

Parent/Student Handbook

**Carondelet Catholic School
Minneapolis, Minnesota
2020-2021**

www.carondeletcatholicschool.com

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Minneapolis, MN 55410
(612) 927-8673
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Carondelet Catholic School

Mission Statement

Carondelet Catholic School is the parish school of Christ the King and St. Thomas the Apostle. We are a community dedicated to educating the whole child by providing a strong academic program, teaching Christian values, and preparing students for a life of learning and service.

We believe. . .

- in a Catholic, Christ-centered environment where Christian values are taught, modeled, learned and lived.
- it is important to provide a friendly and non-threatening atmosphere where creativity, uniqueness and self-esteem of each person are nurtured.
- in promoting life-long learning, personal development, growth in the faith, and encouraging responsible, value-based choices.
- in educating the whole-child: spiritually; academically; intellectually; physically; emotionally; and socially.
- in educational opportunities that allow for diversity, where learning styles are honored, all individual differences are respected, and children are taught at appropriate developmental levels.
- all children are capable of learning and being creative, independent, and critical thinkers.
- in challenging the students to be active stewards by sharing their time, talents, leadership, and creativity in the faith community.
- learning is not confined to the school building or to textbooks.
- in education that builds skills and experiences that prepare students for living in the future as responsible adults in a humanly diverse global community.

PARENT EXPECTATIONS

It is expected that all parents will support their students at Carondelet in the following ways:

- Complete these school forms:
 - Emergency and medical information
 - Online registration form
 - VIRTUS training, background check, and code of conduct (if interested in volunteering or chaperoning events)
 - State required forms necessary for funding and services
 - Acceptable Use Policy (technology)
 - Permission slip to go between campuses for the school year
- Know and comply with school and classroom policies outlined in this handbook and support students in doing the same.
- Attend your child's conferences, come to information nights, access your child's report card via Sycamore and read weekly newsletters to stay up to date.
- Respect the worship space and church services; model appropriate behavior within the sacred space (quiet voices, no photography without permission, and no food/beverages).
- Make sure your child arrives at school on time, and in proper uniform.
- Supply necessary school supplies and continue to monitor needs throughout the year.
- Address concerns first with the primary person(s) involved.

CARONDELET SAINTS STUDENT EXPECTATIONS

The word "Saint" means "holy one". In life, Saints were ordinary people who did extraordinary things. Saints lived as God wants us to live, and we look to the Saints as shining examples of how to live our lives.

Students are expected to follow the example set by the Saints and be ready to learn by showing respect, responsibility, and safety. Each grade level lays out specific expectations in behavior contracts at the beginning of the year, based on the following model: Be "SAINTS" - Self-Aware, Accepting, Involvement, Nice, Truthful, Scholars. Students are expected to understand and abide by the rules set forth in the beginning of the year.

ATTENDANCE POLICIES

A **full day absence** will be recorded when a student is not in attendance for the day or is in attendance for less than 1 (one) hour of instructional time. A **partial day absence** will be recorded when a student misses 1 (one) hour or less of instructional time during the day (up to 45 minutes for half day kindergarten). A **half-day absence** will be recorded when a student misses more than 1 (one) hour of instructional time during the day (more than 45 minutes for half day kindergarten). Instructional time includes the entire school day with the exception of lunch and/or recess.

When an **absence** is necessary, these steps are to be followed:

Custodial parent/legal guardian notifies the campus office (612-920-9075 Lower; 612-927-8673 Upper) by 9:30 a.m. each morning of a student's absence. If notification is not made, the campus secretary will contact the parent/guardian to inquire about a student's absence. **The school must be notified if a student has contracted a contagious disease such as strep infection, pertussis (whooping cough) or head lice.**

If the previous procedure is followed, it is not necessary to send a written excuse when a student returns to school. If the procedure is not followed, parents/guardians are to contact the campus office either by email, phone call or written note by the time the student returns to school.

Written confirmation from a doctor stating the nature of continued absence and that the student is healthy enough to return to school must be submitted if a student is absent for 5 or more days in a three week period.

When returning to school, students are to work with their teachers to learn what was missed. Students are responsible for material covered in class during their absence. Accommodations will be made for students who are not able to make up work due to an illness.

School Tardies

Students who are not in their seats in their homerooms at 9:00 a.m. (Upper Campus) or 9:10 a.m. (Lower Campus) are considered **tardy** and are expected to report to the campus office for an admission slip to class. Parents/guardians aware of a student's tardiness are asked to call the campus office or send an email giving the student's name, date, time and reason for arriving late.

Please make every effort to ensure your child understands the importance of being ready for class on time. Students late to class are a disruption to other students as well as teachers. Also, they are missing class time. If the number of tardies becomes a problem, administration will contact parents and a conference will be held to determine future action. If the pattern of excessive tardiness continues, it may be considered a case of truancy or educational neglect by Hennepin County.

Students tardy to their classes will receive consequences in accordance with the behavior contract set by the teachers at the beginning of the year.

Early Dismissals

A **written request** from the custodial parent/legal guardian is required for a student to **leave school prior to dismissal times** (3:35 pm at the Lower; 3:45 pm at the Upper). The request is to indicate the reason(s) and time for early dismissal as well as the identity of the person coming for the student. We ask that you make every attempt to schedule medical and dental appointments before/after school hours, on weekends or on school release days.

Parents assume full responsibility for students not in school. Students excused early from school are to be picked up and signed out in the campus office.

Family Vacations and Homework

Vacations are strongly discouraged while school is in session. Taking students out of school often gives the child the message that school is unimportant, interrupts learning and interferes with important assessments. If a family vacation must be planned while school is in session, notify the school office in writing at least one week in advance. Depending on the length of the absence and teacher availability, schoolwork may not be assigned ahead of time for students who anticipate being out of class. Students will be expected to turn in completed assignments on the day they return to school (or on the due date set by the teacher). Reasonable accommodations will be made for students who require more time to complete makeup work. Middle school students will be expected to check Google Classroom for work assigned while away from school.

ACCREDITATION

The Minnesota Nonpublic School Accrediting Association (MNSAA) accredits Carondelet and annual reports are submitted to this agency in order to meet association standards. Curriculum evaluation is an ongoing process at Carondelet. Programs are selected after careful study and consultation on the part of the faculty.

ADMISSION

Carondelet offers an educational program for children from Pre-Kindergarten through Grade 8. Sponsored by the Catholic parishes of Christ the King and St. Thomas the Apostle, the school serves children from both parish communities and any other children whose families value education within the context of a Christian environment. Admission is made through formal registration. Carondelet does not discriminate on the basis of race, color, national origin, sex, or disability. Carondelet reserves the right to refuse admittance if it is determined that a child's needs cannot be adequately met.

Attempts are made to limit our class size to 20-25 students in a homeroom. After that, a waiting list is kept, notifying parents as soon as an opening is available.

Kindergarten and new family registration is held in January. Current family registration is held each year in March. Dates are announced in the parish bulletins and the school weekly newsletter.

Transfer Students

For students wishing to transfer into Carondelet from another school, the following criteria will need to be met prior to admittance:

- The parent/guardian and student will need to understand and agree to the academic and behavioral expectations outlined in the Carondelet Parent/Student Handbook.
- Parents/guardians will need to commit to the tuition and expense obligations related to the school year.
- Student records, including any special education and/or behavioral service plans, must be provided to Carondelet prior to admittance decision.
- For the benefit of both the student and school, all students transferring to Carondelet will be on a probationary period for the first 60 days. Based on the academic and behavioral feedback from the student's teachers we will determine whether the student is able to abide by the rules and expectations of the school and whether the school can meet the student's needs. (An extension may be granted up to 90 days if it is necessary.)

ARRIVAL PROCEDURES

Children are not to arrive at school before 8:40 am at the Upper Campus and 8:50 am at the Lower Campus. Teachers need time to prepare for classes and attend meetings and are not available to supervise children before then.

Dropping students off at the Lower Campus: Pull in the 44th St. driveway and stay to the right on the way in. Turn left toward the school building in the second aisle to keep a one-way loop. Drop students off when you are the front car near the 44th St. entrance to the school. There will be no parking allowed on the upper level lot during student drop-off. Proceed to the lower level and park if you want to walk your child into school. (This does not apply to Club Saint drop-offs before 8:55 am.)

Dropping students off at the Upper Campus: Pull into the lot from the Zenith Ave. side of the building using the driveway farthest from the building and nearest 50th St. Form a one-way line that loops through the horseshoe near the church doors and pull up along the back side of the playground (facing Zenith). Drop students off when you are the front car

near the playground. If you need to come in the building, pull into a legal parking spot and walk in with your child. Out of respect for our neighbors, and to keep all our children safe during the busy drop off time, **do not drop off on York Ave. between the alleyway and 51st Street on the front side of the school.**

Students may bike to school but are to walk their bikes, scooters, skateboards and inline skates on the school/church block. **Students must wear helmets. If a student rides a bike to school without a helmet, the student will not be allowed to ride it home until he or she has a helmet.** For safety reasons, headphones/earbuds are not to be worn while riding on the bus, waiting in the bus line, or riding a bike, scooter, skateboard or inline skates. The student assumes full responsibility for any loss or damage to their bike, scooter, inline skates or skateboard.

Bikes are to be parked and locked in the racks on the west side of the Upper Campus or near the playground on the Lower Campus.

Students may not leave either campus once they have arrived unless accompanied by their parent/legal guardian. Should this be necessary, the student's parent/guardian must sign the student out in the campus office. Children who walk to school or ride their bikes are to go directly home when dismissed. They are to use the sidewalks and not walk or ride on people's lawns or take shortcuts.

All of these regulations are made for the safety and welfare of each child. In addition, parents are asked to stress with their children not to accept rides from strangers, and to develop an action plan with their children in case a stranger approaches them.

BAND

Students in grades 4-8 are invited to participate in the school band program. Instrument lessons are scheduled for one day a week. The band teacher arranges the schedule rotating the lessons so that the same class is not missed each week. Students who take band lessons are excused from classes for their lesson, however, they are responsible for making up the class work that they miss.

BEHAVIOR PLAN

Students are to follow the rules and policies governing school behavior, respect each other and the authority of school personnel, and act in a manner so that every person at Carondelet Catholic School is respected, safe and can teach/learn in a friendly and welcoming environment. Parental support is an important part of the behavior plan. A Student Behavioral Contract will be sent home in early fall to be read and signed by student(s) and parent(s) and returned to homeroom teachers.

Since it is a goal of Carondelet Catholic School to maintain a learning environment which provides a safe, secure setting for students, faculty and administrators, the school will take

such action 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. All disciplinary actions will be determined by the classroom teacher, a team of teachers, or school administrators.

CONFLICT RESOLUTION

The following procedures should be followed to facilitate a quick resolution of school related conflicts. All members of the Carondelet Community are expected to strive to resolve differences through respectful dialogue and an honest exchange of the relevant facts and viewpoints.

Students:

- Remain calm: loss of one's temper only creates more problems and can result in the escalation of the situation beyond what is necessary.
- If you notice a classmate having trouble with self-control during conflict resolution, refrain from escalating the situation.
- Do not argue or discuss the situation in class time. Instead set an appointment with the staff member to discuss the situation privately.
- Pray together. Share concerns calmly, honestly, and sincerely, with your instructor.
- Be respectful and listen with an open mind. Remember you want to be heard and understood, the staff member deserves the same benefit.
- If you feel the issue was not resolved, set an appointment with the principal.

Parents:

- Remain calm, setting an example for your child in how to react or respond respectfully.
- Children are both observant and impressionable, so it is critical that a united team of teaching staff and parent/guardian is demonstrated and modeled.
- Do not undermine the school authority figure in front of your student in words or actions.
- Pray about the situation or incident.
- Make sure you hear both sides of the situation before you determine what your next step will be. Most situations are the result of a simple misunderstanding or lack of communication.
- To the best of your ability, try to resolve the situation directly with the staff member involved. If you feel an issue has become impossible to resolve, set an appointment with the principal for resolution.

Carondelet Faculty:

- Remain calm and respectful to set a good example for our children.
- Children are both observant and impressionable, so it is critical that a united team of teaching staff and parent/guardian is demonstrated and modeled.
- Pray about the situation or incident.
- Investigate all sides of the situation before you determine what your next step will be.

- Keep professionally confidential and speak only about the children whose parents are present.
- Inform/involve the administration when you deem it necessary.

Suspension/Expulsion

MN Statute 121A.41 subd. 1-10

Schools have the right to suspend and expel students from school. Minnesota law states that:

1. Suspension is an action taken by school administration prohibiting the student from attending school for a period of no more than 10 consecutive days. While there is a cap of ten days per incident, there is no cumulative cap on the number of ten-day suspensions per year. 34 C.F.R & 300.519
2. Expulsion is an action taken to prohibit an enrolled student from further attendance for up to 12 months from the date the student was expelled.
3. Exclusion is an action taken by the school to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year. Should a student be expelled from school, parents will have a meeting with the administration and moderator and receive a written follow up of how/why the decision was made.
4. Schools are required to transmit formal suspension, expulsion, and exclusion records as part of the student's educational records to other schools per MN Statute 120A.22, subd. 7c.

It is a goal of Carondelet Catholic School to maintain a learning environment which provides a safe, secure setting for students, faculty and administrators. The school will take such action 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.

Carondelet Catholic 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 plan. 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 a student, use unreasonable physical force that causes or may tend to cause bodily harm or emotional harm.

BOOKS AND SUPPLIES

Consumable books (math, spelling, reading), hard covered books and e-books are provided through State funds. Religion books, manipulatives, science equipment, art supplies, and computers are provided by Carondelet Catholic School. Hard covered books are loaned to the students. Fines will be charged for lost or damaged books. Book bags or backpacks are to be used in carrying books to and from school. Parents are urged to help their children be responsible for the books.

Parents provide school supplies for their children such as paper, pens, pencils, and rulers. A list of needed supplies is given to the parents in June as well as available on the school's website. Parents are asked to periodically check that each child has the necessary supplies.

BULLYING POLICY

Preamble

Created in the image and likeness of God, each child shares a fundamental human dignity. Carondelet Catholic School provides an environment dedicated to protecting and fostering the development of that dignity. All members of the school community deserve care and respect. Bullying and retaliation are not to be tolerated.

The purpose of this policy is to assist Carondelet Catholic School in its goals of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behaviors, and to serve as a guide for when expectations of respect are not met. The policy also applies to any student whose conduct, at any time or in any place, constitutes bullying that interferes with or obstructs the mission or operations of Carondelet or the safety of the student, other students or employees.

Definitions

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

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

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

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

For the purpose of this Policy, whenever the term "Bullying" is used, it is to denote either Bullying or Cyber-Bullying.

“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 website or forum, transmitted through a computer, cell phone, or other electronic device.

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

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

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

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

“Target” is a student against whom bullying or retaliation has been perpetrated.

Prohibition Against Bullying and Retaliation

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Bullying, including cyber-bullying, is prohibited:

- on school grounds;
- 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 vehicle transporting/to from school sponsored events; or,
- through the use of technology or an electronic device owned, leased or used by a school.

Bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by a school to commit an act or acts of bullying that materially and substantially disrupts the education process or the orderly operation of a school is also prohibited.

Reporting

Any staff or volunteer who has witnessed or becomes aware of any instance of bullying or retaliation must report that act to administration.

Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying.

Reports can be made to the student's teacher, who must then report it to Administration, or directly to Administration.

Reports may be made confidentially when requested. Reports may also 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, without thorough investigation.

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

Retaliation

Retaliation against a target, witness of bullying, a person who makes a good faith reporting of bullying, or who provides information during an investigation of bullying, is prohibited and further disciplinary action may be taken.

Response and Investigation

The school takes seriously all reports of bullying.

Upon receipt of a report of bullying, the Principal or other Administrator will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying.

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

Violations

A student who violates this policy shall be subject to discipline in accordance with the school's disciplinary policy.

The school retains the sole discretion to determine whether bullying has occurred and what the response should be.

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

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the aggressor of the determination.

Training

This policy shall be provided to the faculty and staff (and at the discretion of the principal to volunteers who have significant contact with students) and reviewed for necessary

revisions at least every three years. The faculty will discuss the policy and review the definitions/implications during August Workshop every year.

Publication and Notice

The school shall provide written or electronic notice of this policy to the staff.

Written or electronic notice of the plan shall be provided to students and their parents or guardians, in age-appropriate terms.

This policy shall be available in the administrative offices of the school. Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the Principal.

BUSING

For the 2020-2021 school year, Carondelet will not have a busing option.

CHEATING/FORGING/PLAGIARISM

Each student is expected to do his/her best in each class. Cheating is not acceptable and a student who has cheated will not receive credit for that particular assignment or test and may receive a detention.

Parents/guardians will be notified of any cheating offense. Plagiarism and forgery are against the law and are considered cheating.

CHILD ABUSE AND NEGLECT

All employees of Carondelet Catholic School who have knowledge of or reasonable cause to believe that a student is the victim of physical or sexual abuse/neglect are required under Minnesota law to report the suspected case to the local law enforcement agency or social service agency. This is to be done if they know or have reason to believe there is abuse or neglect presently or has been within the past three years.

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

Abuse can be physical, verbal, sexual or emotional maltreatment.

Anyone may report suspected abuse or neglect. The 24-hour Hennepin County Child Protection line is 612-348-3552. For information about Parents Anonymous or to talk to someone if you are about to hurt your child, call the 24-hour Child Abuse Prevention Hotline, 612-347-2223.

CLASSROOM GUIDELINES

Each classroom teacher establishes guidelines for classroom behavior. Consequences for minor misconduct or infractions are managed by the classroom teachers. Teachers integrate the components of Responsive Classroom/Developmental Design (morning meeting, rules & logical consequences) to strengthen the learning environment at Carondelet.

CLASSROOM PLACEMENT

Classroom placements are made at the conclusion of each academic year by a child's current teacher and her/his grade level partners in cooperation with the administration. Thoughtful consideration is given to each child's learning style, relationship with classmates, composition of the class and the known teaching styles and strategies of the teachers in the next grade. Therefore, requests for classroom placements are highly discouraged.

COMPUTER/INTERNET USE

Principles that Guide use of Technology at Carondelet Catholic School

Technology offers us, the students and teachers, great opportunities to improve the quality, breadth, and ease of our work. We realize also that it profoundly affects the way in which people relate to the world, the way they think, and the way they act. Technology, specifically electronic technology, has its own inner logic and style and therefore must be employed with creativity and care. We want the new technology to help us reach our goals more effectively; we do not want it to change our goals without our being aware of the change. Therefore as we think about what technology to import into the school, we make every effort to use it in ways that serve our purposes. We continually consult the following Principles that Guide the Use of Technology at Carondelet.

- 1) Technology provides tools, which we use to accomplish the basic educational mission of the school. That is, technology should highlight rather than obscure the central features of what we are doing.
- 2) Decisions about what technology to purchase and employ are governed by whether or not it furthers the goals of the program at the high level in which the program is now conducted.
- 3) We should employ the technology in ways that are consistent with the ethical posture of the school.
- 4) Carondelet will provide equitable opportunities for all students to use and benefit from new technology.

General Policies for Acceptable Use

(A separate policy especially for middle school students in the 1:1 program must be signed by students and parents.)

Members of the Carondelet community who publish information on the Internet or send electronic mail under the Carondelet domain act as representatives of Carondelet Catholic School and are expected to follow the same rules, good manners, and common sense that are used in all school settings. Anyone who is unsure of what constitutes 'appropriate behavior' should ask, "Will my actions reflect positively on the Carondelet Community?"

The student should have no expectation of privacy at any time while using school resources, nor at home when it pertains to school business.

Students are not permitted to:

- Access, submit, publish, display, post or send material that is profane, obscene, discriminatory toward others, or inappropriate in a Catholic educational setting;
- Take a picture, video or audio recording of any person without their consent;
- Post images or information about members of the Carondelet community without their consent or in the case of a minor, their parent's consent;
- Harass another person (with harassment defined as persistent actions that distress others);
- Use accounts or files assigned to others;
- Vandalize or damage Carondelet computers or network related resources;
- Engage in social media outlets such as Facebook, Instagram, Twitter, chatrooms, virtual worlds and other public forums during the school day;
- Use personal cell phone, tablet, or other personal electronic device to connect to the internet at Carondelet Catholic School;
- Share user IDs and passwords required to access shared documents, email and other programs;
- Fill out online forms or give out personal information about themselves, where they live or attend school;
- Use the network in a fashion inconsistent with directions from teachers and other staff;
- Use cell phones or send text messages during the school day.

The Carondelet community will not use the computing resources to engage in any illegal act or violate any local, state, or federal statute or law. Improper use or distribution of information is prohibited, including but not limited to: copyright violations, software piracy, deliberate falsification, and plagiarism.

Frivolous or improper use of Carondelet's computing resources is prohibited. This includes harassing others, accessing inappropriate and/or pornographic data, or playing games during the school day.

Electronic communication may be construed as a form of harassment. Electronic communication is to be treated like communications on the telephone or through the mail. This means members of the Carondelet community may not send, distribute, post, or display offensive or threatening material, forge email messages and/or send chain letters.

Members of the Carondelet community will respect others' rights to freedom from harassment or intimidation. This means they may not send abusive or unwanted material to others, messages to unwilling recipients, and may not disrupt the work of others. The proper use of technology resources and the educational value to be gained from them is the responsibility of students, parents, and staff of Carondelet.

CURRICULUM AND EDUCATIONAL PROGRAMS

Carondelet Catholic School is accredited by the Minnesota Nonpublic School Accrediting Association (MNSAA). As an accredited school, we are required to meet the legal requirements of the State of Minnesota under the MN Compulsory Instruction Statute (120A.22).

As required, Carondelet provides instruction in the following subject areas:

- 1) communication skills including reading and writing, literature and fine arts;
- 2) mathematics and science;
- 3) social studies including history, geography and government;
- 4) health and physical education.

Our standard program of study also includes religion, spelling, Spanish, music and art. Instructional time spent in each subject varies depending on grade level.

The rigorous Carondelet kindergarten through eighth grade curriculum is aligned with the Minnesota State Academic Standards. Our students are immersed in traditional thought that has shaped our civilization, and exposed to questions and technologies they will deal with in today's world.

In addition to the academic curriculum, the school sponsors many other activities to enrich student experiences. These include community service projects, plays, beginning & concert band, jazz band, Junior Achievement (when possible), science competitions or community-based projects, history fair, field trips, chess club, math club, art masterpiece program, and interscholastic sports.

To help meet the literacy needs of individual students, small group tutoring is available with our reading specialist. Priority is given to students in grades one through four. Special education services are available through the Minneapolis Nonpublic School/Special Education Program. Students may qualify to receive support classes for speech, hearing-impairment, academic, behavior, or physical development. The referral is a combined home and school effort to provide a student with the optimum-learning environment. For further information, see the **Special Learning Needs** section. As set forth in the Compulsory Instruction Law, Carondelet teachers must meet at least one of the following requirements:

- 1) hold a valid Minnesota teaching license in the field and for the grade level taught;
- 2) be directly supervised by a person holding a valid Minnesota teaching license;

- 3) successfully complete a teacher competency examination;
- 4) provide instruction in a school that is accredited by a recognized accrediting agency; or
- 5) hold a baccalaureate degree.

To help students develop strong safety skills within a faith-filled environment, our Kindergarten through Grade 4 students use a research-based program from the Monique Burr Foundation, *Child Safety Matters*, that uses 5 Safety Rules to educate and empower students with strategies for preventing, recognizing, and responding to unsafe situations, including bullying, cyberbullying, online dangers, and all types of child abuse and exploitation, while our 5th through 8th graders use NetSmartz, an interactive, educational program of the National Center for Missing & Exploited Children® (NCMEC) that provides age-appropriate resources to help teach children how to be safer on- and offline. These programs teach elementary and middle school students skills that will help them be safe from dangerous or abusive situations. They also learn how to ask for help when needed. Parents who do not wish that their child participate in the program and who choose to assume the full responsibility for educating their child about personal safety may complete a Parent Option Form. Forms are requested through the principal or assistant principal.

DRESS CODE

The Catholic School uniform symbolizes respect for authority and order, as well as the idea of basic equality in the eyes of God. Carondelet students should wear their uniforms in a manner that reflects pride in themselves and in their school.

Students are to arrive and leave school dressed in the appropriate school uniform. All clothing is to be clean and in good repair.

	BOYS	GIRLS
SHIRTS	White or navy polo shirts *Long or short sleeve *With or without Carondelet logo *Polos with logo available only through Educational Outfitters	White or navy polo shirts *Long or short sleeve *With or without Carondelet logo *Polos with logo available only through Educational Outfitters
BLOUSES		White with Peter Pan collar *Long or short sleeve
PANTS	Khaki *Cotton twill school uniform pants (no skin-tight pants, leggings or jeggings)	Khaki *Cotton twill school uniform pants (no skin-tight pants, leggings or jeggings.)

SHORTS	Khaki (tan, not stone) *Twill shorts (no cargos)	Khaki (tan, not stone) *Twill shorts (no cargos)
SKIRTS/ SKORTS		Khaki or navy plaid #57 * Plaid skirts (optional) available only through Educational Outfitters
JUMPERS (OPTIONAL)		Navy plaid #57 *Available through Educational Outfitters or Land's End
SWEATERS	Navy blue *Vest, cardigan or pullover	Navy blue *Vest, cardigan or pullover
SWEATSHIRTS	Navy blue, plain or with logo *Crewneck (no hoods) *Logo available through Educational Outfitters	Navy blue, plain or with logo *Crewneck (no hoods) *Logo available through Educational Outfitters
SOCKS	Any, but must be worn	Any, but must be worn
TIGHTS/ LEGGINGS		White, Navy or Black Full length, straight leg, under skirt or jumper only.
SHOES	Any tennis, velcro, buckle or tie shoe that fits foot securely *No open toe or backless shoes will be allowed	Any tennis, velcro, buckle or tie shoe that fits foot securely *No open toe or backless shoes will be allowed

Additional guidelines for both in and out of uniform days:

- o All items of clothing must be sized to fit, not oversized, undersized or skin-tight (no athletic tights or leggings worn as pants)
- o All pants must come down to the top of the ankle, be worn at the waist, hemmed and not touch the floor
- o Shorts and skirts must be worn at the waist and hems may not be rolled
- o The hems of skirts, shorts and skorts must fall between the ends of the fingertips (when arms are hanging at one's sides) and the top of the knee.
- o Navy, white or grey short sleeve t-shirts may be worn under polo shirts; T-shirts

must be free from any graphics or lettering and may not hang out from the outer garment at hemline or sleeve

- o T-shirts must be tucked in
- o Long-sleeve t-shirts may not be worn under short sleeve polo shirts
- o Socks are to be worn at all times
- o Rain or snow boots are for outdoors only. Regular shoes must be worn in the classroom.

What is not uniform for both girls and boys:

- o Cargo-style pants or shorts
- o Pants, shorts, skirts, skorts or jumpers with embroidery
- o Shirts, sweaters, vests or sweatshirts with decorative beads or sequins.
- o Shirts worn inside out
- o Sweaters, sweatshirts or shirts tied around the waist
- o Hooded sweatshirts or sweaters
- o Leggings (Solid navy, white or black leggings under skirt are allowed).
- o Open-back, slip-on shoes; slides, clogs, beach, Crocs-type or heelys
- o Chains, multiple bracelets, multiple necklaces, multiple earrings or multiple rings
- o Dangling earrings or face jewelry

Dress Code for OUT OF UNIFORM days for both girls and boys

On out of uniform days we follow many of the same guidelines seen in the uniform policy:

- o All items of clothing must be sized to fit, not oversized, undersized or skin-tight (no athletic tights worn as pants)
- o Shorts and skirts must be worn at the waist and hems may not be rolled
- o The hems of skirts, shorts and skorts must fall between the ends of the fingertips (when arms are hanging at one's sides) and the top of the knee.
- o Shirts, blouses, and dresses must have sleeves and a modest neckline
- o Socks are to be worn at all times with securely fitting shoes

DRUG STATEMENT

Carondelet recognizes that chemical abuse adversely affects, not only the drug user, but also everyone around them. The following patterns of behavior are often indicators that perhaps a student is involved with drugs:

- o Change of attitude
- o A poor self-concept
- o Change of study habits
- o Pattern of absenteeism or tardiness
- o Disrespect for authority
- o Behavioral changes
- o Physical external signs

If any student attending Carondelet is found buying, selling or giving away mood altering chemicals, under the influence of mood altering chemicals or in possession of mood altering chemicals while on school grounds or attending any school sponsored event, the principal will: notify the parents/guardians of the problem or have the student notify his/her parents/guardians with the parents calling the principal when notified; schedule a conference with the student and parents/guardians; write a plan for improvement signed by student, parents/guardians.

If improvement does not occur over a set period of time, a second conference is scheduled with the parents/guardians, student and principal. The student will be required to:

- o Have an evaluation at an appropriate drug-counseling agency.
- o Receive professional help from a drug-counseling agency as per evaluation.
- o Agree to immediate expulsion from Carondelet if no action is taken to receive help, or if a second offense against the drug policy occurs.

If the principal receives a substantiated report that any student attending Carondelet is buying, selling, or giving away mood altering chemicals, under the influence of mood altering chemicals, or in possession of mood altering chemicals even though this student is not on school grounds or attending any school sponsored event, the principal will: notify the parent/guardians of this student about the report and/or schedule a conference to discuss the report with the option of taking no further action.

**Mood-altering chemicals include any substance such as drugs or alcohol that substantially changes the behavior of the person taking them.

ELECTRONIC DEVICES

As stated in our acceptable use policy, Carondelet believes that technology at school is to be used for educational purposes only. Personal electronic devices are not permitted in the halls, classrooms, lunchrooms, churches, playgrounds, or during the school day or school sponsored events and activities. The school day includes any time a student is in the care

of a school employee. School personnel will take any personal electronic devices that are visible, heard or in use, and notify the student's parents to retrieve them from the school office.

EXTENDED DAY (CLUB SAINT)

Club Saint provides recreational and creative activities in a safe and comfortable environment in a convenient before and after school program for Carondelet K-4 students. Club Saint is available for registered participants and does not serve as a drop off center. Registration priority will be given to K; 1st, 2nd, & 3rd graders; 4th & 5th graders with younger siblings enrolled in Club Saint; or previously enrolled in Club Saint as space permits. All other registrations will be on a wait list and accepted as openings are available.

Club Saint is open before school from 7:30-9:00 a.m. and after school hours until 6 p.m., as well as teacher in-service and compensatory days and some vacation days during the school year.

Club Saint is located on the Lower Campus. For more information or to register, call the Club Saint office at 612-920-8711 or the Lower Campus office at 612-920-9075.

A quiet study hall room is available at the Upper Campus before school beginning at 8:00 a.m.

FACULTY MEETINGS

In order to provide for professional growth and the coordination of school programs, faculty inservice days are scheduled throughout the year. The dates are listed on the school calendar that is on the school's website.

On Tuesday mornings, the middle school meets and on Thursday mornings faculty meetings are scheduled.

FIELD TRIPS

For the 2020-2021 school year, Carondelet will not have any field trips..

FIRE, TORNADO AND CRISIS DRILLS

Fire drills are required by law. A fire evacuation plan is posted in each room. Several fire drills are held every year. Students are instructed to walk out the designated exits in

silence and to close the windows and doors as they exit. Teachers take roll call when arriving outside.

The school has a tornado evacuation plan for both campuses. A minimum of one tornado drill is held every year.

Lockdown/ALICE Drills are required by law. The school has lockdown procedures when there is danger outside or inside both or one campus. Lockdown procedures are readily available in each classroom and are practiced several times during every academic year.

FOOD

Carelessness with food presents a problem with cleaning, sanitation, and damage to furniture and floor; therefore, no food or drink is to be taken outside the lunchrooms.

Gum chewing is not allowed on school premises unless special permission has been granted. Students are not to have pop during lunch.

Out of concern for students with life-threatening allergies and overall general wellness, we ask that parents refrain from bringing in birthday treats. Homemade food of any kind is not allowed in school because of food allergies. Individual teachers or classrooms will decide on age-appropriate ways to recognize birthdays within the classroom.

These recommendations are not meant to inhibit the fellowship of joyful birthday celebrations, but to recognize the importance of the teacher's instructional time and to respect our children with health issues.

All other classroom celebrations are to be scheduled through the principal or assistant principal.

GOVERNANCE OF CARONDELET CATHOLIC SCHOOL

Board of Directors

The Carondelet Catholic School Board of Directors serves as an advisory council to the principal. Members are drawn primarily from Christ the King and St. Thomas the Apostle parishes, with the majority of its members being parents or guardians of school students. The Canonical Administrator, appointed by the Archbishop, serves as an ex officio member of the Board of Directors along with the school Principal. The responsibilities of the Board include: policy development, finance, and long-term development and planning. The

Board generally meets on a monthly basis during the academic year. The Board uses a consensus model for decision-making.

Principal

As the chief administrator of the school, the principal is responsible for the day to day operation of the school and is hired by and is accountable to the pastors of the parishes of Christ the King and St. Thomas the Apostle. The Board of Directors participates in the selection process. The principal's role is to provide religious, educational and organizational leadership, including overseeing the activities of the Board of Directors and the Home and School Association. Responsibilities include, but are not limited to, the implementation of faculty and student policies, curriculum development, recruitment, hiring and supervision of school personnel, monitoring the well-being of the students and faculty, formulating and monitoring of the annual budget, school fundraisers, marketing and the endowment fund and communicating to the various stakeholders.

GRADUATION

Eighth grade graduation is a culmination of our strong academic program. The graduation is celebrated with an evening prayer service during the last week of the school year. Students are eligible for graduation if:

- o They have received passing grades (in most cases, C- or better) in each core subject area. Exceptions may be made at the discretion of the teachers;
- o They have worked up to their ability and have shown a desire to learn;
- o All tuition and fees are fully paid. Graduation certificates will not be issued until all accounts are paid in full.

Those failing to meet the academic requirements will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony. At the discretion of the principal, students may be required to attend summer school to improve in a particular subject area or to complete unsatisfactory work before they are issued a certificate of graduation. Parents/guardians will be notified as soon as possible that their child may not graduate. The school will work with the student and parents/guardians in an effort to achieve graduation status.

HEALTH

A part-time Minneapolis Public School nurse spends time on each campus during the year. She supervises the health program, which includes vision screening, hearing tests, first aid and notification of parents or guardians in case of an emergency illness.

A health record is kept from the time each child begins school until they exit, usually at graduation. It is required that the student have a physical before entering kindergarten or

first grade, and again before entering seventh grade. Parents are asked to inform the school office of important health information.

If an accident occurs, first aid will be administered and parents will be notified. If a serious accident occurs and parents cannot be contacted, paramedics will be called at the expense of the parents, and the child taken to the nearest hospital. It is important that parents keep the office up to date on emergency medical treatments including up-to-date phone numbers. **Please inform the campus office(s) of any change in work/cell/emergency numbers.**

If a child becomes too ill to remain in school, parents will be contacted. Children are to be picked up in the office. No child will be permitted to leave the school grounds unless the parent has been contacted and is aware that the child is on the way home.

The school is not permitted to give students any medication without written permission from the parent and written instructions from the doctor. This includes over the counter medicines. Short-term medications need not be given at school. Medications prescribed three times daily may be taken in the morning, after school and at bedtime. Doctors prescribing medication to be taken during school hours are to write medication orders for the school that include the time to administer the medication, dosage, and a termination date for administering the medication. If your child must have medication administered during school hours, please obtain a consent form from the office. School personnel may administer medication (including over-the-counter products) **only if the written order of a licensed physician and written authorization of the parent are on file in the school office.** All medication is to be sent to school in the original labeled bottle from the pharmacy or store.

All immunization dates are to be submitted to the school prior to the fall start date. Parent/guardian is responsible for providing this information in writing to the campus office, and to include additional immunizations each year as the family's physician administers them to the student. All new students from other school systems need to present a record of their immunizations when registering. Current immunizations are required for grade K and 7.

Children who are ill are to remain at home. Do not send children back to school until they have fully recovered and are able to go outdoors during recess. Please do not ask that your child be kept indoors during recess. Students who have been tested for a **strep infection** are to remain at home for 24 hours until the lab results are known.

Any accident or injury during school time, or at any event sponsored by the school, is to be reported immediately to the person in charge and to the campus office. The parent's own medical insurance will still be the student's primary insurance. If a parent wishes to submit a claim form through an Archdiocesan plan, forms are available from the business office. The school and the Archdiocese merely act as a medium in supplying the blank claim

form and assume no liability, either for the injury or the subsequent negotiations with the company.

HOME AND SCHOOL ASSOCIATION (HSA)

The Home and School Association is a support organization whose mission is to assist the administration and teachers by organizing parent volunteers in the implementation of approved student related school and classroom projects. Responsibilities of the HSA include hospitality/refreshments for various student/teacher events, classroom celebrations and other social events such as the Pops & Lollies Dance, the Mom/Son Ballgame, Muffins with Moms and Donuts with Dads. The principal oversees the activities of the Home and School Association. The core group of the HSA meets every other month during the school year.

HOME AND SCHOOL COMMUNICATION

A weekly newsletter via parent email and the school's website will inform parents of school functions and activities. We ask parents to stress the importance that any additional information that is handed out in school must be brought home. We encourage parents to return to school any forms by the designated deadline. Any other notices, if deemed appropriate, must be produced by the sponsor and sent home in paper form. The school's website will be used for academic achievements of alumni, parish events and activities directly connected to the school.

An announcement section and a month-by-month calendar of events are available on the school's website, **www.carondeletcatholicschool.com**.

The public address systems will be used for announcements that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary. **Any messages to be announced are cleared with the principal.**

The most efficient way to contact a teacher is via email. Our email addresses use this formula: first initial followed by last name@carondelet-mpls.org. You may also reach teachers by calling the school voice messaging line (Lower - 612.926.0001; Upper - 612.927.0005) or campus office leaving your name, telephone number and the best time the teacher may reach you. Teachers will return your email or call in a timely fashion, as their teaching schedule allows.

HOMEWORK

Homework is useful in reinforcing skills and concepts learned in class and in helping students develop responsibility. **Some type of homework is to be done daily.** Time allotment for homework depends on the type of assignment and on the age and grade of the student. No definite time limit can be determined for all since children work at different rates. However, a guideline of 10 minutes per grade level should be expected.

Students in the upper grades may be given long-term assignments and projects. Homework can be an important link between home and school. Parents are asked to make homework a priority, set a daily time for homework, identify a quiet, well supplied study area and reinforce their child's positive study habits. Parents should notify the teacher if their children are not able to complete the homework in a reasonable amount of time so adjustments can be made.

It is the student's responsibility to procure and complete work missed during an absence. Requests for assignments are to be made in the morning identifying who will come for the materials. Teachers will have assignments ready for pick-up after school hours. Please consider if a child is too ill to come to school, they may be too ill to do homework as well.

KINDERGARTEN

Children entering kindergarten must be five years of age by September 1 of the year in which they enroll.

Health/physical form, immunization records and birth certificate are required to complete the registration.

Each year Kindergarten sessions will be determined according to the number of registered students. Priority enrollment is given to siblings of current Carondelet students followed by parishioners of either Christ the King or St. Thomas the Apostle according to the length of membership. If enrollment is full, students will be placed on a wait-list and notified as a place becomes available. Carondelet does not discriminate on the basis of race, color, national origin, sex, and disability.

LIBRARY

The library's mission is to provide an environment where emphasis is placed on the appreciation of literature and to assist students in the development of skills needed for lifelong learning.

Students in grades K-5 have one scheduled library class per week and teachers may also take their classes to use the library as needed. Books are loaned to students in Grades K-2 for a one week period, students in grades 3-8 may keep books for two weeks. Students are responsible for damaged and lost books.

For more information, please reference OPAC - Library Book Catalog at <https://carondelet-mpls.follettdestiny.com>

LOCKERS

School lockers are school property. The school personnel may inspect locker interiors at any time, for any reason, without notice and without student consent. Students may not use locks on the lockers. Fines will be charged for damaged lockers.

LOST AND FOUND

Lost and found articles are collected and kept in the Upper Campus locker room or the Lower Campus office. The school is not responsible for any loss of personal property. Personal belongings are to be marked with the student's name. Several times a year articles are displayed for students to claim. Items not claimed are given to charity.

LUNCH PROGRAM

For the 2020-2021 school year, Carondelet is only able to offer AgraCulture's cold lunch program. Options include a cold, meat sandwich or a vegetarian sandwich, both served with fresh fruit or veggies.

MILK

Carondelet has moved to an annual milk program. An annual milk fee will be automatically billed to your family's school account at the rate of \$40 per student. The annual card is good for one milk per day. If students would like an additional milk, they can purchase an additional daily milk for another \$40 per year. Families may opt out of the annual milk program by emailing Julie Stoeger at jstoeger@carondelet-mpls.org.

MONEY

When money is brought to school, it needs to be in an envelope marked with the student's name and the intended purpose for the money. Students are encouraged to immediately hand the envelope to the office personnel or homeroom teacher. Money is not to be kept in a child's desk, backpack, locker or left in the locker room during gym time. The student assumes responsibility for the loss of money.

NOTIFICATION OF SEX OFFENDERS

When Carondelet receives information about a sex offender moving into the neighborhood, the following procedure will be followed:

- o Level Two Sex Offenders: Staff will be notified and appropriate precautions taken around the building.
- o Level Three Sex Offenders: Staff and parents will be notified via email. Parents are encouraged to review basic safety rules about strangers with their children.

OFFICE HOURS

Both campus office hours are from 8:00 am to 4:30 pm on days when school is in session. Voice mail is available for any message 24 hours a day. When leaving a message, please include your name and phone number.

PARENT INVOLVEMENT

Parent Volunteers: Parent assistance is greatly appreciated and creates a special community spirit. Parent volunteers are invited to help teachers with special projects in the classrooms, art adventure program, science competitions or community-based projects, inventors fair, history fair, field trips, fundraisers, sports program, musicals, playground and lunchroom supervision.

Home and School Association: All parents are considered members of the Home and School Association. A list of committees and volunteer opportunities is sent home in August. Please see page 27 for more information on Home and School.

Board of Directors: Please see Governance section.

All volunteers are required to complete a Background Check, attend a VIRTUS training session and sign a Volunteer Code of Conduct form as mandated by the Archdiocese of St. Paul and Minneapolis and to update every three years.

Parents are invited to attend their child's grade Parent Lunch during the year. The dates are included on the school's online calendar as soon as dates are determined.

Parents are invited to attend and participate in the Prayer Services/Masses at each respective Campus. A seating area will be set aside for parent use.

PERSONAL PROPERTY

School insurance does not cover loss of personal possessions. The school is not responsible for cell phones, iPads, iPods, cameras, watches, jewelry, cash, etc. Please encourage the students to be responsible for these items when in their possession.

REPORTING TO PARENTS

Two Parent-Teacher conference sessions are scheduled during the school year -- one in the fall and one in late winter. Dates and times are on the school online calendar.

Parents or teachers may request additional conferences should questions arise concerning a child's academic progress or behavior.

Progress reports are made available online through your Sycamore account at the end of each trimester. The progress report is a relative measure rather than an exact measure of student achievement. Interest should be in the progress the child is making rather than in a comparison with others. See also Student Information System, page 44.

Teachers will notify families if a child is in danger of failing a subject or of dropping two or more letter grades below the mark received on the last report card. Students failing to meet the requirements of a particular grade may be required to attend summer school or to complete missing or unsatisfactory work before official notification of passing to the next grade is issued.

Retention in a grade, while rare, may be considered if a student has lost considerable school time because of illness, if a student is not making satisfactory academic progress, or if a student has accumulated 20 or more days of unexcused absence. Whenever a child is to be retained, parents will be actively involved in the decision several months before the end of the school year.

If a recommendation is made to retain a student and parents/guardians reject it, the parents/guardians sign a written acknowledgment of the school's recommendation.

SACRAMENTS

A child's initiation into the Catholic community begins at Baptism and is completed with the celebration of Confirmation. Initiation is a parish event, not a school event. It is about a child becoming a full member of the Church within the parish community where the child's family has membership and worships regularly. Readiness for First Communion depends on and is linked intimately to: the faith of the parents, the religious nurture children receive in their home, and regular family participation in Sunday Eucharist. As part of religious education in the school, children are taught about the initiation sacraments.

Both parishes of Christ the King and St. Thomas the Apostle provide family-centered preparation programs for the celebration of sacraments. Parents who want their child to receive the sacraments are expected to take part in this program. Information regarding this program is sent to parishioners from each parish office. For sacramental program information:

St. Thomas the Apostle:	Parish Office	612-922-0041
Christ the King:	Parish Center	612-920-5030

Families who have children in Carondelet, but are not members of either parish, need to make arrangements to prepare for and celebrate the sacraments in their own parish.

Parents, by means of the religious practices of the family, introduce their children to the penitential life of the Church. As part of religious education in the school, children are

taught about the sacrament of Penance, the mercy of God, the meaning of sin, ways of being forgiven and how to be a forgiving person.

Parents can prepare their children for the Sacrament of Reconciliation by celebrating rituals of forgiveness at home. Both Christ the King and St. Thomas the Apostle provide family-centered preparation programs for the Sacrament of Reconciliation. Information regarding this program is sent to parishioners from each parish office.

SCHOOL HOURS

8:40 a.m.	Students may start arriving at the Upper Campus
8:50 a.m.	Students may start arriving at the Lower Campus
9:00 a.m.	Tardy bell - Classes begin at the Upper Campus
9:10 a.m.	Tardy bell - Classes begin at the Lower Campus
3:35 p.m.	Lower campus dismissal
3:45 p.m.	Upper campus dismissal

Students may not arrive before 8:40 a.m. at the UC or 8:50 a.m. at the LC without prior approval from a teacher. It is not possible to provide adult supervision before school. Only Club Saint members and activity participants may be on the Lower Campus before school hours.

All students are expected to go directly home after school since the school grounds are not supervised. The school will not assume responsibility for a student getting hurt on school grounds after school hours. No student should be in the school after 4:00 pm without the supervision of a teacher, parent or coach appointed by the school.

SCHOOL PATROLS

For the 2020-2021 school year, Carondelet will not provide School Patrols for our students.

SCHOOL RECORDS

The school shall collect and maintain the records of students while they attend Carondelet. To transfer records, parents/guardians are asked to inform the campus office as soon as possible when transferring a child to another school. If tuition and other financial obligations of the student are paid in full, school records will be sent directly to the new school upon request of that school. Parents/guardians must sign a release authorizing the transfer of records to the student's new school.

Parent/guardian and student understand, acknowledge, and agree that in the event tuition or other obligations have not been paid in full, Carondelet shall have the right to withhold all records, including grades and academic transcript.

In keeping with the MN Family Educational Rights and Privacy Act, no one except appropriate school personnel and/or parents/guardians of minors shall have access to individual pupil records without either a subpoena or appropriate written authorization from the parent/guardian (in the case of a minor student).

Parents/guardians may ask to review the contents of any records or data collected regarding their child. Parents or legal guardians are asked to make an appointment with the campus secretary prior to reviewing a child's record.

SCHOOL-RELATED ISSUES

Subsidiarity, a social teaching of our Church, places the human person as the principle subject and object of every social organization, and holds that human affairs are best handled at the lowest possible level, closest to the affected persons. At Carondelet concerns and issues are to be resolved person-to-person as close to the source as possible. If there is no resolution, the concern is brought to the next level of administration. Classroom concerns are to be first discussed with the classroom teacher. If there is no resolution, they are brought to the principal. If there is no resolution, the concern is brought to the Canonical Administrator of Carondelet. If resolution is not achieved at the local level, the party may seek resolution through the conciliation process of the Archdiocesan Office of Conciliation.

School personnel or curriculum issues presented to the Board of Directors are referred to the principal.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE

It is the policy of Carondelet Catholic School (the "School") to maintain a safe environment for its students, employees and volunteers that is free from sexual harassment and sexual violence. When students, employees or volunteers engage in sexual harassment or violence, they compromise the mission of the School. When vendors or independent contractors who provide goods or services for the School engage in sexual harassment or violence, they compromise the terms of their relationship with the School.

The School prohibits any form of sexual harassment by any member of the School community, including a student, employee or volunteer. The School will act to investigate all complaints of sexual harassment or sexual violence and to discipline anyone who sexually harasses or is sexually violent to a student, employee or volunteer of the School.

Sexual Harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- o Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an

education; or

- o Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- o The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual Harassment may include but is not limited to:

- o Teasing or joking of a sexual nature, sexual name calling, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- o Subtle pressure for sexual activity;
- o Leering, inappropriate patting or pinching, and other forms of unwelcome touching;
- o Intentional brushing against an individual's body;
- o Display of offensive pictures, posters, or other graphics;
- o Demanding sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status;
- o Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or employment status.

Sexual Violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts, as defined in Minnesota Statute #609.341, include the primary genital area, groin, inner thigh, buttocks, or breast of a human being.

Sexual Violence may include but is not limited to:

- o Touching, patting, grabbing, or pinching another person's intimate parts;
- o Coercing or forcing sexual touching on another;
- o Coercing or forcing sexual intercourse on another;
- o Threatening to force sexual touching or intercourse on another.

When the suspected physical or sexual violence or harassment involves student(s), employee(s) or volunteer(s) of the School, the School will assist in the cessation of the behavior and the resolution of issues raised.

Anyone with knowledge of an incident is expected to report the incident to an appropriate teacher, staff member and/or the Administration.

The Administration or designee will investigate the incident, consult with appropriate resources (if needed), notify parents/guardians of those involved, take disciplinary action consistent with its existing discipline policy, and work with those involved to determine an action plan.

The School will not discipline the person reporting the harassment. The School will discipline individuals who retaliate against any person reporting harassment. The confidentiality of all persons involved will be respected to the fullest extent possible.

SPECIAL LEARNING NEEDS

Carondelet holds its Christian emphasis and desire for academic excellence as complementary goals. Our faculty is committed to providing the opportunity for success to all students and is able to offer accommodations to students in an effort to help them compensate for their disabilities in ways that enable them to fulfill the coursework required of all students in a respectful environment.

The special needs of Carondelet students may be addressed within the school, sometimes with the guidance of the public school district.

1. School-Based Intervention Plans. When a classroom teacher has a concern about a student with a special academic or behavioral need, they will contact the parent. If further consultation is needed, the teacher will meet with the school-based Child Study team and the Special Services Facilitator to incorporate various interventions and create strategies to help the student. The Child Study team is composed of a variety of teachers who have training or experience with students who have learning differences and may have familiarity with the student. Teachers will implement and continue to evaluate the proposed strategies in consultation with the family. The family will be informed of progress or lack thereof as the year proceeds.

2. Individual Service Plans. If a student continues to struggle despite the above attempts, the classroom teacher and/or the Special Services Facilitator may recommend parents have an outside assessment done, either privately or through the public school district. Written parent/guardian permission will be required if the assessment is to be completed by the public school district. The Special Services Facilitator may help parents with this process. Once an assessment has been requested, the public school district will assemble a team of clinicians to provide a comprehensive academic and behavioral assessment. After the assessment is complete, the public school district will set up a meeting to report on the results. If the child meets qualification criteria for special education services through the public school district, the evaluation team will develop an Individualized School Program (ISP). The ISP includes a list of goals designed to help the student achieve demonstrable progress in specific areas and delineates whether the child will receive direct or indirect services to assist the child in achieving the goals of the ISP. Indirect service is provided at the

non-public site. Direct service is provided off-site and transportation is provided by the public school.

3. School-Based Individual Learning Plan. Should a diagnosis within one of the categories of disability recognized by the state be made for the student and the student does not qualify for educational services through the public school district, the parents, teachers, and the Special Services Facilitator will meet to determine whether continuing without Special Education Services results in an adverse impact on learning and school performance for the student. If not, the teacher will continue to employ strategies and interventions to provide the opportunity for the child to learn.

If there is determined to be an adverse impact on learning and school performance, the Special Services Facilitator may create a formal intervention called an Individual Learning Plan (ILP). The ILP will contain a list of educationally appropriate accommodations specific to the child's learning needs that Carondelet is able to provide. The ILP will be reviewed by the parents, teachers, Special Services Facilitator and student, when appropriate.

Additionally, the ILP will be reviewed at the beginning of the year and formally reviewed again in May. Any progress and revisions may be made to the ILP in May and that plan will move with the student and be presented to the next year's grade teachers in the fall. Additionally, parents and the homeroom teacher will meet during the regularly scheduled parent/teacher conference times. This process continues on until the student completes their Carondelet education; it is determined that the Individual Learning Plan is no longer needed; or it is determined that Carondelet is not able to offer accommodations necessary to provide the opportunity for success.

Students with an ILP (or success plan) may have accommodations that include assistive technology, the use of fidgets to help with focus, preferential seating, extra time for assignments or tests, permission to chew gum, etc. Accommodations are developed with input from medical professionals and special educators, and based on individual student learning needs. Accommodations do not change what students are expected to learn, but support students' abilities to learn in the classroom by removing obstacles related to a learning difficulty. Classroom accommodations might be compared to the use of eyeglasses, or a hearing aid and are meant to make learning accessible to all.

When it is determined that Carondelet cannot provide the resources needed for the child's education, the family of the student will be guided to a school that may meet the child's needs.

SPORTS

Athletic Program Philosophy

As stated in our mission statement, it is our philosophy to educate the whole child. Athletics exist to complement our overall educational program. To that end, our athletic

program has been designed to offer learning and growth experiences that extend beyond the classroom.

Athletic Program Goals

Our athletic program provides opportunities for learning experiences outside of the classroom for those students in Grades 5-8. Volleyball is available for girls in grade 4 and Basketball is available for girls and boys in grade 4. Our primary goals are:

- To nurture each student-athlete's personal growth and development so that they can achieve their full potential;
- To promote friendships, school spirit, and team unity;
- To help student-athletes develop self-discipline, self-confidence, responsible team play and cooperation, and, above all, to learn and model good sportsmanship.

Athletic Activities Offered

Girls

Fall: Volleyball (mid-August – late October), grades 4-8

Winter: Basketball (early November – late March), grades 4-8

Spring: Softball (early April – late May), grades 5-8

Boys

Fall: Soccer (mid-August – late October), grades 5-8

Winter: Basketball (early November – late March), grades 4-8

Spring: Baseball (early April – late May), grades 5-8

Participation

With approximately 130 students in grades 5-8, the number of teams in any sport can vary based on the number of athletes interested in participating and facility accommodations. Each student-athlete will be given opportunities to improve and develop skills, as well as preparing to handle competitive situations. Student-athletes will inherently move from a learning environment (Grades 5/6) to an increasingly competitive environment (Grades 7/8). While we want our teams to be successful, a winning record does not always measure success. At Carondelet, our overriding priority is to provide student-athletes the opportunity to participate. Student-athletes who attend practices and put forth the required effort will play in games. The amount of playing time will be determined by a student-athlete's attendance, actions, effort, attitude, and conduct. While every effort will be made to provide a reasonable amount of playing time, it will not necessarily be equal.

Sportsmanship Policy

Participation in Carondelet athletics is a privilege, and requires that student-athletes conduct themselves in a positive, appropriate and Christian manner while representing our school. As responsible adults, coaches, volunteers and spectators are expected to set a good example for our students. Student-athletes, coaches, volunteers or spectators who violate this policy are subject to removal from the activity at the sole discretion of the

Principal or Athletic Director. Establishing and practicing the values of sportsmanship, ethical behavior, integrity, good citizenship and high behavioral standards should permeate all of the activities in which our student-athletes compete.

Code of Ethics for Student Athletes

School Work

Rule: All student-athletes are required to maintain a minimum of a C- average in these classes: Social Studies, Math, Communications, and Science. Student-athletes, parents, and the Athletic Director will be notified at the middle and end of each grading period if a student athlete falls below a C- average.

Consequence: Any student-athlete falling below a C- average will be suspended immediately from the team or activity for one week until the time of re-evaluation (re-evaluation will take place every week). Student-athletes must have a C- average or a signed plan from their teacher/teachers before they are allowed to regain their athletic participation status.

Rule: A student receiving a failing grade in any class at mid or final grading period will not be allowed to participate in extracurricular activities.

Consequence: Any student-athlete receiving a failing grade in any subject will be suspended from the team for a minimum of two weeks and cannot rejoin the team until he/she has brought their grade to at least a C-. For a player to be reinstated, he/she must complete and sign a sports eligibility form and return it to the Athletic Director. If, after the two week suspension the grade is not improved to at least a C-, or have a signed working plan with the teacher, the student-athlete will be out for the rest of the season.

Note: Any student-athlete with numerous missing assignments may be held out of athletic competition until the work is made up. An adequate warning will precede any action in this area.

School Behavior

Rule: All student-athletes are expected to abide by all school rules.

Consequence: Any student-athlete receiving two demerits (academic or behavioral) in one grading period or season will be suspended from participating in sports for the next two games. Any player receiving a third demerit during a season will be removed from the school team in which they are involved.

Expectations of Coaches

- Coaches will set a good example for student-athletes and the school community.
- Coaches will assist each student-athlete toward developing his or her potential.
- Coaches will do their best to ensure that each student-athlete understands his or her role on the team and has a good experience during the season.
- Coaches will treat their own student-athletes, opponents and officials with respect.
- Coaches will abide by all rules set forth by the SSYO league.

Expectations of Parents

- Parents will be supportive of their student-athletes and other team members.
- Parents will respect the judgment and strategy of the coaches.
- Parents will respect the judgment and interpretations of the officials.
- Parents will follow the grievance procedure outlined in this handbook if conflicts arise.
- Parents will abide by all rules set forth by the SSYO league.

Negative Behavior

In addition to expectations related to sportsmanship, the misbehavior by any team member that in any way reflects negatively on the school, team, parish, or community will not be tolerated and may result in his or her suspension from the team, at the sole discretion of the Athletic Director and Principal.

Specific to basketball - Any player who receives a technical foul during a game or tournament game (for negative behavior) will be disqualified from playing the remainder of that game, and will automatically be suspended from participating in the next game.

School Attendance Policy

All student-athletes participating in an athletic activity must attend a full day of school the day of the activity in order to be eligible to participate in that activity. This rule applies to practices, scrimmages, games, tournaments and all other extracurricular activities. Students who participate in a school-sponsored event (retreat, field trip, testing) will not be considered absent. Extenuating circumstances (family emergency, funeral, doctor's appointment) will be taken into consideration by the administration and participation may be allowed.

Forming Multiple Teams

Frequently, student participation will require that more than one team, per gender per grade, be formed in a given sport. It is our philosophy that in doing so, participants should be divided as equally as possible when forming multiple teams. The only exceptions will be at the Varsity level (Grades 7/8). Players will be evaluated and placed on teams at the appropriate level. In all other situations, the final number of teams and how they are formed will ultimately be determined by the number of coaches and participants who sign up by the registration deadline. The Athletic Director will have final authority and sole discretion in all matters related to team formation.

Practice and Game Attendance

Attendance and participation at games and practices is mandatory. Unexcused absences may result in reduced playing time. Extenuating circumstances (family emergency, funeral, doctor's appointment) will be taken into consideration.

Registration Process

Carondelet families will be notified of sports registration well in advance of deadlines via the weekly newsletter. The SSYO league requires that we register our teams months in advance of each season's start in order to accommodate scheduling and facilities use. To meet those league deadlines, it is imperative that participants register by the required deadline dates. For soccer and volleyball, the registration deadline is late April. For basketball, the deadline is mid-September. For spring sports, registration happens in mid-January. A late fee will automatically be charged for any registration that does not meet the deadline. In those cases, it will be at the sole discretion of the Athletic Director to determine if the late registration can or cannot be accommodated based on existing roster size. Roster spots will not be guaranteed for registrations turned in after the deadline.

Conflict Grievance Procedure

In order to allow for an expression of differences that sometimes occurs in athletics, the following standardized and widely accepted grievance procedure will be used to address conflicts:

- o The student-athlete should request a meeting with the coach. This meeting should be at a time other than immediately before or after a practice or game. This meeting is strictly between the athlete and coach.
- o If the conflict is not resolved in the first step, the student-athlete and parents together should request a conference with the coach at a time outside of practice or game.
- o If the conflict is not resolved in Step 2, the parent, student-athlete and coach should then meet with the Athletic Director.
- o If the conflict is still not resolved, the parents may then request a meeting with the Principal or Assistant Principal.

These steps must be followed in this specific sequence.

STUDENT COUNCIL

Carondelet Student Council is organized to enable students to grow in their sense of ownership and responsibility for creating and maintaining school spirit. Two representatives are elected from each homeroom in grades 5 through 8. Students are elected to the offices of President, Vice President, Treasurer and Secretary prior to their eighth grade year.

STUDENT INFORMATION SYSTEM

Sycamore, our web-based student information system, is available to all Carondelet families. Any PC or Mac system with an Internet browser can access information and use specific tools. Parents of all Carondelet students can access attendance, assignments and grades. All progress reports (report cards) will be available online. Many teachers use the system to post assignments via Google Classroom. Every family may access their Sycamore account after setting up a username and password. We will hold Sycamore training sessions in the fall, and as needed.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever regular teachers are unable to be in school. A substitute teacher is to be treated with the same respect as the regularly employed teacher.

TELEPHONE

Please finalize any plans that you might have for your children and give them instructions before they leave for school in the morning. **Students will be called to the phone only for emergency calls.** Telephone messages for a child are to be made no later than 2:45 pm. Instruct your child that only necessary phone calls are to be made from school. A child making a call during the day needs written permission from the teacher.

Students may not phone home to make arrangements to go home with a friend or to have parents/guardians bring forgotten permission slips, homework, books, sports equipment or band instruments. In case of an emergency, the campus secretary will place a call to parents on behalf of the student.

As stated in our acceptable use policy, Carondelet believes that technology at school is to be used for educational purposes only. Cell phones are not permitted in the halls, classrooms, restrooms, lunchrooms, churches, bus lines, playgrounds, on field trips or during the school day or school sponsored events and activities. The school day includes any time a student is in the care of a school employee. School personnel will take any personal electronic devices that are visible, heard or in use, and notify the student's parents to retrieve them from the school office.

TRUANCY

A student absent without a valid excuse is truant. This is an unexcused absence and parents will be notified. Work must be made up. Repeated truancy may be cause for disciplinary action. Students are truant if they:

1. Leave school without signing out in the office;
2. Are absent from school without a valid excuse;
3. Obtain a pass to go to a certain place and do not report there;
4. Are absent from class without permission.

Minnesota truancy law states that any elementary school child missing three full days without a valid excuse is considered "continually" truant. If a middle school or junior high school student misses three or more class periods on 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 school or junior high school. The names of truant children must be referred to the designated public school official.

TUITION/BILLING SYSTEM

The Carondelet Board of Directors establishes tuition. In March, parents receive letters outlining the tuition schedule for the upcoming school year. Parents are asked to pay a registration fee in the spring. During the annual registration process, enrollment in an Electronic Funds Transfer (EFT) program for tuition payments is made available to Carondelet families.

Every month, beginning in August and ending in May, families will receive an email statement detailing your student's school expenses for the month. The billed expenses will include: tuition and band lessons (eligible for EFT); and these other expenses which are not eligible for EFT: hot lunch program payments; annual milk card purchases; field trip expenses (excluding the 6th grade St Croix trip and the 7th grade Ely trip); Club Saint fees; athletic participation fees; and Middle School play fees. These bills will require payment in cash or check within 10 days. The school is not able to offer EFT (Electronic Funds Transfer) services for this program yet. **You may still continue having tuition and band lessons payable through EFT accounts**, however you will receive **monthly billing for the remaining items**.

It is the school's goal to reduce the number of small checks each family writes and to provide a complete financial record of your student's educational expenses. Arrangements may be made if a family cannot follow their payment plan. These arrangements need to be made with the business office, 927-8673 ext 12, before a family falls too far behind in payments. Parents will be held accountable for the arrangements they make. Failure to keep the arrangements may result in the dismissal of a student.

EARLY WITHDRAWAL

Carondelet Catholic School carefully budgets for how many students will be in attendance during each school year. When a student is withdrawn from school prior to the end of the contract year, it seriously impacts the school budget. Therefore, the following payments will be required.

Withdrawal by this Date	Percentage of Total Tuition Due
September 30	25%
November 15	50%
January 15	75%
Withdrawal AFTER this Date	
January 15	100%

Any exceptions from this policy would be considered on a case-by-case basis with the final decision made by the principal in consultation with the pastor.

To officially withdraw from Carondelet Catholic School, a parent/guardian must inform the school office in writing by the dates listed above.

TUITION AND PARISH MEMBERSHIP

To qualify for in-parish tuition, families must be members of either Christ the King or St. Thomas the Apostle parish. Parish membership requires:

- Registration through the parish office
- Participation in parish liturgies
- Volunteering in parish ministries
- Completing an annual parish pledge card and remaining current on parish contributions

CHRIST THE KING MEMBERSHIP

Those who wish to become members of Christ the King parish are invited to contact the parish office, or stop by the Welcome Desk in the church gathering space. You will be contacted by a parishioner who will welcome you, assist you in completing parish registration, explain volunteer opportunities in the parish and provide other general information.

Christ the King parish subsidizes parishioner children tuition at approximately \$1,200 per child. Christ the King parish requests parishioner families support that tuition subsidy through their parish stewardship pledge. Christ the King requires a minimum \$600/yr. stewardship pledge per child in order to qualify for the parishioner tuition discount. It is understood that families may encounter financial hardships and alternative stewardship levels can be accommodated by contacting the Christ the King parish office.

Upon completion of this process, a family qualifies for parishioner tuition at the school. To begin the process of registration, please call the parish office at 612-920-5030.

ST. THOMAS THE APOSTLE MEMBERSHIP

Those who wish to become members of Saint Thomas the Apostle parish are invited to participate in the Welcoming ministry. This process begins with the completion of a parish registration form. New members are welcomed by a member of the Parish Pastoral Council. This includes introducing new member(s) to parish ministries, explaining general parish information, and inviting new members to attend a Welcome Sunday Mass followed by a coffee and donut reception.

Upon completion of this process, a family qualifies for parishioner tuition at the school. To begin the process of registration, please call the parish center at 612-922-0041.

VISITORS

Due to the unusual measures taking place this year to keep our students and staff safe, we will be restricting visitors/parents (including volunteers) entering the buildings. If you have a need to drop an item off for your student (like a lunch or an iPad), someone will meet you at the door and deliver it for you.

WEAPONS POLICY

Carondelet upholds a zero tolerance regarding weapons. A weapon is defined as a knife or a gun or any other device or instrument which is utilized in such a manner so as to threaten, intimidate or produce bodily harm or the fear of such. No weapons are permitted on school property at any time. All violations of this policy will be evaluated on a case-by-case manner, considering all components. Possible suspension or expulsion may be imposed. A second violation would result in immediate expulsion. Parent/guardians will be informed of disciplinary action.

WEATHER AND EMERGENCY CLOSINGS

School closings due to inclement weather will be announced on WCCO-TV and radio stations, and by email. Carondelet will be closed if the Minneapolis Public Schools are closed because of unsafe road conditions due to snow or ice. At the administrator's discretion, Carondelet may remain open if Minneapolis Public Schools are closed due to cold weather. No announcement means that school is in session.

Appropriate winter clothing and boots are to be worn because children go outside every day for recess.

WORSHIP

Carondelet students in grades 3 through 8 participate in school liturgies every Wednesday. We celebrate Mass twice each month and a student led prayer service on the remaining Wednesdays. Students at the Lower Campus celebrate monthly prayer services during

Ordinary Time, with increased opportunity for prayer during Advent and Lent. School liturgies are an excellent opportunity for communal prayer and are important to our identity as a Catholic school. However, they do not replace attendance at Sunday Mass. We invite family members and friends to join us for school Masses and prayer services.

Entering and Exiting the Worship Space

- Move silently to your assigned seating or back to your classroom, escorted by your teacher.
- Before the service begins, sit quietly, say a prayer, and wait for the mass or prayer service to begin.
- If entering after the service begins, enter quietly and respectfully take your seat with your class.

During the service

- Face forward and pay attention to what is going on at the Altar.
- Follow along with the service, singing and responding in an appropriate manner and at an appropriate volume.

Sign of Peace

- During the sign of peace greet 4 to 5 others in close proximity to you, shake their hands gently and say "Peace be with you".

Communion

- With your hands folded, walk patiently and respectfully towards the Eucharistic Minister.
- Bow your head, put your hands out one over the other to receive the host. When the Eucharistic Minister says "Body of Christ", respond "Amen" before placing the host on your tongue.
- If the chalice is offered, take it firmly and carefully in your hands and take a small sip. The Eucharistic Minister will say "Blood of Christ" before handing you the chalice and you respond "Amen".
- Students who do not wish to receive communion are encouraged to come forward to the Eucharistic Minister with their arms crossed over their chest to receive a blessing.
- Quietly return to your seat and participate in silent prayer.

09/20

We acknowledge that we have received the 2019-2020 Carondelet Catholic School Parent/Student Handbook and understand that it contains important information about school policies and procedures. We understand it is not intended to cover every situation that may arise, but to serve as a general guide and reference. We understand it is our responsibility to be familiar with the information in the handbook and to abide by school policies.

Parent/Guardian(s) Signature

Date

Student 1 Signature

Date

Student 2 Signature Date

Student 3 Signature Date

Student 4 Signature Date

Please return to either campus office by September 14, 2019 or within two weeks of reception of this Parent/Student Handbook after that date.