten. The health record includes results of required health exams, screenings, immunizations and specific health concerns or conditions. The information in these records is confidential and access to it is limited without parental permission.

A physical exam is required for all children before entrance to Kindergarten or 7th grade. The *School Health Examination Form* must be completed and signed by your health care provider. This form contains the immunization record for the student showing the required vaccinations for diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and hepatitis B, allowing for certain exceptions and legal exemptions. All immunization records must include the day, month and year for each immunization.

## Health Screening

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Vision screening will be completed in late fall for grades 1, 3, 4 and 5. Hearing screenings are done by request of teacher or parent throughout the year. Girls in grade 5 and all students in grade 8 are screened for scoliosis. Call the Health Office if you have questions about your child's vision or hearing.

## Medication Administration Procedures

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When a student must take medication during school hours, SCCS requires a licensed prescriber signature and medication order for both prescription and over the counter medication. Signed parental permission is also needed. Medication must be sent to school in a current labeled prescription bottle or in the original over the counter container. Medication permission forms are available in the Health Office or at most area clinics.

Medications are given to students by the Health Paraprofessional or School Nurse. Parents will need to keep the school informed of changes in the student's health or medication.

## Infectious Agents

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St. Croix Catholic School has a process in place for the control of infectious agents, which includes procedures for cleaning and disinfecting the students' environment. There are established procedures and training for personnel in handling blood or other body fluids.

## When is your child ill enough to stay home?

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Certain symptoms in students suggest a communicable illness, or one that a child easily passes to another child. To keep the school environment as healthy as possible for all, please keep students home with the following symptoms. If these symptoms are seen in school, you will be called to pick up your student.

- Fever – When accompanied by other signs of illness or student is unable to participate in class activities. A temperature is defined as a reading of 100 degrees F – oral or axillary (underarm).
- Diarrhea – Until diarrhea stops or a health provider exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form.
- Vomiting – Two or more episodes of vomiting – keep home for 24 hours from time of last episode.
- Rash that is spreading – (especially with fever or behavior change) – Health provider exam is necessary to determine that the rash is not communicable to other.
- Eye drainage – If thick mucus or pus is present, health care treatment may be necessary.
- Other signs to consider in your child – Unusually tired, uncontrolled coughing, irritability, difficulty breathing, wheezing, color of skin, persistent crying, emotionally distraught, unrelieved headache.

## Pets in the School

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St. Croix Catholic School will follow the MN Department of Health recommendations regarding pets/animals in school classrooms. Pets that are allowed (after parent notification by the teacher to identify children with allergies) are: guinea pigs, gerbils, domestic-bred rats and mice, rabbits, hamsters, birds, dogs and cats. Animals that are not recommended are reptiles (lizards, turtles, snakes, and iguanas), poultry (chickens and ducks) and wild animals. All visits of family pets to classrooms should be reviewed with the classroom teacher before arrival.

## Latex Limited

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SCCS strives to be "Latex Limited." This means that we will not have any latex gloves or latex balloons in the school

building. Teachers and staff will develop an awareness of latex products in the school building and assist students with an allergy to avoid them.

Latex is a material made from the milky sap of rubber trees. Latex, when stretched, releases particles into the air or leaves them on surfaces. Gloves and balloons are sources of latex that can easily get into the air and cause allergic reactions. Items to avoid in school include:

- Balloons
- Rubber balls/koosh balls/beach toys
- Some science lab equipment or art supplies
- Rubber bands/rubber erasers
- Hand grips on racquets or bikes
- Sports shoes/rubber clothing (raincoats)
- Gym equipment such as rubber mats/flooring/balls
- Gloves used for cleaning, for kitchen work or in the health room.

## Homemade Treats

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In accordance with MN Department of Public Health recommendations, SCCS suggests that all food (i.e. birthday treats, snacks, party treats) be store bought rather than homemade. When choosing items for parties, please be mindful of ingredients. Many students have food allergies, particularly to peanuts, which can be life threatening.

## Emergency Procedures and Safety Drills

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St. Croix Catholic School has an emergency management plan in place should a crisis situation occur. These plans are reviewed annually with all staff members. Safety drills are practiced in accordance with state laws. The staff will use alarms or coded signals through the PA system to alert staff of situations. The crisis plan includes:

- Fire Emergency – The school population participates in a minimum of five fire drills per year. Each classroom has posted evacuation procedures. If a fire is detected, an alarm will signal evacuation of the building.
- Severe Weather – In the event of a severe weather threat such as a tornado watch or severe thunderstorm/tornado warning, students and staff will relocate to safe areas of the building. A tornado drill is practiced at least once each school year.
- Hazardous Spills – The school is aware of hazardous materials in the school building and is prepared to deal with potentially dangerous situations. All hazardous materials are properly stored and labeled.
- Lockdown Procedures – In the event of an intruder either on school or church grounds, in the building, or in the community, lockdown procedures will be initiated. The lockdown procedure is practiced at least 5 times per year.
- Bomb Threat – In the event of bomb or other threat of violence, the building will be evacuated immediately and the appropriate authorities contacted.

# SCHOOL MANAGEMENT, ORGANIZATIONS AND PARENT INVOLVEMENT

## Principal's Role and Responsibilities

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As head of the school, the Principal is in charge of all decisions having to do with students, staff, facilities, curriculum, textbooks, athletics, discipline, health and safety, and extracurricular activities. The Principal receives input of general policy decisions from the Board of Directors. These parents receive and provide to the Principal parental and parish input. The Principal's decisions, however, are final until the policies come up for review.



The Home and School Association, Endowment Committee and Booster Club also work closely with the Principal, supplying financial and community support to the staff.

## Canonical Administrator's Role and Responsibilities

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The Canonical Administrator oversees the work of the Principal, and along with the Board of Directors, watches over the school budget and finances. The Canonical Administrator, in counsel with the Principal, must approve decisions involving employment of staff. The Canonical Administrator is also the final authority in a decision to expel a student.

### Board of Directors

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St. Croix Catholic School is governed by the Board of Directors. The Board of Directors has the power and authority for the operation of the school and the power to specify any duties and obligations to be carried out by various committees and subcommittees.

Members are appointed by the Pastor and/or Canonical Administrator from the Sponsoring Parishes. The term of office of the members of the Board of Directors is three (3) years. The lay members appointed by the Pastors of Sponsoring Parishes may serve no more than six (6) consecutive years. In order to avoid potential conflicts of interest, an employee of St. Croix Catholic School or any of the sponsoring parishes, or a member of the family of such employed person, may not be appointed as a member of the Board of Directors.

### Board of Directors Members

Canonical Administrator & Chairperson Father Michael Miller	651 439-4400	<a href="mailto:frmill@costm.org">frmill@costm.org</a>
Stacie Forti	651 275-1966	<a href="mailto:stacieforti@yahoo.com">stacieforti@yahoo.com</a>
Deb LeRoux	651 351-9543	<a href="mailto:deb.leroux@comcast.net">deb.leroux@comcast.net</a>
Erik Ogren	651 439-1806	<a href="mailto:ewogren@aol.com">ewogren@aol.com</a>
Dionne Meisterling	651 439-7627	<a href="mailto:dionne@meisterling.com">dionne@meisterling.com</a>
Wally Nelson	651351-5137	<a href="mailto:renovationinc@isd.net">renovationinc@isd.net</a>
Patrick Thueson	651 351-2141	<a href="mailto:thuesonp@msn.com">thuesonp@msn.com</a>
Polly Uner	651 430-0199	<a href="mailto:pollyuner@comcast.net">pollyuner@comcast.net</a>
Administrative – Non-voting Cressy Epperly	651 439-5581 ext. 238	<a href="mailto:cepperly@stccs.com">cepperly@stccs.com</a>
Bob Collett	651 439-4400 ext. 214	<a href="mailto:bcollett@costm.org">bcollett@costm.org</a>

### St. Croix Catholic Home and School Association

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The objectives of the SCCS Home and School Association are to promote our school, its functions and activities, both internal and external; to make the school more visible; to enhance the children's learning environment; to stimulate growth in the areas of communication and volunteerism, emphasizing the concept of the Christian family unit; to help parents and teachers acquire an appreciation of the ideals of Catholic education; to promote clear understanding of the mutual educational responsibilities of parents and teachers; to promote such fundraising activities that will serve as a combined social event and fundraiser; to promote friendships among parents and between parents and staff. The Association respects the established school policies as set forth by the Principal and the Board of Directors. It should not seek to direct the administrative activities of the school or to control its policies.

All parents and guardians of children enrolled in the school are members of the Home and School Association. The Home and School Board is a smaller group of parent representatives and a faculty representative who meet on the second Wednesday of each month to coordinate various volunteer, social and fundraising activities of the Home and School Association. These meetings are open to all parents.

### Home and School Board Members

<i>Co-Chairs:</i> Karen Bechtold	651 275-3947	<a href="mailto:kmbechtold@yahoo.com">kmbechtold@yahoo.com</a>
Gina Watry	651 351-9615	<a href="mailto:ginawatry@comcast.net">ginawatry@comcast.net</a>

<i>Secretary</i> Traci Albers	651 738-6446	<a href="mailto:talbers1158@msn.com">talbers1158@msn.com</a>
<i>Treasurer:</i> Tara Johnson	651 253-7838	<a href="mailto:tarakasub@hotmail.com">tarakasub@hotmail.com</a>
Heidi Franke	651 439-6206	<a href="mailto:hfranke04@gmail.com">hfranke04@gmail.com</a>
Jennifer Pineda	651 439-9532	<a href="mailto:jennifer-04@peoplepc.com">jennifer-04@peoplepc.com</a>
Fran Romportl	651 439-5854	<a href="mailto:romportlf@stillwater.k12.mn.us">romportlf@stillwater.k12.mn.us</a>
Chrissy Summary	651 342-8371	<a href="mailto:csummary@comcast.net">csummary@comcast.net</a>
Cressy Epperly, Principal	651 439-5581 x238	<a href="mailto:cepperly@stccs.com">cepperly@stccs.com</a>
Diana Binford, Teacher Representative	651 439-5581 x305	<a href="mailto:dbinford@stccs.com">dbinford@stccs.com</a>

## Booster Club

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The St. Croix Catholic School Booster Club was formed to encourage, promote and support all extra-curricular activities including, but not limited to, sports activities by:

1. providing support for chaperones, time-keepers, ticket sales, concession sales and related duties;
2. raising funds to help pay for the personnel, activity, equipment and supply expenses;
3. encouraging extra-curricular activities and building morale for the school in this area.



This club meets once a month and the membership consists of supporters of the students at St. Croix Catholic School. For more information about Booster Club please contact John Kolnik, SCCS Athletic Director at 651 439-5581 ext 333 or Deb Frericks at 651 351-1673.

## Endowment Committee

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The St. Croix Catholic School Endowment Committee works to ensure the long-term financial stability of SCCS with continual growth of the SCCS Endowment Fund. The Committee raises awareness of and generates financial contributions to the SCCS Endowment Fund. The tri-parish school community, alumni, parents, grandparents, business leaders, foundations and others who value faith-based education are invited to make contributions to the SCCS Endowment Fund. These gifts go directly to the principal of the Fund. This principal is never spent; rather it is invested and only a portion of the investment earnings will be used as a source of annual operating income. The Fund is invested with the objectives of preserving capital and generating steady income and long-term growth. A portion of the investment earnings will be withdrawn and used as income for our school on an annual basis.

### Endowment Committee Philosophy

Catholic education has been proven, generation after generation, to provide strong academics, to build strong moral character and to build up Christ's Church. Children are the future of our faith and our communities. We must provide for our children the strong faith-building programs they need to learn our faith and continue to pass it on. We must all prayerfully reflect on what time, talents and treasures we can give to the SCCS Endowment Fund so that our faith-based school can continue to bring Christ to children and children to Christ well into the future.

For more information about the SCCS Endowment Committee, please contact Dave Faust at 651 748-8422.

# POLICIES

## Discipline Policy

*(revised and adopted September, 2009)*

St. Croix Catholic School respects parents as the primary educators of their children, and in turn, respectfully requests the support and cooperation of parents in the discipline process.

The school's discipline process aims for self direction rather than external control. Self-discipline means being one's own disciple. Adults in our school routinely address and redirect disruptive behavior as soon as possible so as to guide the child toward this goal. To this end, SCCS has incorporated the Discipline With Purpose (DWP) program which uses 15 self-discipline skills. Please visit [www.selfdisciplinedwp.com](http://www.selfdisciplinedwp.com) for more information on DWP.

### **DIGNITY OF THE HUMAN PERSON – ALL SCHOOL GUIDELINE**

As a basic Catholic truth, the fact that all human beings are made in the Image of God ensures that all should be treated with dignity. **Absolutely no harassment, bullying, name-calling, profanity, singling-out, teasing, cruelty, verbal abuse, or physical abuse will be allowed at St. Croix Catholic School or at any school-related events. Any actions of this nature will result in a Conduct Referral at the K-5 level and a Detention at the 6-8 level. Parent conferences will be mandatory in all of these situations.**

Example of bullying behavior may include, but are not limited to:

- Name calling
- Sarcastic comments toward another
- Excluding from group activities
- Intimidating stares
- Unwanted physical contact
- Cyberbullying

Please see Harassment and Bullying Policy within this handbook (page 38) for more information.

### **Primary (K-2) Discipline Policy**

Each homeroom will have a stoplight (or similar system) with green, yellow, and red circles. Each child will begin each day with her or her numbered clip on the GREEN circle.

**The following system will be used to monitor general school and classroom behavior expectations:**

1. The teacher will give one verbal warning for the first infraction.
2. At the second warning, the child's clip will be moved to YELLOW, and if necessary, the teacher will discuss the behavior with the child.
3. At the third warning, the child's clip will be moved to RED, and a behavior notice will be sent home for a parent/guardian to read and sign. The child must return the signed notice the following school day. If the notice is not returned, an age-appropriate consequence may be imposed at the teacher's discretion.
4. Three behavior notices in one trimester will result in direct verbal communication with the parent. The teacher will determine the means and form of this communication.

**A detention and a parent conference, will be issued for the following serious offenses:**

- A. Bullying (see reference to Human Dignity above)
- B. Vulgarity/Profanity

Unacceptable behavior:

- a. in the classroom

- b. in the hallways
- c. in the restrooms or locker rooms
- d. on the playground
- e. in the cafeteria
- f. at assemblies
- g. on field trips
- h. on the bus
- i. at Mass

Under ordinary circumstances, detentions, suspensions, and expulsions will not be issued at the primary grade levels.

### **Intermediate (3-5) Discipline Policy**

Each homeroom will have a stoplight (or similar system) with green, yellow, and red circles. Each student will begin the day with his/her numbered clip on the GREEN circle.

#### **The following system will be used to monitor general school and classroom behavior expectations:**

1. The teacher will give ONE warning and the child will move his/her clip to YELLOW.
2. At the second warning, the child will move his/her clip to RED and the teacher will discuss the behavior with the child.
3. If a third warning occurs, a behavior notice will be issued to the student and the student will spend lunch and recess inside. The behavior notice will be sent home for the parent to sign and the child will be instructed to return it the following school day. If the notice is not returned on the following school day, the child will be required to stay in from lunch and recess again and the parents will be contacted by phone.
4. Three behavior notices will result in a detention. Detention will be held every Thursday from 3:30 – 4:00 p.m. If parents are unable to pick up the child at 4:00 p.m., you are responsible for making drop-in arrangements with Creative Kids Club; please contact Diane Polley at 439-5581 x 236.

#### **A conduct referral, along with detention and a parent conference, will be issued for the following serious offenses:**

- A. Bullying (see reference to Human Dignity above)
- B. Vulgarity/Profanity
- C. Unacceptable behavior:
  - a. in the classroom
  - b. in the hallways
  - c. in the restrooms or locker rooms
  - d. on the playground
  - e. in the cafeteria
  - f. at assemblies
  - g. on field trips
  - h. on the bus
  - i. at Mass

**Suspension** will be issued for physical violence or verbal harassment.

**Expulsion** may occur when behavior is not corrected or an extreme offense occurs.

### **Middle School (6-8) Discipline Policy**

1. **Demerit:** This is a written warning for minor offenses of general school or classroom behavior expectations and Uniform Policy discrepancies; a demerit form will be sent home for a parent signature. Upon the third demerit, an after-school detention will be given.

2. **Detention:** This will be used to address accumulation of three demerits or other offenses. Detentions are a priority over extra curricular events, and will be held each week on Thursdays from 8:00 – 8:45 a.m. or 3:45-4:30 p.m., depending on teacher availability. The third detention will require a parent meeting with administration to arrange for a Saturday detention. After this, if a subsequent detention occurs, an In-School Suspension (ISS) will be given with time spent working with the Middle School Counselor and the Youth Service Bureau.
3. **Saturday Detention:** This addresses an accumulation of three detentions or other offenses. This is not a study hall. A Saturday detention will be arranged with the parents as needed and will be held from 9:00-11:00 a.m. There are no excuses for non-attendance. Students are to report in uniform and will need to pay \$25.00 to the supervising teacher.
4. **In-School Suspension:** An ISS is warranted upon receiving a fourth detention or other serious offense. This is not a study hall. Students will work with the Middle School Counselor and/or the Youth Service Bureau. A parent meeting will be scheduled after the ISS to discuss the outcome of the day and how to move forward productively.
5. **Expulsion** – May occur when behavior is not corrected or an extreme offense occurs.

Parents will be contacted via a form sent home in regards to all demerits and detentions. A phone call will be made for the third detention as well as any subsequent discipline measures. Teachers and administration have the ability to give detentions, Saturday detentions, ISS and/or expulsion without following the above procedures, taking into account the seriousness of the offense.

**A conduct referral, along with detention and a parent conference, will be issued for the following serious offenses:**

- A. Bullying (see reference to Human Dignity above)
- B. Vulgarity/Profanity
- C. Unacceptable behavior:
  - a. in the classroom
  - b. in the hallways
  - c. in the restrooms or locker rooms
  - d. on the playground
  - e. in the cafeteria
  - f. at assemblies
  - g. on field trips
  - h. on the bus
  - i. at Mass

**Suspension** will be issued for physical violence or verbal harassment.

**Expulsion** may occur when behavior is not corrected or an extreme offense occurs.

**Final Discipline Authority**

The principal receives input from staff, parents, and parish personnel; however, he/she is the final authority on all questions of discipline, staff, curriculum, athletics, and school management as long as the decisions are within diocesan guidelines. The only exception to this is in cases of expulsion. The principal may suspend a student and require a resolution of pertinent issues before re-admittance to the school; however, the Canonical Administrator has the final say on a decision to expel a student. The Canonical Administrator receives recommendations from the principal and may seek other counsel.

While policies and procedures are a necessary function of earthly life, above all, parents, students, and staff are reminded that our Catholic faith is our guiding light. The church is everywhere we are: in our beautiful worship sites, in our school, in our homes, in our hearts. Living lives centered on the sacraments of the Eucharist and Reconciliation will naturally lead to actions and words that reflect Our Creator's image.

## Discipline Definitions

- **Stoplight System** is used to monitor behavior in grades K-5 a means of monitoring behavior on a daily basis. Each child begins the day with his/her numbered clip on the green light. If a student needs to have his/her behavior redirected during the day, on the second warning the student's clip will be moved. A behavior notice will be sent home if a third warning is issued during a day time period.
- **Behavior Notice** in grades K-5 is used as the second phase of addressing student behavior. If a third warning occurs, a behavior notice is issued to the student and the student will spend lunch and recess inside. The behavior notice is sent home for the parent to sign and returned the following school day.
- **Conduct Referrals** in grades K-5 are issued when a student is removed from the group to protect a student and/or the learning environment of the school. The student is sent to the principal's office and a conduct referral is issued. This referral addresses the misconduct from the adult perspective and allows the student to take ownership for his/her behavior. A phone call is made to the parent/guardian of the student and a conference is scheduled with the parent/guardian. Completed Conduct Referrals are kept on file.
- **Detention in grades 3-5** is a 30 minute time of quiet reflection for the student who has acquired 3 behavior notices. Although detention occurs after school, it is not a study hall. Parents will need to pick up their child at the end of this detention time.
- **Demerits** in grades 6-8 are written warnings for minor behavior offenses of and/or Uniform Policy discrepancies.
- **Detention** in grades 6-8 is given when a student is given 3 demerits. These detentions are served at a designated time before or after school.
- **Saturday detention** in grades 6-8 addresses an accumulation of three detentions or other offenses.
- **In School Suspension (ISS)** is warranted upon receiving a fourth detention or other serious offense.
- **Expulsion** from any grade in the school may occur when behavior is not corrected or an extreme offense occurs

Saint Croix Catholic School reserves the right to amend this Discipline Policy at any time, and will provide written notice to parents and students when any such amendment is made.

## Student Behavior Expectations and Responsibilities

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St. Croix Catholic School expects all students to behave appropriately, be courteous and cooperative, use good manners, and show respect for self and others.

Students are encouraged to develop respect for self, others, and the school environment. The goal of the school behavior and discipline plan is to help students develop a sense of responsibility. In order to grow in maturity, one needs to understand that choices have consequences. Good decisions usually lead to good results. The staff will strive to honor and acknowledge good behavior and to correct inappropriate behavior.

At school, students will be expected to:

- Come ready to learn – and be on time.
- Dress according to the dress code/uniform policy.
- Show respect and courtesy for adults and follow their directions.
- Show respect and kindness for all students.
- Show respect for school property, textbooks, and belongings of others.

In the classroom, students will be expected to:

- Arrive on time and come prepared with appropriate materials.
- Follow classroom rules.
- Support the teacher and classmates by listening and helping in the learning environment.
- Take responsibility for always doing their best and completing assignments on time.
- Do their work on their own unless authorized to get help from others.
- Solve problems by questioning, thinking creatively and critically.
- Work cooperatively – learn from others and let others learn from you.
- Bring home necessary textbooks, worksheets, assignment information to complete work on time.
- Bring home school notices, newsletters, and report cards to parents.

During Mass or worship, students are expected to follow these guidelines:

- Entering the worship space:
  - † If Holy Water is available, dip your fingers and make the Sign of the Cross.
  - † Move silently to your assigned seating. Your teacher will direct you. Genuflect on your right knee. If instructed, when the Eucharist is present, bow your head toward the crucifix on the altar.
  - † Sit quietly, say a prayer and wait for Mass to begin.
- During Mass:
  - † Face forward and pay attention to what is happening at the Altar.
  - † Sing in an appropriate manner.
  - † Respond to prayers with an appropriate volume.
  - † During the Sign of Peace, greet 4 – 5 others around you, shake their hands gently and say “Peace be with you”.
- Receiving Communion:
  - † With your hands folded, walk patiently and respectfully toward the Eucharistic Minister.
  - † Bow your head. Put your hands out, one under the other to receive the host. When the Eucharistic Minister says “The Body of Christ” respond “Amen” aloud before placing the host on your tongue. You may wish to accept the host from the Eucharistic Minister directly on your tongue.
  - † If the chalice (wine) is offered, take it firmly and carefully in your hands and take a small drink. The minister will say “The Blood of Christ” before handing you the chalice and you should respond “Amen”.
  - † Quietly return to your place; sit quietly and pray.
- Coming for a Blessing:
  - † If you are unable to receive communion you may go up to the Eucharistic Minister for a blessing.
  - † Walk patiently and respectfully with the others in line. Fold your arms across your heart.
  - † After your blessing, respond “Amen”.
  - † Quietly return to your place; sit quietly and pray.

In the hallways, students will be expected to:

- Walk at all times.
- Stay out of off-limit areas, including the elevator and parish areas unless with a staff person or given special permission.
- 

**For safety reasons, students are prohibited from these areas unless given permission: boiler room, roof, maintenance and electrical closets, staff work room and lounge, parish office area, climbing on fences, garages, dumpsters, and electrical equipment bordering playground area.**

In the lunchroom, students will be expected to:

- Walk and remain patient in lines.
- Speak in normal tones.
- Practice good table manners.
- Leave your eating area free of litter and cleaner than you found it.
- Remain seated at the table until dismissed.
- Ask a supervisor to be excused to use the restroom.

On the playground, students will be expected to:

- Follow the supervisor’s instructions.
- Play in a safe, enjoyable manner.
- Be respectful and invite others to join in games.
- Take turns with equipment and play by the rules.
- Resolve conflicts or differences of opinion in peaceful, kind, respectful ways.
- Follow all Playground Rules:
  - No throwing rocks, snowballs, ice, etc.
  - Touch football is allowed, no tackle football.
  - No climbing trees or the building.
  - No climbing up any slides or somersaults at the top of the slide.
  - Slides are to be used sitting down and one at a time.

- No leaving playground without permission. This includes trips to the nurse, bathroom, down the hill to retrieve a ball, or across the street to retrieve a ball.
- Food must be finished in the lunchroom.
- Games are to be stopped as soon as the whistle is blown.
- Students must sit when using the Merry-Go-Round. Only 5 students at a time will be allowed to ride.
- Students who are not wearing proper footwear when the playground is snow or slush covered will only be allowed in limited areas.

At assemblies or programs, students will be expected to:

- Follow directions given at the program.
- Give undivided attention to the presenter. Talking to friends is disrespectful and disruptive.
- Respond in a courteous and encouraging manner – yelling, whistling and booing are unacceptable.
- When using school property, students will be expected to:
  - Use items carefully so as not to damage or waste equipment or materials
  - Clean up after yourself – leave the place cleaner than you found it.
  - Put away those things you use.
  - Share with others waiting to use the same property or supplies.
  - Assist others who may need help or directions.
  - Reuse and recycle materials when possible.
  - Follow the computer and internet guidelines when using the computers.

At after-school activities and events, students will be expected to:

- Follow the same rules of courtesy, conduct, respect, listening and kindness that you would follow if in school.
- Arrange for your transportation to arrive and leave at the appointed times.
- Remain in a designated area of the event.

On buses, students will be expected to:

- Follow the same rules of courtesy, conduct, respect, listening and kindness that you would follow if in school.
- Obey all rules specific to the bus.
- Ride only the bus to which you are assigned.

On Field Trips, students will be expected to:

- Follow the same rules of courtesy, conduct, respect, listening and kindness that you would follow if in school.
- Obey all rules specific to the bus.
- Students should remember that they are representing our school.

## Parental Roles, Expectations, and Responsibilities

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St. Croix Catholic School recognizes that parents are the first teachers of their children, and thus the school community depends upon parents to lead the way to a good school experience for their children and their family. This means supporting the mission, philosophy, policies and staff of the school and participating in positive and productive ways in the educational, social, spiritual, physical and financial life of the school.

It is expected that all parents will support their students and the school in the following ways:

- Foster respect, religious values, and positive attitudes towards peers and staff in word and deed.
- Know and comply with all school policies and help your child do the same.
- Send your child to school in proper uniform.
- Read school communications.
- Be aware of your child's academic progress. Take an interest in your child's homework. Help your child get sufficient rest and a good breakfast.
- Consult with staff as soon as there are concerns, working through the problems with them in a mutually respectful manner.
- Attend school-related meetings, conferences, and other functions.
- Volunteer for school activities and fundraisers.
- Attend Sacramental Preparation activities.
- Support the school and the parish financially.
- Provide the necessary school supplies.

- Concerns or problems should always be addressed first to the primary person(s) involved. If satisfactory results are not attained, the matter should be brought to the Principal's attention.

## SCCS Dress Code and Uniform Policy

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These SCCS Uniform Policies have been approved and are reviewed periodically by the SCCS Board of Directors which is comprised of SCCS parents, school administration and pastors. Parents are expected to support and enforce the school uniform policies.

1. Uniform shorts may be worn beginning the first day of school through October 31<sup>st</sup> and starting again on March 1<sup>st</sup> through the end of the school year.
2. On days when students are attending Mass, they must always be in uniform. Uniform shorts are acceptable at Mass through October 31<sup>st</sup> and starting again March 1<sup>st</sup>.
3. Socks or tights are required. Socks are to be cuffed (crew socks) or knee highs, plain white or navy in color. No striped tube socks or other variations are permitted. Golf socks or tennis socks which do not have cuffs are not acceptable. Tights that fully cover the foot and are solid white or navy in color may be worn by girls. Leggings are not acceptable in the classroom but are permitted during recess.
4. Belts are required for students in third through eighth grade.
5. Shoes must have a fully enclosed toe and heel. Tennis shoes and dress shoes are permissible. Gym shoes may be the same pair of shoes a child wears to school, but only if they are non-marking tennis shoes and do not carry in dirt and mud from outdoors. Sandals (any shoe without a fully enclosed toe and heel) or boots cannot be worn in the classrooms during the school day. This includes days when students are using No Uniform Passes. Exceptions are allowed on some special themed No Uniform Days. When boots are worn outside, students should bring or leave a pair of shoes at school to change into.
6. Hair must be worn neatly and be well groomed. Hairstyles and accessories should not cause a distraction or impede the students' learning (i.e. hair in the eyes). Dyeing, bleaching, or unnatural colors of hair are not allowed. No hair grooming products (hairspray, gel, mousse, etc) should be brought to school or used during the school day.
7. No cosmetics or make-up may be worn by students in grades K – 5. Students in grades 6 – 8 may wear a modest amount of make-up, but may not apply make-up at school. Lip balm is acceptable for all grades.
8. Except on specially designated theme days, no caps or hats may be worn in the classrooms.
9. Stud earrings are allowed for girls only. For safety purposes, no other style of earring is allowed. All other jewelry should be kept to a minimum and not cause a distraction.
10. Jumpers, split skirts, and skirts must be a modest length.
11. Shirts must be tucked in at all times for students in grades 3 – 8. No shirt that shows at the bottom should be worn underneath an acceptable uniform shirt. For example, girls' lace tops where the lace shows under the uniform shirt. Shirts may be long or short sleeved. Only the top button of a shirt is allowed to be unbuttoned.
12. Pants may not be "designer" brands (for example Dockers) and:
  - a. must be a blend of cotton and polyester. 100% cotton pants do not hold their shape or color.
  - b. must be twill or corduroy material. Jeans, 5 pocket pants, knits, or leggings are not acceptable.
  - c. no exterior labeling is allowed.
13. Uniforms must be clean and neat in appearance – no stains, rips, or holes.
14. On No Uniforms Days, students are expected to observe standards of dress and grooming which emphasize neatness and respect of our Christian values.

Several options are available for purchasing uniforms. These include:

- Uniforms may be purchased at Donald's Department Store (972 Payne Avenue, St. Paul, MN), ordered from Donald's by phone @ 651-776-2723, through Donald's website, [www.donaldsuniform.com](http://www.donaldsuniform.com), or at the SCCS Uniform Sale held at the school during the month of July. Donald's makes a donation to SCCS of 5% of purchases of new uniform items made at our uniform sale night. Donald's also donates a percentage of sales at their store. To take advantage of the rebate at the store, a rebate form must be completed. Forms are available at the store.
- Uniforms may also be ordered through the Lands' End School catalog. (SCCS gets 3% of all sales back when you use the SCCS Preferred School number: 9000-6180-5.) To order call 1-800-469-2222 or visit their website [www.landsend.com/school](http://www.landsend.com/school).
- Sweatshirts and sweater vests with the SCCS and SCCS Middle School logos are available at Heritage Embroidery in Stillwater. (651 430-9220).

### **No Uniform Days**

Periodically, students are not required to wear their uniforms to school. These days are often associated with a holiday celebration or other special event. Information about no uniform days may be communicated on the monthly calendar, in the FYI, or in classroom newsletters.

### **No Uniform Passes**

Students sometimes receive a No Uniform Pass as a reward for participation in an academic, service, or fundraising activity. They may utilize this pass and wear non-uniform clothing on any Friday with the exception of special Friday Mass days. The No Uniform Pass should be given by the student to his or her teacher on the day the privilege is used. The choice of non uniform clothing is expected to be within the limits of the SCCS Dress Code.

### **Winter Clothing**

Students in grades K - 5 will be expected to go outside for a daily lunch recess unless the temperature or windchill is below 0 degrees F. Students in grades K - 3 are required to have boots and snowpants when there is snow on the ground. This is encouraged for grades 4 and 5 as well. Students who are not adequately dressed for the weather will still be expected to go outside; however, they will be restricted to a limited area of the playground.

### **SCCS Spirit Wear**

Every Friday is a "Spirit Day" at SCCS. Along with their usual uniform items, students may wear t-shirts and sweatshirts with an SCCS Knights logo. Sales of Spirit Wear items are sponsored by the SCCS Booster Club. SCCS Spirit Wear is available during the July Uniform Sale and can also be ordered by filling out an order form in the office.

### **Middle School P.E. Uniforms**

All Middle School students will need a P.E. outfit: 6<sup>th</sup> and 8<sup>th</sup> grade students have 2 trimesters of P.E.; 7<sup>th</sup> grade has 3 trimesters




- White t-shirt with short or long sleeves – must have no logo unless it is school related.
- Blue shorts or blue running pants – no logo or lettering; pin stripes on legs are okay.
- Tennis shoes – may be the same tennis shoes worn to school if they are non marking.

*Please see the charts on the next two pages for a detailed list of acceptable uniform choices.*

### Boys Uniform Guide

Grade	Socks	Pants	Shorts	Shirts	Sweatshirt	Sweater	Vest	Belt
<b>K - 2</b>	Navy or white socks  <i>Must be able to be cuffed.</i>	Navy Blue Twill Uniform Pants  Navy Blue Corduroy Uniform Pants	Navy Blue Twill Uniform Shorts  <i>May be worn until October 31 and after March 1.</i>	Light blue polo  Light blue turtleneck  <i>Long or short sleeves are acceptable.</i>	Navy blue sweatshirt with SCCS logo  <i>from Heritage Embroidery</i>	Navy blue uniform pullover or cardigan	Navy blue sweater vest with SCCS logo  <i>from Heritage Embroidery</i>	<i>Optional for grades K – 2</i>  Navy, Black or Brown
<b>3 - 5</b>	Same as K-2	Same as K - 2	Same as K - 2	Same as K - 2	Same as K - 2	Same as K - 2	Same as K - 2	Navy, Black or Brown
<b>6 - 8</b>	Same as K-2	Khaki Twill Uniform Pants  Navy Twill Uniform Pants  Navy Corduroy Uniform Pants	Khaki or Navy uniform shorts	Green knit polo  Green turtleneck  White knit polo  White turtleneck  White oxford cloth button down shirt  <i>Long or short sleeves are acceptable.</i>	Navy blue sweatshirt with SCCS Middle School logo  <i>from Heritage Embroidery</i>	Navy long sleeved V-neck with SCCS Middle School logo  <i>from Heritage Embroidery</i>	Navy V-neck with SCCS Middle School logo  <i>from Heritage Embroidery</i>	Navy, Black or Brown

## Girls Uniform Guide

Grade	Socks	Skirts/Jumpers	Pants	Shorts	Shirts	Sweatshirt	Sweater	Vest	Belt
<b>K - 2</b>	Navy or white socks or tights  <i>Must be able to be cuffed, reaching mid calf or knee high.</i>	Plaid jumper  <i>Shorts may be worn under a jumper if they do not show below the hemline.</i>	Navy Blue Twill Uniform Pants  Navy Blue Corduroy Uniform Pants	Navy Blue Twill Uniform Shorts  Plaid Uniform Shorts  <i>May be worn until October 31 and after March 1.</i>	White knit polo  White turtleneck  White blouse  <i>Long or short sleeves are acceptable.</i>	Navy blue sweatshirt with SCCS logo  <i>from Heritage Embroidery</i>	Navy blue uniform pullover or cardigan	Navy blue sweater vest with SCCS logo  <i>from Heritage Embroidery</i>	<i>Optional for grades K - 2</i>  Navy, Black or Brown
<b>3 - 5</b>	Same as K-2	Plaid jumper   Plaid split skirt	Same as K - 2	Same as K - 2	Same as K - 2	Same as K - 2	Same as K - 2	Same as K - 2	Navy, Black or Brown
<b>6 - 8</b>	Same as K-2	Plaid with 2 pleats in the front and back   Navy with 2 pleats in the front and back	Khaki Twill Uniform Pants  Navy Twill Uniform Pants  Navy Corduroy Uniform Pants	Khaki, Navy or Plaid uniform shorts	Green knit polo  Green turtleneck  White knit polo  White turtleneck  White oxford cloth button down shirt  <i>Long or short sleeves are acceptable.</i>	Navy blue sweatshirt with SCCS Middle School logo  <i>from Heritage Embroidery</i>	Navy long sleeved V-neck with SCCS Middle School logo  <i>from Heritage Embroidery</i>	Navy V-neck with SCCS Middle School logo  <i>from Heritage Embroidery</i>	Navy, Black or Brown

## Health and Wellness Policy

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The purpose of the school's Health and Wellness Policy is to ensure a school environment that promotes and protects each student's health, well-being, and ability to learn by promoting healthy habits and physical activity.

- The school recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- St. Croix Catholic School encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing nutrition and physical activity policies.
- The school environment should promote and support for children on a daily basis, access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Building administration is encouraged to solicit a volunteer that will be the nutrition/physical activity leader within the building to serve as a contact for implementing the wellness policy and supporting building activities in these areas.

### **Recommendations:**

#### Food Choices

- I. The food service department is responsible for complying with regulations and managing a department that offers a variety of nutritious and affordable meal selections for the lunch program.
  - A. The food service department will take every measure to ensure that student access to foods and beverages, in the food service areas meet or exceed all Federal, State, and local laws and guidelines. Meals will meet or exceed the nutritional guidelines of USDA's National school lunch program. The school food service program will make every effort to monitor the nutrient breakdown of the menus.
  - B. The food service program shall aim to be financially self-supporting.
  - C. Food service manager shall adhere to all federal, state, and local food safety and sanitation guidelines. The food service program will develop and ensure Hazard Analysis and Critical Control Points (HACCP) plans and guidelines to prevent food illness in schools.
  - D. Continuing professional development for all food service personnel at St. Croix Catholic School will be provided.
  - E. Every effort will be made to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced price school meals.
- II. The building administration is hereby given authority by this procedure to manage and enforce the healthy selection of foods available outside what is provided by the food service department.
  - A. Building administration will assist the food service department by encouraging students to make healthy food and beverage selections including those items sold outside of the reimbursable meal programs, utilizing established district guidelines. (Areas to include are: classroom parties, fundraising, carnivals.)

- B. Building administration is encouraged to provide in-service and encourage all school personnel to utilize methods other than food or beverage as rewards for behavior or academic performance reinforcement, (unless this practice is allowed by a student's individual education plan or behavior intervention plan).
- C. Building administration will make every effort to communicate to parents/guardians that healthy food choices should be selected when sending food to school with children and foods without nutritional value should be avoided. Examples of healthy options to select will be provided.
- D. Building administration will provide a structured, healthy, safe, and clean eating environment that allows sufficient time for students to eat.
- E. Building administration is encouraged to provide in-service to staff and support all health, nutrition, and physical education curriculum.
- F. Building administration will provide access to proper hand-washing facilities, and will encourage supervised hand-washing prior to eating.

### Nutrition Education

- A. St. Croix Catholic School shall oversee all nutrition education curriculum and material for accuracy, completeness, balance, and consistency with the state and local education goals and standards.
- B. It is recommended that, nutrition education topics be integrated within the sequential, comprehensive health education program taught at every grade level, Pre K – 8. Also, that nutrition messages be incorporated into subjects such as science, math, social studies, and language arts as appropriate.
- C. It is recommended that, the nutrition education program shall focus on student's eating behaviors and food choices. When reviewing curriculum, to base it on theories and methods proven effective by published research, and be consistent with the State and local health education standards, guidelines, and framework. Nutrition education should be designed to help students learn:
  - Nutrition knowledge, including but not limited to the benefits of healthy eating, essential nutrients, nutritional deficiencies, principals of healthy weight management, the use and misuse of dietary supplements and safe food preparations, handling and storage;
  - Nutrition-related skills, including but not limited to planning a healthy meal, understanding and using food labels, and critically evaluating nutrition information, misinformation, and commercial food advertising; and
  - How to assess one's personal eating habits, set goals for improvement, and achieve those goals.
- D. It is recommended that, nutrition education instructional activities stress the appealing aspects of healthy eating and be participatory, developmentally appropriate, continually representative and enjoyable relevant to the community.

### Physical Activity

- A. Physical education courses should be provided in an environment in which students learn, practice and are assessed on developmentally appropriate motor skills, social skills, and knowledge. St. Croix Catholic School will provide an adequate amount of time for physical education classes.
- B. St. Croix Catholic School will implement a sequential physical education course of study consistent with national standards for physical education and with a focus on students' development of motor skills, movement forms, and health-related fitness. They will ensure that state-certified physical education teachers teach all physical education classes and that physical education classes have a teacher/student ratio comparable with those of other classes.
- C. Physical activity involves bodily movement that results in the expenditure of energy of at least moderate intensity level and for duration sufficient to provide significant health benefit for students. St. Croix Catholic School will ensure that students are moderately to vigorously active at least 50% of the time while participating in physical education class.

- D. St. Croix Catholic School staff is encouraged to provide physical breaks during extended periods of classroom inactivity (Periods of two or more hours).
- E. St. Croix Catholic School will provide a physical and social environment that encourages safe and enjoyable activity for all students, to promote development of a healthy, active lifestyle and reduces time spent in sedentary activities.
- F. St. Croix Catholic School should provide daily recess periods for all elementary students, where moderate to vigorous physical activity is encouraged.
- G. Schools are encouraged to schedule recess before lunch.
- H. St. Croix Catholic School shall offer intramural programs and/or physical activity clubs that meet the needs and interests of all students, including those who are not athletically gifted and those with special needs. (curricular and co-curricular)
- I. St. Croix Catholic School should promote as well as encourage parents and community members to institute programs that support physical activity, such as a walk to school programs, and community recreation programs.
- J. St. Croix Catholic School will encourage students and community members to develop physical activity programs and facilitate the use of facilities outside of the normal school day.

### Communication

- A. St. Croix Catholic School will develop and implement a communication plan which includes staff training and communication to families to ensure understanding of the rationale of the wellness policy and the needs and actions of the wellness policy.
- B. St. Croix Catholic School recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
- C. St. Croix Catholic School will support parents' efforts to provide a healthy diet and daily physical activity for their children.
- D. St. Croix Catholic School encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
- E. St. Croix Catholic School will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

### Harassment and Bullying Policy

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Parents are asked to read and understand the school's Harassment and Bullying Policy. Parents have the responsibility to ensure that children understand the consequences of this type of behavior. The purpose of this policy is to ensure a learning and working environment free from unlawful bullying, discrimination, harassment and violence.

#### **Definition of Harassment**

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance or which creates an intimidating, hostile, or offensive working or learning environment. Harassment may be directed at an individual or a group of individuals. Harassment often involves repetitive conduct, but isolated acts may have the same effect. The basis for harassment may include age, creed, color, disability, national origin, race, marital status, gender, religion, status with regard to receiving public assistance, and/or sexual orientation.

Harassment may include:

- Using language that offends a student, employee, or visitor.
- Posting and/or distributing material that is derogatory.
- Defacing property in a way that is derogatory.
- Using verbal and non-verbal communication that degrades an individual's race, religion, gender, ethnicity, body type, disability, age or sexual orientation.

## **Bullying**

One category of harassment is bullying. Bullying by anyone will not be tolerated at St. Croix Catholic School and will be addressed immediately if the school is made aware it is happening.

Bullying may occur between:

- A group and an individual
- An older student and a younger student
- A student to another student
- A student to an adult
- An adult to another adult
- An adult to a student

Examples of bullying behavior may include, but are not limited to:

- Name calling
- Sarcastic comments toward another
- Intimidating stares
- Unwanted physical contact

## **Sexual Harassment**

Another type of harassment is sexual harassment. Sexual harassment may include one or more of the following: unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating or offensive working or learning environment. It may also include situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- Teasing or joking of a sexual nature, sexual name calling, spreading sexual rumors, making derogatory or dehumanizing remarks.
- Display of offensive pictures, posters, or other graphics.
- Inappropriate and/or any form of unwelcome touching.
- Otherwise creating a hostile, intimidating, or offensive environment by misconduct or a sexual nature.

## **Harassment Policy Procedure**

Any member of the school community who experiences any form of harassment or bullying is encouraged to deal with the situation immediately by politely and firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly, or if a request to stop is not respected, he or she should report the incident to an appropriate school official (Principal or the Canonical Administrator).

The school administration will act to investigate all complaints, formal or informal, verbal or written, of unlawful discrimination, harassment, bullying, or violence, and to discipline or take appropriate action towards the violator. Based on the investigation, appropriate action may include, but is not limited to, counseling, disciplinary warning or other disciplinary actions.

The School specifically reserves the right to take appropriate action in response to conduct or communications that do not constitute unlawful discrimination, harassment, bullying or violence as defined by this policy but that may constitute offensive behavior or behavior otherwise inconsistent with a Catholic, Christian learning and working environment. A third party may be present during interviews at the discretion of the administrator. If appropriate, an investigative report documenting interviews, conclusions, and recommendations will be completed. The compliance, the alleged harasser, and their parents (if either is a minor) will be advised as to the outcome of the investigation. In cases involving minors, a report to the Child Protection Agency or to the police will be filed as required by law.

If the parties involved feel that inadequate action has been taken, the complaint should be taken to the Canonical Administrator. The Canonical Administrator will determine if the matter should go through the Grievance Procedure.

Certain exemptions exist under Minnesota law that allows religious organizations such as St. Croix Catholic School, under limited circumstances, to discriminate lawfully on the basis of religion and sexual orientation (e.g. State law authorizes the School to limit admission or to give preference in admission to Catholics). The School will do so only under the specified limited circumstances.

### **Philosophy Statement**

We, at St. Croix Catholic School, believe in providing quality reading material and information which:

- provide access to a wide variety of fiction and nonfiction resources,
- stimulate an interest in reading and provide materials appropriate to the various age levels of students,
- support the curriculum of the school,
- meet the educational, emotional, and recreational needs of students and staff and/or develop moral character and conscience,
- does not conflict with our Catholic beliefs.

### **Selection Process**

Resources for the St. Croix Catholic School collection are chosen by the librarian, who utilizes many sources to help select quality materials. In addition to reviewing award-winning books, the librarian considers recommendations by trade journals, other librarians, teachers, parents, and students. Books are chosen for their individual merit and do not imply endorsement of an author's entire body of work or personal or professional beliefs. In extreme cases, an author's public views may warrant removal of all his/her materials from the St. Croix Catholic School collection.

### **Procedure for Review of Resources**

The review of resources challenged by teachers, administration, or parents (hereafter referred to as "individual") will be treated objectively as an important routine action. Every effort will be made to consider the objections, keeping in mind the best interests of the student and the school community.

All persons who challenge resources used at St. Croix Catholic School shall adhere to the Procedure for Review of Resources.

Any parent or individual at St. Croix Catholic School may raise objection to instructional materials used in the educational program at the school, but is asked to use discretion and object only when he/she feels the situation is serious enough to use school resources to address the concern.

When an objection to resources is made, the faculty member receiving the concern should attempt to informally discuss and, if possible, resolve the issue with the individual. An informal resolution is defined as a condition in which both parties agree to accept the material as currently used. In this case, no further documentation is required. If both parties agree that the resource should be removed, the staff member will inform the principal in writing of the decision. The principal will request that the staff and parent follow the procedure for the formal Review of Resources process (see below).

If the complaint cannot be resolved informally, the faculty member shall inform the individual of the availability of procedures for Review of Resources.

Faculty must inform the principal of the concern in writing.

### **Status of Challenged Resource**

The resource(s) under reconsideration will remain in use during this process and remain in place unless removed through the completion of this procedure.

### **Initial Response to Challenged Resources**

Requests for review shall be directed to the appropriate teacher/librarian. The staff member shall in turn immediately advise the school principal and the canonical administrator in writing or via email, of the complaint. The teacher/librarian shall explain the initial selection process utilized and the subsequent appeal procedures for challenged materials.

The teacher/librarian may formally file a written Staff Member Response to Challenged Resource explaining his/her position on the challenged material. This will be submitted to the principal.

## **Completed Request for Review of a Resource Form**

The complainant must read/listen to/view the material in question in its entirety. Upon submission of the completed and signed form to the administration, the challenge will be defined as formal, and the formal review process will be initiated.

### **St. Croix Catholic School Review Committee**

In the event of a formal complaint, a standing committee will be comprised of:

- Canonical Administrator and priests
- Principal
- Parent representative from the Board of Directors (1)
- Faculty representatives (2)
- Parent representatives from the parent population at large (2)

### **Committee Responsibilities and Procedures**

The Principal shall:

1. Send a Request for Review of Resources form to the complainant.
2. Notify committee members of the objection within ten (10) school days of receipt of the complaint and set a meeting day.
3. Distribute a copy of the completed Request for Review of Resources form to each committee member.
4. Obtain and arrange for reading/listening/viewing of the questioned resource by the committee.
5. Hold a review committee meeting within thirty (30) school days of receipt of formal complaint to discuss the objection and questioned resource, and reach a decision.
6. Send the report of the review committee to the individual.
7. Make every effort to complete the review process within 45 school days.
8. Keep a file of the written report signed by all committee members, accompanied by the initial Request for Review of Resources.

The committee shall:

1. Read/listen to/view the questioned resource in its entirety.
2. Determine professional acceptance of the resource by reading critical reviews.
3. Weigh the strengths and weaknesses and form opinions on the resource as a whole rather than on passages or selections taken out of context.
4. Review documents filed by staff and complainant.
5. Discuss the resources in the context of the St. Croix Catholic Classroom & School Library Policy philosophy statement.
6. Reach a decision by consensus, with the final decision to be made by the Canonical Administrator.

## **Mandatory Reporting Policy**

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

Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse of neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.

Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substances.

Abuse can be physical or sexual abuse or emotional maltreatment.

## Building Security

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In order to provide for the safety of the students and staff at SCCS, the following procedure will be followed.

1. All SCCS employees must wear proper identification.
2. Building entrances on Third Street and the Gym entrance off the parking lot will be locked except during designated early morning arrival and afternoon dismissal times.
3. Visitors can gain access to the building from Third Street by ringing a doorbell. Office staff will monitor and remotely unlock the door for visitors.
4. All visitors (including parents) must stop at the office to sign in and pick up a visitor's badge to wear.
5. Parents wishing to come into the building to pick up their child(ren) after school must wait by the office.
6. Parents picking up their child(ren) during the day will stop in the office. The office staff will page or notify the student that they are to meet their parent(s) at the office. Each child will be checked in and out by the parent.
7. Staff and students will be actively involved in becoming aware of the people in the building and taught how to respond if they see someone without proper identification.
8. People in the building and on the grounds without permission will be considered trespassers and may be prosecuted.

## Searches

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St. Croix Catholic School reserves the right to conduct searches of student possessions including, but not limited, to lockers, backpacks, desks, clothing, and lunchboxes.

## Grievance Policy and Procedure

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The stated goal of our school is to foster the dignity and respect of each individual according to our Christian ethics. In the course of the school experience, difficulties and differences of opinion and approach inevitably arise due to the nature of our diversity as human beings. When these conflicts arise, the solutions to these problems should come about as a result of a rational and humane procedure. These steps should be followed by all concerned.

If a grievance should arise between parents/guardian and a teacher or member of the school staff, the person with the concern should follow this procedure:

Always go first to the person with whom you have a difference of opinion or complaint. Try to come to an understanding of the other person's perspective and have that person come to an understanding of yours. See if you can come to a mutually agreeable resolution.

If you continue to have concerns, meet with the Principal and the person with whom you have concerns. Discuss the situation with the Principal mediating. The Principal may suggest investigating the situation further. He/She may ask for input or counsel from others, including the Pastor and/or Canonical Administrator, members of the Board of Directors, or staff. Then he/she will come to a decision. This resolution should come within 30 days.

The Teachers and Administrators are responsible:

1. To answer calls or notes respectfully requesting an appointment to discuss a specific problem. The answer to these requests should be made as soon as the teaching day permits. Teachers and administrators should never discuss a child's problems in an informal setting such as social or school gatherings. Teachers and administrators should also initiate respectful calls to inform parents of problems as soon as possible. This may mean that a teacher and/or administrator may need to come to school early or stay late to accommodate the parents' schedules.
2. To clearly explain any disciplinary, grading or educational decision made, using documentation if available and appropriate. In addition, it may be helpful for a school specialist or another teacher or administrator to help find workable solutions to the problems. The teacher and/or administrator should take the initiative to gather together as much information as possible to understand the child in the school setting.
3. To be open to the possibilities of change in procedure and compare other circumstances which would deem that change is appropriate. Criticism is difficult to accept, but if given in a way that may help the teacher or administrator better understand the needs of the students, then this particular critical insight may make it easier to deal with the students' needs in a more complete way.
4. To be courteous to and respectful of parent's views, even when the suggestions made may seem to be beyond what is possible within the abilities of the school and the particular classroom. The difficulties between

teachers, administrators, and parents should never make the child or other family members in school feel uncomfortable in the teacher's classes or presence. This is also true of an administrator's relationship with a student during and after the disagreement.

5. To never allow the confidentiality of the parent/teacher/ administrator/student relationship to go beyond the confines of the immediate teaching/learning setting. Some teaching difficulties must be the concern of a teaching team so that a greater sensitivity to a situation of all the child's teachers and administrators may result.

Parents are responsible:

1. To respectfully request an appointment with a teacher. This may be done by note, by phone or by e-mail. Parents should state the nature of the problem briefly and indicate when they may be reached by phone. If the message is phoned, the caller will be transferred to the teacher or administrator's voicemail. Teachers and administrators cannot be called from classes or meetings for phone conferences. Impromptu parent/teacher/administrator conferences at social gatherings or in school gatherings are inappropriate.
2. To be fully prepared with a specific statement of a problem. To be sure that documentation of the problem does not depend on hearsay or innuendo which cannot be substantiated. Any information that is helpful in explaining the student's problems should be brought to the conference. This may include medical records or an outside professional and/or his or her feelings.
1. To be open to the possibilities of change and compromise. Often a parent finds critical statements about his or her student difficult to accept, yet all must try to remember that the goal of the conference is to end with a new attempt to help the student succeed in the academic and social setting. This may require change from all concerned parties.
2. To be courteous and respectful. The requests made by parents may be impossible to implement within the school. This is often equally as frustrating to the school staff as to the parents. Sometimes frustration leads to abusive and unsubstantiated accusations. This should be avoided at any conference.

In the extreme case where a teacher or administrator feels threatened by accusations, which are undocumented and abusive, the teacher or administrator may request that a third party be present during the conference. This third party may be the administrator or legal counsel. If an unexpected conflict arises during a conference, the teacher or administrator is not expected to continue a conference if abusive and unsubstantiated criticism is being introduced.

If the parents discuss the situation at home, they should remember that the child must still function within the school setting and that these conversations will have a serious undermining effect on the administrator's and teacher's authority to do their jobs. Just as the teacher or administrator is responsible to respect the child even when difficulties arise between school authorities and parents, the parents are responsible to see that the problems do not affect the child's respect for the position of the teacher or the administrator.

Any conflict unable to be resolved by the above procedures will be directed by the Principal to the Canonical Administrator for review.

## Weapons Policy

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St. Croix Catholic School strictly prohibits the carrying or possession of weapons on its premises, including firearms for which a permit has been issued. For the purpose of this policy, the term "weapon" shall include, but not be limited to, firearms, rifles, pistols, guns, devices, instruments, materials, substances or their respective components or ammunition, that is used for, or readily capable of, causing death or serious injury or any other object that can reasonably be considered a weapon (including replicas).

The building administrator or his/her designee if present, or the person in charge of the school event or his/her designee, may choose, if deemed necessary, to call law enforcement officers as soon as possible when there is reason to believe a person is possessing a weapon and/or ammunition in violation of this policy. Any weapons and/or ammunition known to be in possession in violation of this policy shall be confiscated by staff members and shall be turned over to law enforcement officers to be disposed of according to law enforcement or state guidelines.

Consequences for violating this policy will be in keeping with the program discipline policy. Possible consequences include, but are not limited to: conference with parents; suspension (in or out of school); expulsion; home schooling. The consequences are at the discretion of the school administrator.

## Tobacco Policy

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The Board of Directors, St. Mary's Parish Council, St. Michael's Parish Council, and St. Charles' Parish Council have established that all buildings used by SCCS be maintained as "TOBACCO FREE" buildings.

## Illegal Substance Policy

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The following procedure will be followed when students choose to use, sell, distribute or are in possession of illegal substances:

1. Parents will be notified.
2. Law enforcement officials will be called if necessary.
3. The student will be suspended for up to five days.
4. The student will be required to undergo a chemical use evaluation.
5. A parent/student conference with the school principal will be required before the student is re-admitted to school.
6. Further abuse can result in expulsion from SCCS.
7. Any student selling, distributing or possessing an illegal substance on school grounds will be reported to law enforcement officials. This can result in expulsion from SCCS.

## Network, Internet, and Technology Policy

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St. Croix Catholic School is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of school operations. It also recognizes that safeguards have to be established to ensure that the school's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The administration has established guidelines to ensure that students and staff are making appropriate and ethical use of computers, other equipment and networks. These guidelines comply with federal and state laws and are in accordance with any guidelines promulgated by the Archdiocesan Department of Education.

Students and staff will be adequately informed about disciplinary actions that will be taken if school technology and/or networks are abused in any way or used in an illegal or unethical manner.

### **Mission and Purpose of Network, Internet, and Technology Use**

Our Internet connectivity was established to provide students and staff with a research, learning and communication tool.

The purpose of our Internet account is strictly educational. Students and staff will use it to research subject areas and to correspond with other students, parents and professionals – at the teacher's instruction.

In today's information rich society, we have more information available to us than we need. Educators have a professional responsibility to help students develop the skills needed to discriminate among information sources, to identify information to meet their educational goals. The Internet is a great educational tool in meeting this goal.

### **Use is a Privilege**

The use of Internet, local area networks, hardware, software or other related technology is a privilege that may be revoked at any time. It is not a right.

In compliance with the Children's Internet Protection Act (CIPA), St. Croix Catholic School has installed filtering software that restricts access to Internet sites containing material harmful to minors. However, no software is foolproof. Any user who accidentally connects to an inappropriate site must immediately disconnect (quit) from the site and notify a teacher or other supervisor. If any user sees another user accessing inappropriate sites, he or she should notify a teacher or other supervisor immediately.

Students and staff may not disable the filtering software at any time when students are using the Internet system if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately

blocked access to such sites.

Staff must supervise student use of the Internet system, in a manner that is appropriate to the student's age and the circumstances of use.

St. Croix Catholic reserves the right to discipline students for inappropriate use of the Internet including off site incidences which could bring harm or cause damage to our school.

## **Privacy**

No user should have any expectation of privacy regarding information or communications in or by any computers owned by St. Croix Catholic School or connected to the St. Croix Catholic School network. St. Croix Catholic School reserves the right to monitor all technology resources, to inspect and review all files and messages and to use all such information in conjunction with any disciplinary matters or as part of any investigation of inappropriate or illegal activities, or use not in compliance with St. Croix Catholic School.

## **Guidelines for Student Use**

### Acceptable

Acceptable use requires every user to act in a responsible, ethical and legal manner that respects and protects the rights of others. In addition, use must be in support of instructional educational, research, administration and other activities consistent with the mission statement of St. Croix Catholic School.

Making Internet access available to students carries with it the potential that some students might encounter information that some have identified as inappropriate for students. St. Croix Catholic School uses filtering software to bar unwanted sites. We will be focusing on providing students with the understanding and skills needed to use the Internet in ways appropriate to their individual educational needs.

The use of the Internet is a privilege, not a right. Students will be taught appropriate usage of the Internet by their classroom teachers and the computer teacher before using it. Any action by a student that is determined by their classroom teacher or computer teacher to constitute an inappropriate use of the Internet at St. Croix Catholic School will result in a cancellation of this privilege. St. Croix Catholic School reserves the right to discipline students for inappropriate use of the Internet including off site incidences which could bring harm or cause damage to our school.

The following guidelines are the minimum taught to all students before accessing the Internet:

1. Follow all school behavior and policies when using the Internet. This includes appropriate language.
2. Be polite. Do not get abusive in e-mail messages to others. School rules regarding harassment apply to electronic equipment.
3. Do not reveal your (or anyone else's) personal address or phone number to anyone.
4. Proper computer room behavior must be followed at all times. No food or drink is allowed in the computer room or near the classroom computer. The computer room contains sophisticated electronic machinery. Treat it with respect, and if you have any questions or encounter difficulties, inform your classroom teacher or computer teacher immediately.
5. Do not save anything without approval.
6. Do not gain access to unauthorized areas.
7. Any items produced by the students will not be posted to the Internet without their permission. If permission is granted, items will be considered fair use and available to the public.

In addition to the above guidelines, students will be taught the proper way to:

- Log onto the Internet.
- Use the available search engines found on the Internet.
- Save, download and print information found.
- Appropriate use of hardware and software.

### Unacceptable

1. Inappropriate language in any type of correspondence written or verbal.
2. Use, distribution or collection of fraudulent, harassing, obscene, threatening or other inappropriate material against other students or staff. (School rules regarding harassment apply to electronic communication.)
3. Use of another's password, account or information. Do not reveal your confidential information to others.

4. Food or drink is strictly prohibited in the computer room, or near the classroom computer. Treat it with respect. If you have any questions or encounter difficulties, inform your teacher or computer room coordinator immediately.
5. Use of technology for commercial, political or profit making enterprise.
6. Intentional accessing of unauthorized areas or using technology to propagate any virus, worm, Trojan horse or other destructive program.
7. Making or distributing unauthorized or illegal (pirated) copies of licensed software or installation of software without St. Croix Catholic School consent.
8. Transmitting or copying copyrighted material without permission of the author. Plagiarism is unlawful. If quotes are taken from the Internet, appropriate annotation must be given.
9. Using technology to violate the laws of any city, state, the United States or policies of St. Croix Catholic School.
10. Encouraging or helping others to violate any of the above and/or not reporting knowledge of actions of others that violate any foregoing rules.

Parents and students are required to complete a User Agreement Form acknowledging the receipt, understanding, and agreement to follow the SCCS Network, Internet and Related Technology Policy during the first month of school.

## Extra-Curricular Programs and Athletic Policy

All students of St. Croix Catholic School are provided the opportunity to participate in and enjoy extra-curricular programs that enhance their physical, social, intellectual and spiritual development. The purpose of this policy is to:

- Ensure that all extra-curricular programs are conducted in a manner that is consistent with the overall Christian values and mission of St. Croix Catholic School.
- Teach the fundamental skills and rules of the various activities offered.
- Offer students the opportunity to participate in formal team sports and club activities.

### General Guidelines:

1. The Principal, Booster Club Chairperson, and the Athletic Director will be responsible for all decisions regarding SCCS clubs and athletics. These responsibilities will include, but not be limited to:
  - a. Determining what sports/clubs/activities will be offered.
  - b. Determining league participation, level of play, team composition (e.g. single or mixed grade teams), etc.
  - c. Appointing coaches and advisors for the various teams and activities.
  - d. Setting fees for individual activities.
  - e. Resolving any issues or disputes that may arise.
2. All coaches, players, participants and spectators are expected to exhibit good sportsmanship consistent with the overall mission of the Extra-curricular Policy and St. Croix Catholic School.
3. Players and participants have an obligation to:
  - a. attend practices and meetings
  - b. demonstrate respect for coaches and advisors, fellow participants, and opponents
  - c. develop a team commitment.
  - d. maintain good academic standing.
4. Coaches, advisors, and parents have an obligation to:
  - a. be positive role models
  - b. be enthusiastic and encouraging
  - c. treat all participants and opponents fairly and with respect, and
  - d. openly and honestly communicate any concerns regarding participation in the program.
5. In regard to athletic events, playing time during any individual game is at the discretion of the coaches consistent with the school policy.
6. Fees may be charged for each individual activity. The cost will cover any league membership fees, equipment, uniform fees, etc.
7. All participants are expected to display a Christ-like respect for fellow participants, self-discipline, and a work ethic leading to individual and team goals, and to accept in a healthy, positive manner the successes and failures inherent in competition.

A complete Athletic Policy can be found in the Athletic Handbook distributed to all students signed up for CAA Sports and on the SCCS website, [www.stcroixcatholic.com](http://www.stcroixcatholic.com).

## Parents Right to Know - Health and Safety Program Notifications

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St. Croix Catholic School complies with State programs and requirements designed to protect the health and safety of our students and employees. Two such programs are Asbestos and Pesticide Application Notification.

### **Asbestos Notification**

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

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspections, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings.

*ALL ASBESTOS CONTAINING MATERIALS WERE MAINTAINED UNDER OUR OPERATIONS AND MAINTENANCE PROGRAM.*

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. The law also requires all buildings to be reinspected three years after a management plan is in effect. This is being accomplished under our contract with MacNeil Environmental, Inc.

Short term workers (outside contractors – ie. telephone repair workers, electricians, and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers are required to contact the lead maintenance person to be given this information before starting work.

St. Croix Catholic School has a list of locations, type of asbestos-containing materials found in each school building and a description for proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to personnel in the school office, who will contact our Account Manager under contract with MacNeil Environmental, Inc. MacNeil Environmental, Inc. can be reached at 952 890-3452 to discuss the management of our asbestos containing materials.

### **Pesticide Application Notification**

St. Croix Catholic School utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school buildings. Their program consists of:

1. inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening; and
4. application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. 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. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying in the school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

## STATE AND FEDERAL PROGRAMS

### State Programs

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#### **Education Aid for Non-Public School Children**

Textbooks, software, and related individualized instructional materials, health services, and secondary guidance and counseling are provided with funds allocated by the State of Minnesota for aid to non-public schools. Each fall parents/guardians give permission for the school to receive these funds when they sign the "Health, Textbooks and Instructional Materials" form. Tax dollars are used to support these programs. Materials must be for individual student use, secular, neutral and non-ideological, and not subject to use for religious purposes.

#### **School Lunch and Milk Programs**

State funds are matched with federal funds to assist families who qualify for free or reduced lunch. Applications for free or reduced lunch are included in Registration packets. Call the school office for information or additional forms.

#### **School Nurse and Health Paraprofessional**

Funds allocated for Health Services provide SCCS with services of a school nurse one day a week and a health paraprofessional five days a week. These individuals are employed by Stillwater School District #834.

#### **Shared Time Athletics**

7th and 8th grade students are eligible to participate in after-school sports programs which are not offered through VAA or at SCCS, but are offered at Stillwater Junior High School. Students will be required to pay athletic fees for each sport. Sign-up for these sports takes place at Registration or in the SCCS office.

#### **State Income Tax Deduction and Credits**

Partnership for Choice in Education (PCE) is a non-profit organization dedicated to informing parents about Minnesota's tax credits and deductions for K – 12 education expenses. For further information, contact the Minnesota Department of Education.

#### **Transportation**

Minnesota public school districts must provide "equal transportation" within the district boundaries. SCCS students, with the exception of those K – 6 students within 1 mile from the school and grade 7 & 8 students within 2 miles from the school, are transported at no charge to families if residing within the boundaries of School District #834. Bus service is not available at mid-day for half day Kindergarten students. Parents will be notified when and where the bus will stop for their children. If you are not notified, call the Transportation office at 651 351-8377. The public school has sole discretion, control and management of scheduling, routes, bus stop locations and discipline.

Riding the bus is considered a privilege. The bus is no place to play, and each student must do his/her part to keep the bus quiet, orderly and clean. Students should remain seated at all times, except to board or leave the bus. The driver is in complete control and has the authority to enforce all rules of safety and conduct which are necessary. SCCS students who do not follow rules set by the bus driver and the School District #834 Transportation Department will be subject to the following consequences:

First Report – the Principal or Assistant Principal will:

- talk to the student
- call the parent
- send report home

Second Report – the Principal or Assistant Principal will:

- talk to student
- call the parent
- send report home

Third Report – the Principal or Assistant Principal will:

- suspend student from riding the bus for one week

Fourth Report – the Principal or Assistant Principal will:

- suspend student from riding the bus for two weeks

Fifth Report – the Principal or Assistant Principal will:

- suspend student from riding the bus for the rest of the year

The Principal reserves the right to suspend any student, on first offense, for conduct which could threaten the safety of other students on the bus or any other conduct which is determined to be serious enough to warrant such action. The penalty would be determined at the time and at the Principal's discretion. Parents will be notified by phone call with a letter to follow. It shall be the parents' responsibility to see that the child gets to school during the time of suspension.

If you have questions regarding bus transportation, please call the School District #834 Transportation Office at 651 351-8377.

## Federal Programs

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### Special Education

Students attending St. Croix Catholic School and living within the boundaries of School District #834 are eligible to receive special educational services from School District #834 school personnel under the following conditions:

If the student –

- is deaf or hard of hearing
- is blind or partially sighted
- has English as a second language
- has a speech impediment
- is physically impaired
- is educable or trainable mentally handicapped
- has a learning disability
- has emotional and/or behavior disorders

Students living in other school districts may be eligible for services from District #834 subject to a reciprocal agreement with their home district.

1. School District #834 is responsible for providing special education to these children with special needs.
2. If you feel your child qualifies for special services, you are invited to discuss it with the staff at St. Croix Catholic School. We will assist you in referring your child for an assessment by public school personnel.
3. After the assessment, a staffing (meeting) will be held to discuss the results of the assessment. The principal and/or your child's teacher will attend the meeting with you. At the meeting, placement in a program will likely be determined.
4. You must, by state law, receive written notice before your child is assessed, before he/she is placed in a program, before denying him/her a program, or before transferring him/her to a different special education program.
5. The State Special Education Rule 124 states that children should be assessed at the school he/she attends.
6. The special instruction and services received by your son/daughter must be based on his/her individual needs. These services must be the same as would be provided to a public school student.
7. Because of the compulsory attendance law (MS 120.10) which provides that you may send your children to nonpublic schools, you have the right to refuse special education assessment and services if you do not want your child to receive them.
8. While receiving the special education service, your child will be under the jurisdiction of public school authorities.

### Title I

Title I provides assistance to state and local education agencies in meeting the needs of children in math and reading. Working with the classroom teacher, the Title I contact teacher or non-public school employee identifies "at risk" students and schedules them for appropriate, consistent, Title I services.

### Title II – Grants for School Improvement

Non-public schools receive monies, on a per-pupil basis, for technology related programs, professional development for staff, and other student-directed improvement programs and materials identified in the school's plan.

### Title III – Programs to meet the needs of English Language Learners

### Title IV - Programs for Safe and Drug-Free School

Non-public schools receive monies, on a per-pupil entitlement basis, for programs which address drug and safety issues.

### Title V – Innovative Programs

#### District 834 Public School Services Contact Information

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TBD, Interim School Superintendent	651 351-8301	
George Hoepfner, Chairperson, District 834 Board of Education	651 351-8433	<a href="mailto:hoepfner@stillwater.k12.mn.us">hoepfner@stillwater.k12.mn.us</a>
Dennis Bloom, Director of Operations (Transportation)	651 351-8379	<a href="mailto:bloomd@stillwater.k12.mn.us">bloomd@stillwater.k12.mn.us</a>
Ben Davis, Transportation Scheduler	651 351-8377	<a href="mailto:davisb@stillwater.k12.mn.us">davisb@stillwater.k12.mn.us</a>
Mary Mesler, Director of Student Support Services	651 351-8381	<a href="mailto:meslerm@stillwater.k12.mn.us">meslerm@stillwater.k12.mn.us</a>

## VOLUNTEER OPPORTUNITIES AND POLICIES

St. Croix Catholic School is kept going daily through the efforts of many volunteers. Your talents and time are always appreciated here! Our school is known for the generous support by parents, grandparents, and parishioners of their time and talents. There are so many chances to volunteer and the rewards are many. You get to meet new people, have fun working toward common goals, and watch your children grow as they learn from your model of service.

### Volunteer Survey

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You will receive a list of possible volunteer activities at the beginning of each school year. Please fill out the form indicating which activities you have an interest in or talent for and return to the school office during Registration. The lists are compiled and used as a resource when parent volunteers are needed. Please realize that you may not be contacted for every activity you check. A Home and School member or volunteer chairperson may be contacting you for help throughout the school year. Thank you for your willingness to help. Parent volunteers are invaluable to the SCCS community!

Watch for additional requests for help during the school year. Teachers may ask for classroom help, or there may be requests in the weekly *FYI*.

### Background Check, Protecting God’s Children Training Requirement, and Volunteer Code of Conduct

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Following policies of the Archdiocese of St. Paul and Minneapolis, it is required that all volunteers and staff of Catholic schools, including parents, who devote time to school activities, undergo a background check, training in creating a safe environment for children (This is a program called VIRTUS, Protecting God’s Children.), and sign a Code of Conduct. This policy is for the safety of all children.

At the time of Registration, if you have not already done so, you will receive a packet authorizing a background check to complete for each parent and return to the school office. The school takes care of having the check completed by an outside Diocesan approved vendor. All information is kept confidential. Information about scheduled training in the VIRTUS Protecting God’s Children program will be provided when sessions are scheduled. All school volunteers are required to sign a Volunteer Code of Conduct annually.

### Volunteer Guidelines

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- Confidentiality – Volunteers must recognize that anything they see or hear while involved in a volunteer activity is confidential. The Data Privacy Act covers all students and simply means that volunteers should not talk about or discuss specific students with other adults or student.

- Discipline – The responsibility for discipline rests with the professional staff at school. When volunteers encounter student behavioral issues that create a need to act, react, or report, the following procedures should be followed:
  - Refer all discipline issues to the teacher, principal, or staff person in charge.
  - Avoid grabbing any student; however, in extreme circumstances where a student's immediate safety is threatened, physical contact may be used to protect the student.
  - If you need to separate two students, tell the students to stop or gently restrain one student from behind with both of your arms around the student.
  - Send for a professional staff member immediately if physical contact is needed to maintain a student's safety.
- Student Contact – Volunteers should not telephone students, visit them at their homes, or meet students off grounds without permission from the parents and the school Principal. In addition, we recommend that when working with students individually or in small groups, you work in a highly visible area.
- Be Dependable – Please be prompt and consistent. If you are not able to volunteer during a schedule time, please call the teacher or your staff member contact. If possible and/or necessary, please attempt to find a substitute.
- Determine Whether Younger Siblings Can Participate – Very often your pre-schooler will fit right into a classroom activity along with the rest of the class. Please check with the teacher or staff member in charge if you have any questions about the appropriateness of including your younger children.

## FUNDRAISING ACTIVITIES

As the cost of educating each student at SCCS exceeds tuition income, the school depends on fundraising as a means of covering some of our budgeted as well as unbudgeted expenses. The SCCS Home and School Association attempts to limit their fundraising efforts to one primary fundraiser. This fundraiser, the Marathon for Non-Public Education, also promotes community awareness of St. Croix Catholic School. Funds from the Marathon make up a large part of the school's general operating fund and all SCCS families are expected to support this effort.

### The Marathon for Non-Public Education

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The Marathon for Non-Public Education is a national event in which students and their families raise money for their school and demonstrate to the community the value of Catholic education. At SCCS, students collect pledges/donations from family, friends and the community and then participate in an age appropriate service project. The funds raised go directly to SCCS.

This year's service projects will take place during the week of October 11 - 15. The Primary, Intermediate and Middle School grades will conduct service projects on different days throughout the week. Parents are encouraged to join students as we participate in community building events.



### SCRIP program

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SCRIP is an amazingly easy way to generate funds for our school and is the only fundraiser that costs you nothing! SCRIP purchases gift certificates from stores between 2% and 20% below face value. These certificates are then sold to the community at face value with St. Croix Catholic School retaining the difference. ShopWithScrip.com has made the SCRIP process a simple, paperless way to generate funds. By logging onto their website and setting up a family account, using your youngest child's name in the student box, you are ready to begin raising funds for our school. Order forms are also available in the school and parish offices. Please have all order forms & checks returned to the school office by Monday at 9:00 AM. Orders received after 9:00 AM will be processed the following week. SCRIP coordinators then gather up orders, collect non-presto pay payments and submit and distribute orders on Thursdays. By placing your SCRIP order via the Internet or in the school office by Monday, 9:00 AM, your gift certificates will be available on Thursday afternoon. Unless otherwise stated, we will send your gift certificates home with the youngest child per family. Laura Ogren [ljogrenn@aol.com](mailto:ljogrenn@aol.com) and Amy Gag [amygag@comcast.net](mailto:amygag@comcast.net) are the contacts for questions about the SCRIP program.

## Matching Gifts

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Many employers participate in a matching gifts program. Please check to see if time or funds which you donate to SCCS can be matched by your employer.

## Other Opportunities To Generate SCCS Funds

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### **Target Take Charge of Education Program**

By using your Target Guest Card or Target Visa, a percentage of the amount charged is paid directly to SCCS. You must indicate to Target that SCCS is your intended recipient by calling the customer service number listed on the back of your card or by going to [www.target.com](http://www.target.com) and indicating your preference.

### **Kemps Give 'Em Five Program, Land O'Lakes Milk Caps, General Mills Box Tops for Education, Milk Moola Labels, Campbell Soup Labels**

SCCS takes part in several collection programs to earn proceeds for the school. Families are asked to save:

- Kemps caps from plastic gallons and half gallons of milk and proof-of-purchase symbols from paper cartons of milk,
- Milk Moola labels, (to benefit the Booster Club)
- Land O Lakes Milk Caps to benefit the school's Garden Fund (used to maintain the beautiful garden on the south end of the school)
- General Mills Box Tops for Education labels,
- Labels from Campbell's products

and send them with their child(ren) to school. The points earned will be used to make purchases for the school. Items which have been purchased with these programs include classroom supplies, computer desks, playground equipment and art supplies. Every nickel and dime counts!

### **Cartridge World Printer Cartridge Recycling**

Bring your empty inkjet or laser printer cartridges to SCCS and drop them in the yellow collection boxes in the main hallway outside the library or by the gym doors. SCCS will receive credit from Cartridge World for good, refillable cartridges. If you prefer, take your cartridges to Cartridge World, on Market Drive (across from Culver's) to have them refilled for your own use (at a savings from new cartridges). Mention that you are supporting SCCS and the school will receive a percentage donation from Cartridge World for your business.

### **Kowalski's Register Receipt Collection Program**

When you shop at the Stillwater Kowalski's, drop your register receipt in the bin (by the checkout lanes and the exit) marked with St. Croix Catholic School's name. Every quarter SCCS can receive a donation from Kowalski's based on the percentage of register receipts we accumulate in our name.

### **Office Depot Rebate Program**

When you shop at an Office Depot, give our school's ID number and Office Depot will credit our school with 5% from qualified purchases. The school in turn can use this credit for supplies at any Office Depot store. Our school ID number is: 70055218. If you don't have the number handy, Office Depot staff can look it up for you, so please remember to ask.

## CREATIVE KIDS CLUB CHILDCARE

St. Croix Catholic School provides an on-site before and after school childcare program on all regular school days. The before school hours are 7:00 AM until school begins at 8:55 AM. The after school hours are from 3:35 PM until 6:00 PM. Creative Kids Club Child-Care is not available on school holidays or days when school is closed for emergencies such as snow day. Pre-registration is required. For more information contact the school office.