**2022-2023 Parent/Student Handbook**



**LETTER FROM THE PRINCIPAL**

**2022-2023**

**Dear Parents and Students,**

 **Welcome to our St. Michael’s School family. Whether you are returning this year or are just joining our school, I am very pleased to have you with us.**

**Here at St. Michael’s School we strive to provide a nurturing environment for all**

**students, allowing children to grow individually while teaching social and spiritual**

**acceptance. Our teaching faculty and staff are committed to leading children down a path of**

**academic excellence, guiding students each step of the way, preparing them to be life-long**

**learners. We showcase our faith through various activities throughout the school year and**

**attend Mass on a regular basis enriching our students’ spiritual lives.**

 **With the collaboration of school and home, we are able to provide students with a**

**first-rate education, prepare them for a lifetime of rich experiences, and instill an attitude of**

**service to others.**

 **Thank you for being a part of St. Michael’s School. I look forward to a year of growth**

**and learning with you.**

**God bless,**

**Sarah Chalich**

**PrincipalTABLE OF CONTENTS**

|  |  |
| --- | --- |
| **Accreditation………………………………………………………….4** **Admissions** **Pre-Kindergarten……………………………………………………8** **Kindergarten……………………………………………………………..9** **Grades 1-6…………………………………………………………………9****Attendance…………………………………………………………7-8****Bussing** **Bus transportation…………………………………………………….9** **Bus privileges and rules…………………………………………..10****Communication, Methods of** **Newsletter/website………………………………………….……18** **Report cards…………………………………………………….18 & 19** **Test results…………………………………………………..18-19, 20****Curriculum and instruction** **Diocesan Sexual Misconduct Policy…………………………11** **Internet rules……………………………………………………………11** **Physical education…………………………………………………….10** **Religion…………………………………………………………………….10** **Secular subjects………………………………………………………..10** **Student Internet Acceptable Use Policy…….Appendix A** **Technology…………………………………………………………….11****Discipline policy** **Bullying/Cyberbullying………………………………………..... 12** **Electronic devices and cell phones…………………………..12** **General rules for students……………………………………….12** **Phone Use……………………………………………………………….12** **Playground rules…………………………………………………12-13****Dress……………………………………………………………………13****Extra-curricular activities** **Band/Choral…………………………………………………………..13** **Catholic Schools Week………………………………………….13** **Ceremonies and observances……………………………….13** **Parties…………………………………………………………………….14** **Swimming……………………………………………………………….14****Instructional staff** **Teachers…………………………………………………………………..5** **Foster Grandparent Program…………………………………..14** | **Field Trips………………………………………………………14****Finance Information……………………………………………14** **Tuition rates** **Family Fundraising** **Financial assistance** **Fundraisers****Food service………………………………………………….15-16** **Lunch** **Cost** **Lunchroom rules****Governance/Administration/School and Parish Staff** **Roster of staff………………………..…………………………..5**  **Diocesan School Policy……………………………..Appendix B** **St. Michael’s School Advisory Council****Health and Safety** **Allergies………………………………………………………………..16** **Health and Safety services …………………………………….16** **Head Lice Policy…………………………………………………….17** **Medication Policy………………………………………………….17** **Violence Prevention and Weapons Policy…………17-18** **Wellness Program…………………………………………………35****Home-School**  **Monthly newsletter…………………………………………….19** **Parent-Teacher Committee (PTC)…………………………..20****Mission and Philosophy Statements……………………………………………………….4****Reporting Pupil Progress** **Conferences……………………………………………………………20** **Report Cards…………………………………………………...20** **Retention of students………………………………………. 21****Schedule (including closure, etc.)………………………7****Special Needs, Special Education…………………..21 Student Records……………………………………………….21****Testing and assessment………………………………21** |

**From the Diocese of Crookston**

**Enrollment**

**I agree on behalf of myself and the enrolled student to abide by the rules, ​regulations, and requirements of St. Michael’s School as from the time of promulgation. In addition, I agree to comply with the expectations as set forth in the Student Handbook and any and all health and safety policies instituted by St. Michael’s School. The school retains the right not to accept an enrollment if it believes the student or parent will not be able to abide by its policies and expectations as set forth in the Student Handbook and any and all health and safety policies.**

**Right to Dismiss**

**I understand that, to operate effectively, St. Michael’s School must have a positive relationship with the student and the parents/guardians of the student. A positive relationship is built on mutual trust, respect, and cooperation. St. Michael’s School reserves the right to dismiss any student whose behavior or lack of cooperation is deemed unacceptable, or whose parents/guardians no longer have a cooperative relationship with St. Michael’s School, in the judgment of the principal and pastor of schools.**

**MISSION STATEMENT**

**In the presence of God, St. Michael’s School**

**provides a nurturing environment, academic excellence, and spiritual growth**

**in order to prepare children to live wisely and serve faithfully.**

 **PHILOSOPHY STATEMENTS**

**St. Michael’s School Community believes that the presence of God inspires spiritual growth**

**and directs the words and actions of all who are part of that community.**

**St. Michael’s School Community is committed to providing for the academic excellence of**

**students and teaching those strategies that equip them to be life-long learners.**

**St. Michael’s School Community is respectful of the various faith traditions within the student**

**body by modeling and encouraging open, friendly, and loving communication among**

**students and their families.**

**St. Michael’s School Community accepts the challenge of its mission to live wisely and serve**

**faithfully.**

**ACCREDITATION**

**St. Michael’s School is accredited by the Minnesota Nonpublic School Accrediting Association**

**(MNSAA). Its most recent renewal of accreditation was June 2020.**

**NONDISCRIMINATION POLICY**

**St. Michael’s School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.**

**2019-2020 ROSTER OF SCHOOL AND PARISH STAFF**

**SCHOOL PHONE - 218-935-5222 FAX - 218-935-5222**

 **Principal Mrs. Sarah Chalich**

**schalich@stmichaelmahnomen.org**

 **stmike@arvig.net**

 **Pre-Kindergarten Ms. Madison Olson**

**molson@stmichaelmahnomen.org**

**Kindergarten Ms. Madison Olson**

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**Grade 1 Mrs. Deb McNamee**

**dmcnamee@stmichaelmahnomen.org**

 **Grade 2 Ms. Haley Rasmusson**

**hrasmusson@stmichaelmahnomen.org**

 **Grades 3-4 Mrs. Jane Kozitka**

**jkozitka@stmichaelmahnomen.org**

 **Grades 5-6 Ms. Theresa Zettel**

**tzettel@stmichaelmahnomen.org**

 **School Secretary Mrs. Tina Penner**

**tpenner@stmichaelmahnomen.org**

 **Maintenance School/Parish Loren Zimmel**

 **Foster Grandparent Mrs. Kathy Haider**

 **Mrs. Juanita Zimmerman**

 **Food Service Mrs. Kate Stone**

**kstone@stmichaelmahnomen.org**

**ST. MICHAEL’S PARISH STAFF**

 **Pastor Father David Super 218-935-2503**

**dsuper@stmichaelmahnomen.org**

 **Secretary/Bookkeeper Mrs. JoLynn Pribula 218-935-2503**

**jpribula@stmichaelmahnomen.org**

**Faith Formation High School Ms. Theresa Zettel 218-935- 2503**

 **Faith Formation Elementary Mrs. Peggy Darco 218-935-2503**

**pdarco@stmichaelmahnomen.org**

**SCHOOL DAY SCHEDULE**

 **7:45am Doors open**

 **Students use the East door of the building. Backpacks,**

 **etc. may be brought inside before going to playground.**

 **During extremely cold weather, students will go directly**

 **to their respective classrooms.**

 **8:00 am Breakfast (Grab and Go)**

 **8:15 am Morning Prayer**

**8:30 am Classes begin**

 **8:30 am Mass (at St. Michael’s Church on scheduled Fridays and**

**Holy Days)**

 **11:45 am Lunch Period (Pre-Kindergarten leaves at 11:45am,**

**followed by other grades, ending with Grade 6 at noon)**

 **Recess – K-Grade 6**

 **12:45 pm Classes resume**

 **3:00 pm Dismissal**

**School closings, late starts, early outs**

**St. Michael’s School will follow the decisions of District #432 (Mahnomen Public Schools) in regard to closings, late starts and early outs due to bad weather. District #432 uses Instant Alert to contact parents, etc. St. Michael’s School provides names, phone numbers and addresses of its families to the district office. Listen for school announcements on KRJM-Mahnomen 101.5 FM, Detroit Lakes 1340 AM, WDAY-Fargo 970 AM, or Fosston 96.7 FM. KVLY and KXJB television stations also have a webpage with up-to-date school announcements.**

**ATTENDANCE**

**Schools in the Diocese of Crookston comply with MN Statue 120.101, subdivision5 which provides for compulsory attendance of all children between the ages of seven to sixteen years. The responsibility for compliance with this law belongs to the parents; however it is the duty of the school to develop appropriate procedures to insure attendance.**

**Students and teachers assemble for prayer at 8:20 each morning. A child arriving after this time is counted tardy. A student who is tardy for over 30 minutes will be counted absent for a half day. The parent/guardian is expected to notify the principal or teacher by phone or with a written note in the event of tardiness or absence.**

**There are two types of absences: Excused – illness, medical appointments, family emergencies. When a student has been absent for 3 or more consecutive days due to illness, a written note from a doctor is required upon his/her return to school. Unexcused- oversleeping, shopping, etc. The school administrator will use the rule of reasonableness in determining whether such an absence could have been avoided or delayed.**

**Every effort will be made by the school administration and classroom teacher to work out a solution with the parent/guardian that will result in good school attendance habits. Consequences for students who miss more than 25% of any quarter will be addressed on a case-by-case basis by the school administration and classroom teacher.**

**Parents/guardians planning to take their children out of school for a family vacation are expected to notify the principal and classroom teacher(s) 2 weeks in advance of the planned absence. The principal and teacher(s) will confer with the parent/guardian about the student’s progress and outline their expectations and timeline for the student’s completion of the required school work.**

**TEACHERS’ HOURS OF DUTY**

**All teachers are expected to be on duty 20 minutes before school starts in the morning and 30 minutes after school is dismissed in the afternoon. This regulation ensures the availability of staff members for special announcements each day, for parent consultations, and for planning follow-up activities of a professional nature. Exceptions for individuals or the entire staff may be made for an occasional departure from this regulation by the principal.**

**HANDBOOKS**

**Handbooks are one means to assure that staff and faculty, students and parents know and understand the rules and policies of St. Michael’s School and agree to be governed by those rules and policies.**

**ADMISSION**

**Pre-Kindergarten:**

**St. Michael’s School Pre-Kindergarten Program has been offered to parents since September 2007. It is scheduled Monday-Friday from 8:00am-3:00pm. Lunch is served at 11:45am in St. Michael’s Church basement.**

**The key objective of the Pre-Kindergarten program is to prepare students for kindergarten by enriching their academic and social skills, and allowing them (and their parents) to become familiar with St. Michael’s School. Benefits for the child include learning numbers and letters, enjoying music and social interaction and making friends, learning to go through the lunch line, and learning to hold a pencil and writing one’s name.**

**Children eligible to participate in the program must be:**

 **1. 4 years old by September 1**

 **2. Potty trained.**

 **3. Free of behavior problems, such as biting.**

**The maximum number of students who can participate in the program is 10. If more than 10 students are interested, their names will be placed on a waiting list.**

**Depending on class size, it will be the discretion of the principal and teacher to include children once they have turned 4 (after September 1st) if they are emotionally and behaviorally ready.**

**Costs include: Tuition - $2,500 per year Breakfast - $1.40 per meal Lunch - $2.63 per meal. (Forms for Free and Reduced Lunch are available at St. Michael’s School Office.)**

**Kindergarten:**

**Kindergarten is a school-readiness program.**

**A child must be 5 years old before September 1st to enter Kindergarten as stated in MN Statute 120.06.**

**Children baptized in a parish other than St. Michael’s of Mahnomen or St. Joseph’s of Beaulieu, need to provide a baptismal certificate. A record of compliance with the health code of the State of MN is also required. Registration for Kindergarten will take place in March or April.**

**Grades 1-6:**

**A child entering Grade 1 should be 6 years old before September 1st. Exceptions to this may be granted only for children with special talents or abilities as determined by a series of developmental and readiness screening instruments.**

**Registration for enrollment in any grades will be accepted according to the following guidelines:**

 **1. Students from families presently enrolled at St. Michael’s School.**

 **2. Students who are members of other surrounding Catholic parishes.**

 **3. Students of other religious denominations.**

**Any student seeking admission to St. Michael’s School is required to provide a baptismal certificate if he/she is not a member of St. Michael’s Parish or St. Joseph’s Parish.**

**Students who transfer from another school are admitted only after a conference between the principal and parent/guardian.**

**BUSING**

**Bus transportation**

**Students of St. Michael’s School who reside within Mahnomen School District #432 are transported by the buses of District #432. Buses drop off students in the morning and pick up students at the end of the school day at the east entrance of the school. At dismissal time the bus students are shuttled to the public school where they transfer to their own buses.**

**Bus Safety Training is provided to the students annually, usually in the beginning of the school year by one of the bus drivers.**

**Bus privileges**

**Riding the bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding the school buses as they are on school property or at school events or functions. All school rules are in effect while a student is riding the bus or at the bus stop.**

**Parents/guardians who wish their children to ride a different bus after school or wish them to not ride the bus are asked to send a written note to the teacher or to make a phone call to the school office. If a child is to be picked up at school by someone other than the parent/guardian, a signed written note from the parent/guardian is needed giving the name of the person picking up the child.**

**Bus rules**

**Students are expected to follow the rules posted in each school bus.**

**Consequences**

**Bus drivers will fill out forms noting the misbehavior and bring the forms to the school office.**

**CURRICULUM AND INSTRUCTION**

**Religion Religion is taught each day at St. Michael’s School. The text used in Grades Pre-K-6 is “BLEST ARE WE” published by Pearson/Silver Burdett.**

**There is no better way to teach the Eucharist and make it part of our lives than by total involvement in it. Students and teachers take turns performing the liturgical ministries during the Masses scheduled on school days. Parents and parishioners are welcome to attend these liturgies which are usually scheduled on Friday mornings. St. Michael’s School teaches and shares our Catholic faith. However, we are respectful of all religious traditions and will not impose Catholic teachings on others.**

**Father Dave Super, pastor, frequently visits with the students in their classrooms and during lunch. These informal visits and teaching times help to build a trusting relationship between the children and the pastor.**

**Secular subjects In addition to religion, St. Michael’s School provides instruction in the curriculum areas prescribed by the Minnesota Department of Education which include, but are not limited to: English language arts, mathematics, science, social studies, music, art, physical education, and technology. The curriculum for basic subjects incorporates the academic standards of the Minnesota Department of Education.**

**Physical Education**

**Physical fitness is an important area in the curriculum. On Thursdays, (October through April) students will have a physical education class in the Mahnomen School Public School Gym from 8:15-9:20 am. On other school days, physical education is conducted indoors or outdoors depending on the weather.**

**Education in Virtue**

**“Education in Virtue” is a program that addresses social emotional learning for students and teaches students how one’s actions and how one addresses others can create positive or negative situations.**

**Technology**

**St. Michael’s School provides a wide range of computer technology. Each classroom has access to a portable laptop lab and iPads.**

**With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The faculty at St. Michael’s School has taken precautions to control the access to controversial materials by being present at all times when students are on the Internet and by instructing students in the proper use of the Internet. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe, however, that the valuable information and interactions available on the network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.**

**Availability of the Internet to students at St. Michael’s School rests upon the proper conduct of the individual students who must adhere to strict guidelines. Cf Appendix A for guidelines and agreement for**

**signature by students and parents stating that they understand and will follow the guidelines.**

**INTERNET RULES (see Appendix A)**

**Students are expected to behave ethically online and in person. They are not to**

* **download music files because of legality issues.**
* **intimidate others using e-mail.**
* **use improper language.**
* **look up or download inappropriate visual materials or written documents which include the following; Inappropriate pictures, foul language or words that promote hate, violent pictures or words.**
* **use personal accounts at school.**

**Consequences**

**If a student violates any of these guidelines, future access to the Internet at St. Michael’s School may be denied to the student by the classroom teacher.**

**DISCIPLINE**

**St. Michael’s School expects students to follow the general school rules and classroom rules set out by each classroom teacher. Discipline is the responsibility of the classroom teacher and may include loss of free time, time outs, removal from the situation etc. In the event that a student’s behavior becomes too disruptive for the classroom setting, discipline will be handled by the principal.**

**DIOCESAN SEXUAL MISCONDUCT POLICY**

**All personnel employed in diocesan schools (professional, nonprofessional, volunteers, independent contractors, full-time and part-time) must comply with the Diocesan Sexual Misconduct Policy P.1 Sexual Misconduct Policy, December 16, 1992.**

**BULLYING-CYBERBULLYING: See Appendix B: Diocesan Anti-Bullying Policy (page 24)**

**ELECTRONIC DEVICES AND CELL PHONES**

**Students are not allowed to use cell phones on school grounds during school hours. Cell phones should be kept in student backpacks or turned in to the classroom teacher for safe keeping during the school day. If students need to contact parents, they should get permission from their classroom teacher and use the school office or classroom phone.**

**PHONE USE**

**Students may use the school phone with the teacher’s permission. Teachers and staff may use the school phone at any time; long distance calls are to be approved by the principal.**

**The telephone and fax number for St. Michael’s School is 218-935-5222.**

**GENERAL RULES FOR STUDENTS**

 **1. Walk while inside the school building.**

 **2. Leave gum at home.**

 **3. Keep hands, bodies, and objects to yourself.**

 **4. Show respect to all adults you meet by addressing them according to their vocational status in life**

 **(i.e. Mr., Mrs., Miss, Fr. Sr.)**

 **5. Unnecessary talking in class or in the halls is not permitted.**

 **6. Incomplete schoolwork must be completed at school or home.**

 **7. Use appropriate language.**

**PLAYGROUND RULES**

**Playground Supervisor**

* **In case of any emergency the playground supervisor shall not leave the scene but must send a competent child or adult in the school for immediate assistance.**
* **The playground supervisor shall stay on the playground at all times and will not leave until the last class has been called in.**
* **The playground supervisor is responsible for handling discipline problems that may occur on the**

 **playground according to the discipline policies of St. Michael’s School.**

* **Playground areas of greatest risk should be visible at all times by the supervisor.**

**Students**

1. **Do not twist swings or wrap around poles.**
2. **Do not walk up the slide or jump from the playground equipment.**
3. **Do not walk on the teeter-totters.**
4. **Do not throw snowballs.**
5. **Do not climb on the fence or on the shrine.**
6. **If a ball goes over the fence or into the street, a student must not go after it, but must obtain the help of the playground supervisor.**
7. **Do not play on the grass in front of the school.**
8. **Use the west and north doors for recesses. (In cold or rainy weather, play activities will be held in the classroom.)**
9. **Stay within the confines of the playground.**
10. **Be respectful of the playground supervisor.**
11. **Wear closed toe shoes on the playground. No flip-flops.**
12. **On muddy days or after a rain, students will clean shoes before entering school or church.**

**DRESS**

**St. Michael’s School suggests the following guidelines:**

 **1. Students should dress in proper clothes for Friday liturgies. We encourage them to dress in their best**

 **for these occasions.**

 **2. Long shorts may be worn (no short shorts) in warm weather.**

 **3. Sleeveless shirts, tops or dresses will be permitted during hot weather provided that the shoulder**

 **strap is wide. Tank tops (thin strap) and halter tops should not be worn.**

 **4. T-shirts that display inappropriate pictures or messages should not be worn.**

 **5. Clothing with rips and tears should not be worn.**

 **6. Make-up should not be worn by students.**

 **7. Students should dress according to the weather. Students will be expected to participate in physical**

 **education or noon time break outdoors when the weather permits. Boots and snow pants should be**

 **worn by the students during the winter months as protection from the cold and boots in the spring**

 **and fall as protection from wet, rainy weather.**

 **8. Oversized pants that cannot be supported by the human anatomy are not allowed.**

**EXTRA-CURRICULAR**

**Band**

**5TH and 6th grade students interested in band lessons are given time during the school week for this activity. Arrangements are made through the Mahnomen High School Band Instructor and lessons are given at the public school. Band students walk to the public school with an adult, usually the school secretary.**

**Choral**

**Two school choirs to be organized by Mrs. Jane Kozitka (3-6) and Mrs. Tina Penner (K-2).**

**CEREMONIES, OBSERVANCES, CATHOLIC SCHOOLS WEEK**

**St. Michael’s School students and teacher attend Mass twice a month and on those holy days which fall within the school week. Each October, students pray the Living Rosary. There is an annual Christmas Play, and the celebration of the Sacred Triduum during Holy Week. In May the students participate in the National Day of Prayer, the May Crowning of the Blessed Virgin Mary, and the Spring Music Program.**

**Catholic Schools Week is observed annually at the end of January with special activities each day. It is a public relations week nationally and locally for Catholic Schools.**

**PARTIES**

**Classroom parties may be held for special holidays such as Halloween, Christmas, and Valentine’s Day. Individual birthday parties are not part of the school day, but children may share a treat with the class to celebrate the occasion. Parents are asked to NOT send party invitations to school to be hand delivered or distributed on the school grounds unless all members of the class are to be invited. These invitations must be mailed or telephoned to those invited to prevent hurt feelings of the students not invited. This policy will be strictly enforced by all teachers.**

**SWIMMING**

**Students of St. Michael’s School receive instruction from public school swimming instructors each year at the pool of the Mahnomen Public School. Notices of the schedule will be sent home each school year. Instructors usually follow this arrangement:**

 **K – 1 week Grades 1-4 – 2 weeks Grades 5-6 – 3 weeks**

**Foster Grandparent Program**

**The Foster Grandparent is a stipend volunteer program sponsored by the Tri-Valley Opportunity Council of Crookston, MN and funded through federal and state funds. Foster grandparents help to create and build relationships with students. This relationship helps nurture the child and provides adult support**

**that makes a positive impact on children’s growth and social development. St. Michael’s School has received the services of foster grandparents each year since 1997.**

**FIELD TRIPS**

**All chaperones for school/parish trips must have the following forms completed and on file in the school/parish office:**

**1. Sexual Misconduct Policy of the Diocese of Crookston. Acknowledgement of Receipt.**

**2. Certification on Non-Conviction Policy, Acknowledge and Agreement, Authorization for Background**

 **Check.**

**3. Background Check**

**4. Completion of Safe Environment Training**

**All drivers for school/parish trips must have the following forms completed and on file in the school/parish office:**

**1. Sexual Misconduct Policy of the Diocese of Crookston. Acknowledgement of Receipt.**

**2. Certification on Non-Conviction Policy, Acknowledgement and Agreement Authorization for Background**

 **Check.**

**3. Background Check**

**4. Completion of Safe Environment Training.**

**5. Volunteer’s Driver Form.**

**Permission Slips Students may not participate in field trips without a written permission slip completed and signed by the parents/guardian. Forms are sent home by the teacher responsible for the field trip.**

**FINANCE INFORMATION**

**Registration and Tuition rates**

**Registration fee (non-refundable) $100 per student K-6**

**Pre-kindergarten (5 Day) $2500 ($208/month)**

**Kindergarten (5 day) $2500 ($208/month)**

**Grades K-6 $2500 ($208.00 month) $18750 (2nd child)**

 **$1250 (3rd child)**

**Family Fundraising Requirement**

**Typical of the schools in the Diocese of Crookston, the amount of tuition charged does not cover the total cost of educating a student. Therefore, fundraising activities are necessary to help make up the difference. At St. Michael’s School every effort is made to keep tuition at the lowest possible rate. This enables the school to serve families of all backgrounds and socio-economic levels.**

**Each family is required to spend 20 hours volunteering in fundraising activities and events. Parents who pay the tuition of $11,000 (the total cost of education per student), do not have to participate in fundraising.**

**Fundraisers**

**Fundraisers are sponsored by the Parent-Teacher Committee (PTC) and St. Michael’s School. Cf. the registration packet for a list and schedule of the fundraisers for this school year.**

**Financial Assistance**

**Financial assistance is available at St. Michael’s School through the Adopt-A-Student Program which provides funding to families with the greatest need. To apply for this assistance, the parent/guardian must complete the form in the registration packet and provide the required documents when meeting with the Finance Assistance Committee (Pastor, Principal, Parish Finance Council member.) All information from this meeting concerning the family’s financial need and tuition arrangements will be held in strict confidence.**

**FOOD SERVICE**

**Grab And Go Breakfast**

**A grab and go bagged breakfast will be served daily in the school building from 8:00 – 8:15 am. Students will pick up a bagged breakfast from the serving area and eat it in the classroom.**

**Noon Lunch**

**A hot lunch is prepared daily in St. Michael’s Church kitchen and served to the students and faculty between 11:45am and 12:15pm. Each child is to take the state recommended serving size of all five food groups: milk, protein/meat, vegetables, fruits and grains. State guidelines and regulations regarding meal requirements and reporting are strictly followed by the School Lunch program staff.**

**Any parent, grandparent, or guardian is welcome to eat lunch with their child anytime during the school**

**year. The cook would like a 1-day advance notice in order to prepare enough food.**

**Special meals (e.g. Grandparents’ Day, Thanksgiving, Christmas, and Easter) are also scheduled throughout the school year. An invitation and RSVP slip will be sent home with detailed information.**

**Cost**

**Student Breakfast $1.48- full price**

 **.30-reduced price**

**Student $2.75-full price Adult $5.00**

 **.40-reduced price Adult –special meal $7.00**

**Extra milk .25 Kindergarten a.m./p.m. milk**

 **MN Milk Program-no charge**

**Parents/guardians are asked to pay for School Lunch in advance and to keep lunch payments separate from tuition payments. Eligibility forms for free and reduced price meals are available from the school office; completed forms are to be turned in to the school office no later than Friday of the first week of school.**

**Lunchroom rules**

* **Students are to walk when entering or leaving the lunchroom.**
* **Students must observe good manners during lunchtime.**
* **Loud talking in the lunchroom area is not permitted.**
* **Every student is to clean his/her own plate neatly.**
* **Students will remain in the lunchroom until led out by a teacher and walked to the playground.**
* **No food is to be taken from the lunchroom.**

**HEALTH AND SAFETY**

**Allergies**

**Parents of children with any substance allergies (e.g., latex, dust, hay fever, etc.) are to provide a written statement explaining the situation. A doctor’s statement is required for any food allergies.**

**Health and Safety Services**

**Health services provided by Norman-Mahnomen Public Health include: vision and hearing screening, immunization clinics, immunization record review and referral, health screenings and growth, development and health-related classes. Norman-Mahnomen Public Health staff will review all student immunization records and notify parents of any needs. Mahnomen Public School provides scoliosis and pre-school screening and speech services.**

**Head Lice Policy**

**Parents are assured there is no need for panic if their child is found to have head lice. Head lice are not picky about whose hair they live in. Having head lice in no way indicates a lack of cleanliness. Information from the school nurse is available to parents.**

**The local pharmacy carries lice shampoo; If, after a check of heads at school, a child is found with head lice, parents will be notified by the school office. Parents discovering head lice on their children are asked to follow the school nurse’s instructions.**

**Because St. Michael’s School has a “No nit policy” (absolutely no nits or lice), a child who is ready to return to school is to come to the principal’s office with a parent/guardian where another check will be conducted to make sure all the nits are gone. If nits are found, parents will need to take the child home to continue care.**

**Medication Policy (Diocese of Crookston)**

**Administering medication of any kind to children is prohibited unless:**

 **1. Written permission by a parent/guardian to dispense medication is on file .**

**2. A written prescription is available and on file or on the medication bottle.**

 **3. An accurate log of the medication dispensed is kept, noting:**

 **a. The person dispensing the medication**

 **b. The dosage.**

 **c. The time and date the medication was dispensed.**

 **4. Parents and guardians are to be notified of the persons authorized to**

 **dispense medications.**

**In Catholic schools, the school principal will designate individuals who are authorized to dispense medications. At St. Michael’s School, the authorized individuals are the principal and school secretary. In other parish settings, the pastor will designate the individuals authorized to dispense medications.**

**Violence Prevention and Weapons Policy**

**St. Michael’s School strives to maintain a learning environment which provides a safe, secure setting for students, faculty and administrators. The school will take such action as it deems necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in the school under certain circumstances.**

**This policy provides that a student may be immediately removed from class, suspended or expelled on the following grounds:**

 **1) Willful conduct which endangers or has the potential to endanger the student or**

 **other students, faculty or administrators, or the property of the school;**

 **2) Willful conduct which disrupts or threatens to disrupt the ability of others to obtain**

 **an education;**

 **3) Willful conduct which violates or may violate any rule of conduct specified in the**

**student policies of the school;**

**4) Other conduct or behavior on the part of the student which, in the opinion of the school, adversely affects the desirability of continued enrollment.**

**For purposes of this policy, the terms “willful conduct” or “behavior” refer to action or events whether occurring on school property or elsewhere. Each school shall retain the sole discretion to determine the nature, extent or duration of any such removal from class, suspension or expulsion of a student under this policy. Where it appears that the student will create an immediate and substantial danger to the student or others, or property around the student, the classroom teacher has authority to remove the student from the room immediately. The classroom teacher may not, in so removing the student, use unreasonable physical force that causes or may tend to cause bodily harm or emotional harm.**

**In the event that removal from class, suspension or expulsion of a student is imposed, the school may assist the student and the student’s parents in seeking alternative educational programs or services, with the participation of teachers, administrators, students, and such other individuals or organizations as the school determines appropriate. P #58330 (Diocese of Crookston)**

**Suspension and Expulsion**

**Suspension for a just cause or expulsion of a student is a serious action on the part of a school. Its use is to reduce tensions or to provide more time to deal with a problem than is immediately available. One justified occasion is when a student’s continued presence on school premises endangers the proper functioning of the school or the safety or well-being of himself/herself or the other members of the school community. (Examples of other serious behaviors: repeated striking out at students or staff; continuous use of profane language; repeated promotion of pornographic materials in the school building and/or on the grounds).**

**It may also offer the only effective way of communication to the student that his/her conduct was unacceptable and emphasizing to the parent(s) and/or guardian that they must become immediately involved in helping the student meet school standards for acceptable conduct.**

**When informal procedures and letters fail to solve the problem, suspension may be the next alternative.**

**1. Suspension Procedures**

**a. Suspension procedures begin with a notification to the parent or guardian that a formal interview is necessary. This interview (or pre-suspension hearing) alerts the parent that a serious situation exists.**

**b. The pre-suspension hearing has two objectives: 1) to inform the parent/guardian that this conference is the last step before a formal suspension; 2) to plan a course of action that will eliminate the need for a suspension.**

**c. At the pre-suspension hearing, the principal, the parent and the classroom teacher should review all documentation that has been gathered about the student. The documentation should include:**

* **a record of the meetings between the parent and the teacher**
* **a copy of the brief report on pupil progress**
* **any records of referral for psychological evaluation of work with special services and/or an outside agency**
* **the copies of all letters that have been sent to the parent**

**A specific plan of action should be decided upon and recorded in the notes taken at the hearing. This plan must be agreed upon by both the school personnel and the parent. The student is then asked to join the group.**

**When the student is present, the student’s actions are to be discussed with her/him; the student should be encouraged to state in his/her own words what the problem is and why. The plan of action is then discussed and the student must understand and agree to comply with the plan that is finally decided.**

**Formal Suspension**

**A. When the problem continues to persist following the pre-suspension hearing, a formal suspension is the last alternative. This removes the student from the school for a specific period of time, usually not more than five school days. Another hearing is conducted with the parent before the student may return to the school. The formal suspension usually requires the superintendent’s approval since this action is recorded in the student’s permanent file. The suspension should only be a last resort when all other steps have been taken and have failed.**

**B. The two objectives of the suspension hearing are 1) to inform the parent/guardian of the serious nature of suspension; 2) to plan a course of action that will permit the student to return to school. The parent should also be informed that following a third suspension action, the student may be referred to the superintendent for further action and possible**

**expulsion from the school.**

**C. At the suspension hearing, all documentation concerning the specific reason for the suspension is to be reviewed. All parties involved with the actions of the student should be present at the hearing as well as the classroom teacher. The procedure of the suspension hearing is the same as that used at the pre-suspension hearing. P #5620 (Diocese of Crookston)**

**Wellness Program**

**St. Michael’s School adopted a School Wellness Policy in June 2006 and revised it in 2017. St. Michael’s School strives for a school environment that promotes and protects students’ health, wellbeing and ability to learn by supporting healthy eating and physical activity. The school provides nutrition education and physical education as essential components of the students’ education and good health. (See Appendix D)**

**HOME AND SCHOOL**

**Relations of parents and teachers**

**Parents and guardians have the primary responsibility for the education of their children. The school supports, enhances, and complements this role.**

**Communication-newsletter/website**

**The school’s monthly newsletter with an events calendar and lunch menu is sent to each family in paper format and/or electronically.**

**School information can be found on the school’s website:** [**www.stmichaelmahnomen.org**](http://www.stmichaelmahnomen.org) **– click on SCHOOL.**

**Communication-report cards**

**Parents and guardians are kept informed of the progress of their children by report card, conferences, open houses, and other methods. Teachers send home informal classroom/parent letters as a means of informing parents about classroom activities. Parents are welcome to visit the school and talk with the teachers about the progress of their children.**

**Report cards are issued to students four times a year at the end of each quarter. The report card alone, however, is not sufficient data for the parents. It is supplemented by conferences twice a year (fall and spring) at which times the teacher shares test results and other information of a more personal nature.**

**Mid-term reports for students in Grades 3-6 are sent home at the end of each quarter.**

**Communication-test results**

**Students in K-6 Grade will be administered the NWEA Map tests 2 times annually in the Fall and Spring.**

**Kindergarten and School Readiness tests are administered in the spring and results are communicated with parents at that time.**

**Communication-PTC**

**The Parent-Teacher Committee sponsors a “Back to School Night” in the fall and a registration night in the spring. During Catholic Schools Week in January, special events are planned to advertise St. Michael’s School in the community. An open house is held for parents, parishioners and the public.**

**Special situations**

**A special conference between the teacher and parent may be arranged whenever a teacher or parent feels the need for it. The following procedure should be used in settling conflicts:**

 **1. Conference of parents and teacher.**

 **2. Conference of parents, teacher, and principal.**

 **3. Joint conference of parents, teacher, principal, and pastor.**

**Home and school organization – Parent/Teacher Committee (PTC)**

**The Parent-Teacher-Committee (PTC) of St. Michael’s School serves as a forum for parents and teachers and school staff to work together for the benefit of students. The PTC meets regularly during the year and provides programs for the parents as well as sponsors fundraisers that benefit students and teachers.**

**REPORTING PUPIL PROGRESS**

**Report cards and Mid-term Reports**

**Report cards are issued to students four times a year at the end of each quarter. The report card alone, however, is not sufficient data for the parents.**

**Mid-term Reports are sent home in the middle of the quarter.**

**Parent-Teacher Conferences**

**Conferences are scheduled twice a year (fall and spring) at which times the teacher shares test results and other information of a more personal nature. Conferences are also a time for parents to discuss their perceptions on how their child is learning.**

**Parents and guardians are kept informed of the progress of their children by report card, conferences, open houses, and other methods. Teachers send home informal classroom/parent letters as a means of informing parents about classroom activities. Parents are welcome to visit the school and talk with the teachers about the progress of their children.**

**Retention of students**

**Retention may occasionally be deemed necessary in the best interest of the student. The principal is to be informed of such recommendations so that problem areas can be addressed and recognized. The needs of the student are to be kept as a priority in such critical decisions.**

**SPECIAL NEEDS, SPECIAL EDUCATION**

**TITLE 1 PROGRAM**

**St. Michael’s School participates in the Federal Title 1 Program. This program provides a reading and math teacher to help students strengthen skills where help is needed. A needs assessment is conducted each spring and fall to determine eligible students. The Title 1 teacher comes to St. Michael’s School on Mondays through Thursdays to provide services.**

**SPECIAL NEEDS PROGRAM**

**Mahnomen Public School District #432 provides Special Education and Speech services to St. Michael’s School students. A referral is made by the classroom teacher with parental consent. District #432 provides a review of the referral information and screening/testing of the student. Upon placement in Special Education or Speech programs, eligible students of St. Michael’s School receive services at the Mahnomen Public School.**

**STUDENT RECORDS**

**The school is required to keep a full and accurate record of each child’s attendance and academic progress, in accordance with federal regulations. Parents/guardians may request to see their child’s record. The Family Educational Rights and Privacy Act (FERPA) *is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you. (https://www2.ed.gov/policy/gen/guid/fpco/brochures/parents.html)***

**The administrator or teacher may be present while they review the record and will offer proper explanations of testing and psychological information. The administrator is responsible for the privacy and security of all student records maintained in the school.**

**TESTING AND ASSESSMENT**

**Students in K-6 Grade will be administered the NWEA Map tests 2 times annually in the Fall and Spring.**

**Kindergarten and School Readiness tests are administered in the spring and results are communicated with parents at that time.**

**APPENDIX A**

**St. Michael’s School**

**Student Internet/Learning Devises Acceptable Use Policy**

**1.0 General Information**

**The policies, procedures, and information within this document apply to all students at St. Michael’s School and their respective parents/guardians. Teachers may set additional requirements in their classroom.**

* 1. **Purpose of the Device:**

**St. Michael’s School believes that technology is a tool for students to learn more efficiently. The school’s mission statement is at the core of all activities. The use of technology must not diminish the need to nurture one another, to work toward academic excellence, or to continue to grow spiritually. The devices and all related accessories distributed to students should be used in a manner that fosters our school mission. The devices distributed should be used according to our school mission.**

* 1. **Receiving Your Device:**

**Devices will be distributed to students during distance learning. Parents and students must sign the parent-student contract before the devise can be taken home.**

* 1. **Returning Your Device:**

**Devices will be returned to St. Michael’s School when the students return from distance learning. Devices will be collected by the classroom teacher.**

**If a student transfers out of St. Michael’s School, the device will be returned to the school office immediately upon notice of the transfer.**

**2.0 Care of the Device**

**The device is the property of St. Michael’s School and all users of the device will follow the policies described in this contract. Students/parents are responsible for the general care of the device they have been issued. Devices that are broken or fail to work properly must be turned into the classroom teacher as soon as possible for an evaluation.**

**2.1 General Precautions:**

* **Cords and cables must be inserted carefully into the device to prevent damage.**
* **Devices must remain free of any writing, drawing, stickers, or labels that are not property of St. Michael’s School.**
* **Devices must never be left in an unsecured area.**

**2.2 Carrying the Device:**

**The devices are built with exterior protection considering normal treatment. The guidelines below should be followed when carrying the device:**

* **Students should always properly close the device before carrying it.**
* **The device screen should not be exposed when the device is carried.**
* **Student backpacks provide suitable means for carrying the device.**
* **The device screen is sensitive and students should avoid placing too much pressure or weight on the device when carrying, packing, or storing the device.**
* **Do not “bump” the device against walls, desks, tables, floor, etc. as repeated bumps will eventually break the screen or device.**

**2.3 Screen Care:**

**The device can be damaged if subjected to rough treatment.**

* **Do not lean on the top of the device when it is closed.**
* **Do not place anything near the device that could put pressure on the screen or device.**
* **Clean the screen with a soft, dry cloth or anti-static cloth.**

**3.0 Using Your Device**

**3.1 Charging Your Device’s Battery:**

 **Students should charge their device each evening so it is fully charged and ready for the day.**

**3.2 Screen Saver/Background Photos:**

 **Please do not change the screen saver and background photos.**

**3.3 Sound, Music, Games, or Programs:**

**Sound must be muted during class unless permission is given by the teacher. Please do not download Music, Games, or Programs unless they have been identified for instructional purposes.**

**3.4 Printing:**

**Printing will be available with the device on a limited basis. Students should get permission from their teacher to print at school.**

**3.5 Wireless Internet Access:**

**Wireless network access is available throughout St. Michael’s School. Additionally, students and parents/guardians are encouraged to set up wireless networks on their devices at home or in wireless hot spots. St. Michael’s School will not support or troubleshoot connectivity to home networks and/or personal devices.**

**3.6 appropriate School and Home Use**

**Students should use the devices at school and at home in a manner that supports the school mission. Regardless of location (school/home), students should not access Internet content that is considered inappropriate. Likewise, the device should not be used on social networks or social websites to intimidate, bully, or maliciously harm other students. All device use contrary to the school mission may be subject to disciplinary action.**

**4.0 Managing Files and Saving Work**

**4.1 Saving Work on the Device:**

**Students should save all work to their provided flashdrive. Students should not save data to the desktop. Students will be shown how to save data.**

**4.2 Network Connectivity:**

**St. Michael’s School makes no guarantee that its network will be up and running 100% of the time. In the instance that the network is down, St. Michael’s School is not responsible for lost or missing data.**

**5.0 Software on the Device**

**5.1 Originally Installed Software:**

**The software/applications originally installed by St. Michael’s School must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add software applications or documents for use in a particular course. Periodic checks of the device will be made to ensure that students have not removed the originally-loaded software and applications or added applications of software that has not been authorized by the school.**

**5.2 Additional Software and/or Downloads:**

**Students are not allowed to install extra software or applications on their devices. All software/applications must be provided by the school and should not be downloaded by the student/parent/guardian.**

**5.3 Inspections:**

**Devices will be inspected randomly.**

**5.4 Software Upgrades:**

**Upgrade versions of licensed software and application are available from time to time. Students may be required to check in their devices for periodic updates and synching.**

**6.0 Acceptable Use**

**6.1 Statement of Responsibility:**

* **Students should use the devices at school and at home in a manner that supports the school mission. All device use contrary to the school mission may be subject to disciplinary action as outlined by the family handbook.**
* **The use of the device and/or school network is a privilege. The user is responsible for what he/she says and does on the device and/or the school network.**
* **Student and parents/guardians users should assume that none of the data on the assigned device is private or confidential. Any communication or data may be subject to review by the school.**

 **6.2 Parent/Guardian Responsibilities:**

**Talk to your children about your Catholic-Christian values and the standards that your children should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio. Although the Internet is filtered in school, it will not be in your home. Please talk with your student about access of appropriate websites.**

 **6.3 School Responsibilities:**

* **Provide Internet access and course content to its students.**
* **Provide Internet blocking of inappropriate websites as able.**
* **Provide network data storage areas. St. Michael’s School reserves the right to review, monitor, and restrict information stored on or transmitted to school owned equipment and to investigate inappropriate use of resources.**
* **Teach students to access and use resources to solve problems and research efficiently.**
* **Monitor behavior and manage consequences as outlined in this policy document.**

 **6.4 Students Responsibilities:**

* **Use the devices in a responsible and ethical manner.**
* **All school rules concerning behavior and communication likewise apply to use of the devices. In using the device, students are subject to all behavior guidelines as described in the family handbook.**
* **Use all technology resources in an appropriate manner so as to not damage school equipment.**
* **Help St. Michael’s School maintain its property by promptly reporting any problem encountered in using the device.**
* **Students and parents/guardians should be the only users of the device. Students and parents/guardians should keep all account usernames and passwords private.**
* **Students should always turn off and secure their device after they are done working to protect their work and information.**
* **If a student should receive an email or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to his/her homeroom teacher.**

**7.0 Device Damage and Loss**

**7.1 Privileged Use:**

**The devices are the property of St. Michael’s School. Students are privileged to use the devices as a tool in learning.**

**7.2 Device Loss and/or Damage:**

**While the devices are the property of St. Michael’s School, damaged or lost devices are the responsibility of the student and his/her parents/guardians. If a device is lost or stolen, the family of the student will be required to pay the school the replacement cost of the device.**

**PARENT-STUDENT PLEDGE FOR DEVICE USE Parent Copy**

 **Student Pledge**

**As a student,**

**I will take good care of my assigned device. I will never leave my device unattended or unsecured. I will never loan out my device to other individuals. I will know where my device is at all times. I will charge my device’s battery daily. I will keep food and beverages away from my device. I will not disassemble any part of my device or attempt any repairs. I will protect my device by properly closing it before carrying. I will protect my device by carrying it in a proper manner and in my backpack. I will use my device in ways that are appropriate and meet St. Michael’s School’s expectations for use. I will use my device in ways that are educational. I will not place decorations (such as stickers, markers, etc.) on the device. I will not deface the identification sticker on any device. I understand that my device is subject to inspection at any time without notice and remains the property of the St. Michael’s School. I will follow the policies outlined in the Parent-Student Contract while at school, as well as outside the school day. In the instance of damage, theft, or vandalism, I will notify my teacher and turn in my device if possible. I am responsible for all damage or loss caused by neglect or abuse. I understand that I and my parents/guardians are responsible for any damage to my device. I agree to return the device and all related accessories to St. Michael’s School in good working condition at the conclusion of distance learning. I understand and agree to the policies in the Parent-Student Contract for Personal Learning Devices. I will uphold my responsibilities for using the school’s device.**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Pledge As a parent/guardian**

**I recognize that the device is the property of St. Michael’s School. I understand that I may be financially liable for any damage and repairs to the device. I will discuss appropriate use of the device with my student. I will periodically monitor my student’s use of the device according to the policy above. I understand that St. Michael’s School does not service troubleshooting with the device away from its school network and that St. Michael’s School will not support or troubleshoot connectivity to home networks and/or personal devices. I understand that if my student inappropriately uses the device at school, at home, or anywhere else, he/she may be subject to disciplinary action. I understand and agree to the policies in the Parent-Student Contract for Personal Learning Devices. I will uphold my responsibilities for my student’s use of the school’s device.**

**Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENT-STUDENT PLEDGE FOR DEVICE USE School Copy**

 **Student Pledge**

**As a student,**

**I will take good care of my assigned device. I will never leave my device unattended or unsecured. I will never loan out my device to other individuals. I will know where my device is at all times. I will charge my device’s battery daily. I will keep food and beverages away from my device. I will not disassemble any part of my device or attempt any repairs. I will protect my device by properly closing it before carrying. I will protect my device by carrying it in a proper manner and in my backpack. I will use my device in ways that are appropriate and meet St. Michael’s School’s expectations for use. I will use my device in ways that are educational. I will not place decorations (such as stickers, markers, etc.) on the device. I will not deface the identification sticker on any device. I understand that my device is subject to inspection at any time without notice and remains the property of the St. Michael’s School. I will follow the policies outlined in the Parent-Student Contract while at school, as well as outside the school day. In the instance of damage, theft, or vandalism, I will notify my teacher and turn in my device if possible. I am responsible for all damage or loss caused by neglect or abuse. I understand that I and my parents/guardians are responsible for any damage to my device. I agree to return the device and all related accessories to St. Michael’s School in good working condition at the conclusion of distance learning. I understand and agree to the policies in the Parent-Student Contract for Personal Learning Devices. I will uphold my responsibilities for using the school’s device.**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Pledge As a parent/guardian**

**I recognize that the device is the property of St. Michael’s School. I understand that I may be financially liable for any damage and repairs to the device. I will discuss appropriate use of the device with my student. I will periodically monitor my student’s use of the device according to the policy above. I understand that St. Michael’s School does not service troubleshooting with the device away from its school network and that St. Michael’s School will not support or troubleshoot connectivity to home networks and/or personal devices. I understand that if my student inappropriately uses the device at school, at home, or anywhere else, he/she may be subject to disciplinary action. I understand and agree to the policies in the Parent-Student Contract for Personal Learning Devices. I will uphold my responsibilities for my student’s use of the school’s device.**

**Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPENDIX B- Diocesan Anti Bullying Policy**

**THE DIOCESE OF CROOKSTON’S POLICY**

**on the**

 **PROHIBITION OF MEAN BEHAVIOR, BULLYING, AND RETALIATION**

1. **PREAMBLE:**

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

1. **PROHIBITION OF MEAN BEHAVIOR, BULLYING, AND RETALIATION:**

**THE DIOCESE OF CROOKSTON AND ITS SCHOOLS EXPRESSLY PROHIBIT MEAN BEHAVIORS, BULLYING, AND RETALIATION IN ALL FORMS, EITHER BY AN INDIVIDUAL OR GROUP OF AGGRESSORS.**

 **Mean behavior, bullying, and retaliation are prohibited at these locations:**

* **On school grounds owned, leased, or used by a school**
* **At any school-sponsored or school-related activity, function, or program whether on or off school grounds**
* **At a school bus stop**
* **On a school bus or any other vehicle owned, leased, or used by the school**
* **Through the use of technology or an electronic devise owned, leased, or used by a school**
* **At a location, activity, function, or program that is not school-related that materially and substantially disrupts the education process or the orderly operation of a school**
* **Through the use of technology or an electronic device that is not owned, leased, or used by a school to commit an act that materially and substantially disrupts the education process or the orderly operation of a school**
1. **DEFINITIONS:**
2. **Mean Behaviors are inappropriate, negative acts of behavior which include, but are not limited to:**
* **Comments: Saying mean and hurtful things, making fun of someone, calling mean and hurtful names, being disrespectful or inappropriate in language or intent**
* **Purposeful Exclusion: Excluding or ignoring someone from their group of friends or leaving them out of things on purpose**
* **Rumors / Lies: Telling lies, spreading false rumors, sending mean notes, or trying to make other students dislike someone**
* **Teasing: Intentionally annoying or provoking someone in a mean and hurtful way.**
* **Physical actions: Hitting, kicking, pushing, shoving, etc.**
* **Intimidation for gain: Extortion**
* **Discrimination: Making a distinction or treating people differently based on race, religion, national origin, gender, economic status, or disability (civil rights violations)**
* **Harassment: to annoy persistently by communication, stalking, or sending inappropriate images or texts through social media, cell phones, or other devises**
* **Retaliation: To get revenge for reporting mean behaviors or bullying**
1. **Bullying is defined as: intentional, repeated, negative acts by one or more people toward another person or group that are reasonably perceived as being hostile, intimidating, humiliating, threatening, harmful, or otherwise likely to evoke fear of physical harm or emotional distress. Implied in this definition is an imbalance in real or perceived power between individuals.**
* **These negative acts may be physical, written, or verbal in nature, or involve exclusion/ostracism.**
* **The negative acts may damage a student’s property, create a hostile learning environment, or substantially interfere with a student’s educational benefits, opportunities, or performance.**
* **The negative acts may also be transmitted electronically through the use of social media, technology, cell phones, and other devises (cyber bullying).**

 **(For the purpose of this Policy, whenever the term “bullying” is used, it is to denote either bullying or cyber-bullying.)**

 **(It is not bullying when: teasing is done in a friendly and playful manner; when students of about equal strength or power argue or fight; when there is not a repeated pattern of bullying behaviors; when the mean behavior does not interfere with the student’s quality of education. However, any significant**

**single act of mean behavior will be dealt with on its own merit.)**

1. **Retaliation means any form of intimidation, reprisal, or harassment directed against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.**
2. **Aggressor is defined as any student who engages in bullying or retaliation.**
3. **Target is defined as a student against whom bullying or retaliation has been perpetrated.**
4. **Cyber Bullying means bullying through the use of technology or any electronic communication which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.**

1. **Hostile Environment means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student’s education.**
2. **School Grounds means property on which a school building or facility is located or property that is owned, leased, or used by a school for a school-sponsored activity, function, program, instruction, or training.**
3. **Staff includes, but is not limited to: educators, faculty, administrators, counselors, school nurses or health aides, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.**
4. **Reporting Mean Behavior, Bullying, or Retaliation**
5. **Mean Behavior**
* **Incidents involving mean behavior may be reported to a staff person as deemed necessary by a student or parent/ guardian**
1. **Bullying or Retaliation**
* **Students: Students are strongly encouraged to report all acts of bullying to a staff person at school.**
* **Parents/Guardians: Any parent/guardian is strongly encouraged to report all acts of bullying to a staff person or the principal at school.**
* **Staff: Any staff or volunteer who has witnessed, been told of, or has become aware of any instance of bullying or retaliation must report that act to the Principal or the Principal’s designee. (In the selection of a designee, care should be taken that both a male and female school official are designated to receive reports of bullying, if at all possible.)**

**Anyone with general questions or concerns about bullying or the school’s policy should address those questions or concerns to the principal.**

**Reports may be made confidentially when requested.**

**Reports may be made anonymously. (The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report. However, after investigation, disciplinary actions may result even if the report was made anonymously.)**

**False accusations of bullying or retaliation are absolutely prohibited and may result in disciplinary actions in accordance with the school’s discipline policy.**

1. **Response and Investigation**
2. **Mean Behavior**
* **Incidents of mean behavior will be addressed according to the school’s disciplinary policy.**
1. **Bullying and Retaliation**
* **The school and staff take seriously all reports of bullying and/or retaliation.**
* **Upon receipt of a report of bullying or retaliation, the response of the school will be to conduct an investigation. The principal or the principal’s designee will lead the investigation. When possible, the investigation will begin within three school days of the report.**
* **The school reserves the sole discretion to determine the scope, nature, and adequacy of the investigation.**

**Anyone with questions about the investigation should direct those questions to the principal.**

1. **Disciplinary Actions**
2. **Any student who violates this policy shall be subject to discipline in accordance with the school’s disciplinary policy.**
3. **The school retains the sole discretion to determine whether bullying or retaliation has occurred and what the disciplinary actions should be. Depending on the outcome of the investigation, the following could occur:**
* **Appropriate disciplinary actions may be taken**
* **The parents or guardians of the aggressor may be notified**
* **The parents or guardians of the target may be notified**
* **The parents or guardians of any other affected individual may be notified**
* **Information regarding available community resources may be provided**
1. **Training**
2. **Training on this policy shall be provided for staff (and others deemed necessary by the principal) at least once every three years.**
3. **This policy shall be reviewed with all students annually in an age appropriate manner.**
4. **Publication and Notice**
5. **The principal or his/her designee shall provide written or electronic notice of this policy to the staff.**
6. **Written or electronic notice of this policy shall be provided to students and their parents/guardians in age appropriate terms and in languages which are most prevalent among the students, parents, or guardians.**

**APPENDIX C – DIOCESAN SCHOOL POLICY**

**Governance/Administration \***

**BISHOP**

**The Bishop of the Diocese has the responsibility for the spiritual formation of the people and for all the elements that contribute to the development of the Catholic Community. As Chief administrator of this diocese, he oversees the good order of the teaching mission. With respect to the Catholic schools, he seeks recommendations from the Diocesan School Board on matter of policy-making. He delegates supervisory responsibilities to the office of the Word (Director of Schools) who in turn makes recommendation to him. Diocesan Policy #1100**

**PASTOR**

**The pastor is the canonical administrator of the parish. He is usually the agent of the civil corporation and enactor of local policy. The pastor, in consultation with parish pastoral council, is ex-officio the superintendent of the parish school. The immediate direction of the school and its instructional program are delegated by the superintendent to the school administrator. Evaluation of the job performance of the administrator is also the responsibility of the superintendent.**

**DIRECTOR OF SCHOOLS**

**One of the functions of the Office of the Word is to assist each school to achieve its mission and purpose. The tasks of planning, coordination, and guiding in the areas of school personnel, curriculum, finances, and administration shall be accomplished under the direction of the Director of Schools. #1310**

**SCHOOL ADMINISTRATOR**

**The school administrator is the chief administrative officer of the school and is responsible for the effective operation of the school as an educational institution. The school administrator is hired by the pastor in consideration with appropriate parish advisory body. #1**

**SCHOOL ADVISORY COUNCIL**

**The school advisory council is an advisory/policy-making board, where policy is understood to mean “a guide to discretionary action” under which the school administrator administers the school. The board consists of seven voting members. The principal attends all meetings, provides leadership and is accountable to the pastor and council for the implementation of policy.**

**PASTORAL COUNCIL**

**The pastor and the pastoral council delegate responsibility to the school advisory council for the policy-making, planning and implementation of the educational ministry in the parish school. The pastor and principal are ex-officio members of the pastoral council.**

**FINANCE COUNCIL**

**The parish finance council is responsible for assisting their pastor in administering the temporal goods of the parish. The school advisory council is governed by the financial policies which are recommended by the finance committee and the parish pastoral council. The advisory council provides information on both educational needs and programming to the parish finance committee, and request parish funds through the liaison from the school advisory council.**

**\*Updating needed from Diocese of Crookston**

**APPENDIX D – School Wellness Policy**

**533 Wellness**

**{*Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administration and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.}***

**MISSION**

**St. Michael’s School strives to provide academic excellence in a nurturing environment for each child. We desire a school environment that promotes and protects students’ health, well-being, and ability to learn by supporting healthy eating habits and daily physical activity.**

**PHILOSOPHY:**

**St. Michael’s School is committed to providing a nurturing school environment which promotes student health, well-being, and ability to learn through: nutrition education and physical education as essential components of our student’s education and good health.**

**St. Michael’s School encourages the involvement of students, parents, teachers, food and nutrition service staff, school advisory council, administration and the general public in the development, implementation, monitoring and periodic review and update of the school’s wellness policy.**

**St. Michael’s School strives to give students access to affordable, healthy foods and snacks in order to meet their health and nutrition needs while providing opportunities to be physically active, in order to grow, learn, and achieve academic success.**

**{*NOTE: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.}***

1. **GOALS FOR SCHOOL FOOD AND NUTRITION PROGRAM/PERSONNEL**
2. **St. Michael’s School will meet nutrition requirements established by local, state and federal statutes and regulations.**
3. **St. Michael’s School will offer a variety of appealing choices including fruits, vegetables, low-fat dairy and whole grain foods.**
4. **Meal times will be scheduled to allow physical education before lunchtime, an appropriate length of time to eat noon lunch, and a recess time after lunch.**
5. **St. Michael’s School will encourage students to participate in the National School Lunch Program.**

**Action Steps:**

1. **Food and beverages will be offered in modest age-appropriate portion size for elementary students.**
2. **Food and nutrition services personnel will take every measure to ensure that students access to foods and beverages meet or exceed all federal and state guidelines.** <https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>
3. **Food and nutrition services personnel shall adhere to all federal, state, and local food and safety and security guidelines.**
4. **St. Michael’s School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price school meals.**
5. **St. Michael’s School will provide students access to hand washing before they eat meals or snacks.**
6. **St. Michael’s School will make every effort to provide students with sufficient time to eat after sitting down for school meals (fifteen to twenty minutes).**
7. **All foods made available to students will comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.**
8. **For the safety and security of the food and facility, access to the Food and Nutrition Service operations are limited to Food and Nutrition Staff and authorized personnel while School Lunch Program meals are prepared and served.**
9. **Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.**
10. **The school will designate an appropriation person to be responsible for the school’s food service program, whose duties will include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with the current UDSA guidelines.**
11. **As part of the school’s responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.**
12. **Nutrition Goals FOR ALL FOODS AND BEVERAGES AVAILABLE ON THE SCHOOL CAMPUS DURING THE SCHOOL DAY**
13. **St. Michael’s School has set guidelines for refreshments served at parties, celebrations, and meetings during the school day, and will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.**
14. **St. Michael’s School will ensure that all competitive foods will meet the USDA Smart Snacks in School** [**(Smart Snacks)**](http://www.fns.usda.gov/tn/guide-smart-snacks-schools) **nutrition standards and any applicable state nutrition standards.**

**Action Steps:**

1. **St. Michael’s School will encourage healthy food choices when planning classroom parties. The portions and sweets will be limited. There will be parent information sent home on healthy snack/food ideas. Snacks served during the school day will emphasize serving whole grains, fruits, vegetables and dairy as the primary snack items.**
2. **St. Michael’s School will check into non-food fundraisers and will eliminate candy and less nutritious food items from our fundraising.**
3. **St. Michael’s School will not use food or beverages as rewards for academic performance or good behavior and will not withhold food or beverages as punishment.**
4. **St. Michael’s School will provide parents and teachers a list of suggested healthy fundraising ideas.**
5. **St. Michael’s School school-based marketing will be consistent with nutrition education and health promotion.**
6. **St. Michael’s School will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.**
7. **PHYSICAL ACTIVITY GOALS**
8. **Students are given opportunities for physical activity during the school day through physical education class, daily recess periods for K-6 students, and the integration of physical activity into the academic curriculum.**
9. **Students are given opportunities for physical activity through a range of before and/or after school programs including: intramurals inter scholastic athletics and physical activity clubs offered through Mahnomen Public School.**
10. **St. Michael’s School encourages parents and guardians to support their children’s participation in physical activity, to be physically active role models, and to include physical activity in family events.**
11. **St. Michael’s School provides training to enable teachers and other school staff to promote enjoyable and lifelong physical activity among students.**

**Action Steps:**

1. **St. Michael’s School students have 150 minutes per week of physical education class time before lunch in grades K-6. All students have at least20 minutes of recess time after lunch. Physical activity is integrated into the school day with stretch breaks and time for movement.**
2. **St. Michael’s School playground is used before and after school for informal physical activity. Students may participate in extra-curricular activities through Mahnomen Public School, activities offered include: football, volleyball, basketball, wrestling, dance, 6th grade golf, and 6th grade track.**
3. **St. Michael’s School will utilize newsletters, PTC meetings, and annual school marathon (bowl-a-thon or swim-a-thon) to promote physical activity for students.**
4. **St. Michael’s School will invite nutritionists into our classrooms, and will utilize Camp Wilderness, Waubun School Forest, and the MN Extension Service.**
5. **NUTRITION EDUCATION GOALS**
6. **Students in grades K-6 will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating habits.**
7. **Nutrition education is offered in the school lunch room as well as in the classroom, with coordination between the foodservice staff and teachers.**
8. **Students receive nutrition messages throughout school, classroom, and cafeteria.**
9. **St. Michael’s School health education curriculum standards and guidelines include both nutrition and physical education.**
10. **Nutrition is integrated into the health education and core curricula (e.g. math, science, and language arts).**
11. **St. Michael’s School staff will receive appropriate training to provide nutrition education.**

**Action Steps:**

1. **St. Michael’s School has a health curriculum that includes nutrition education.**
2. **St. Michael’s School food service staff visits with classes to offer nutrition education. Information is shared with the students as they go through the lunch line.**
3. **Nutrition messages are posted throughout the school and lunch room. Students watch for messages in community and media that relate to nutrition.**
4. **St. Michael’s School health curriculum is included in our science curriculum.**
5. **St. Michael’s School staff focus on making students aware of nutrition already integrated into the core curriculums.**
6. **St. Michael’s School will provide nutrition training for staff that will help them in teaching nutrition and physical education.**
7. **IMPLEMENTATION, MONITORING AND PUBLICATION**

***{NOTE: The act requires that the wellness policy establish a plan for measuring implementation of the policy, including designation of at least one or more persons within the school charged with operational responsibility for ensuring that the school meets the requirements of the wellness policy.}***

1. **St. Michael’s School wellness committee will review the effectiveness of the policy annually.**
2. **The wellness coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school advisory council, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.**
3. **St. Michael’s School food service staff will ensure compliance of Section A with nutrition policies within school food services and will report on this matter to the school principal.**

**Action Steps:**

1. **St. Michael’s School will hold meetings to discuss the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted and open to the public.**
2. **After approval by the school superintendent, the wellness policy will be implemented throughout the school.**
3. **St. Michael’s School will post the wellness policy on the school website (stmichaelmahnomen.org).**
4. **TRIENNIAL ASSESSMENT**

**{*NOTE: The Act requires a triennial assessment of schools’ compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood way.}***

1. **At least once every three years, St. Michael’s School will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:**
2. **The extent to which St. Michael’s School is in compliance with the wellness policy;**
3. **The extent to which St. Michael’s School’s wellness policy compares to model local wellness policies;**
4. **A description of the progress made in attaining the goals of the school’s wellness policy.**
5. **Recordkeeping**

**{*NOTE: The Act requires school districts to retain records to document compliance with the requirements of 7 C.F.R. 210.30.}***

1. **St. Michael’s School will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:**
2. **The St. Michael’s School wellness policy.**
3. **Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.**
4. **Documentation of the triennial assessment of the local school wellness policy for St. Michael’s school’s efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school uses to make stakeholders aware of their ability to participate on the Wellness Committee).**

**APPENDIX E – DIOCESAN SCHOOL POLICY**

**Sexual Identity Policy**

**Parents or guardians who choose a Catholic school for their child have the promise of the Catholic Church that their children will be in a safe environment in which they can flourish both physically and spiritually. This policy has been created to ensure that the immeasurable dignity of every child is protected and respected, particularly as it relates to the foundational Catholic teaching that God created the human person “in His own image, in the image of God he created them; male and female he created them” (Gen. 1:27). See the Diocese of Crookston Sexual Identity Policy for more information.**