



# Student Handbook

**1206 8th Avenue, Worthington, MN 56187**

School website:  
[smswgtn.org](http://smswgtn.org)

Facebook:  
<https://business.facebook.com/smswgtn>

E-mail:  
[info@smswgtn.org](mailto:info@smswgtn.org)

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## **ST. MARY'S MISSION STATEMENT**

St. Mary's School is a Christ-centered learning community committed to Faith Formation, Academic Excellence, and Christian Service.

## **ST. MARY'S SCHOOL PHILOSOPHY**

We believe Catholic Education is the continuation of the mission of Christ in our world today. We work collaboratively with parents, community members, and staff to develop and enhance a strong Christ-centered faith community that enables students to grow in a personal relationship with Jesus Christ and be a witness to the Gospel message.

We believe children learn in their own unique manner and have special gifts. Therefore, we provide opportunities for involvement in a variety of learning experiences that promotes a positive self-concept and enables children to fulfill their God-given potential. We foster a climate within our school that will enable our students to develop abilities to think independently and to make decisions based on the teachings of Jesus.

We believe our school community raises awareness for evangelization through the celebration of Word and Sacrament. This calls us to love, respect and service the local and global community and all creation through prayer and our gifts of time, talent, and treasure.

## **ATTENDANCE**

A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school.

While it is true that written work can be completed for make-up, class instruction or presentations, discussions, technology, activities, and student-teacher interaction can never be made up.

## **STUDENT ABSENCE / TARDY**

Parents are asked to call the school by 8:00 A.M. to report if a child will be tardy or absent and state the reason for the tardy or absence. A note to the school is acceptable if a call cannot be made. If a child is absent and no call or note has been received, school personnel will contact the parent either at home or at work. A student will be marked tardy if not in school when the day starts at 8:02 AM. The following guidelines will be used to mark if a student is tardy or absent:

8:02 am to 8:30 am	Tardy
8:30 am to 10:00 am	1/4 Day Absent
10:00 am to 11:45 am	1/4 Day Absent
11:45 am to 1:30 pm	1/4 Day Absent
1:30 pm to 3:15 pm	1/4 Day Absent

**NOTE:**

If you know of an absence for your student(s), such as a vacation, please notify the teacher and the office prior to the absence.

A student who arrives late to school must report to the school office.

A student who is out sick for three or more days must have a doctor’s note.

If a student is tardy three or more days a letter will be sent to the parents. A required meeting will be scheduled with the principal and the parents. If the issue continues, a referral could be made to Nobles County Family Services. This is at the discretion of the principal.

**CATHOLIC SCHOOL BULLYING PREVENTION POLICY**

**Preamble**

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, *virtues*. The highest virtue is charity, which God both requires and makes possible. “Here is my commandment,” says Jesus, “that you love one another as I have loved you” (John 13:34). As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and Retaliation are not to be tolerated.

This policy serves as a guide for when expectations of respect are not met and for when reconciliation and restitution are needed.

**Definitions**

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

“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, a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Targeted Student, and that:

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

“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, photographs, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

“Hostile Environment” means a situation in which Bullying causes the school environment to be permeated with intimidation, isolation/exclusion, 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 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, support staff, and paraprofessionals.

“Targeted Student” 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 owned, leased or used by a school;
- at any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- at a school bus stop;
- on a school bus or any other vehicle owned, leased or used by the school; 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, acts of bullying that materially and substantially disrupt the education process, or the orderly operation of a school is also prohibited.

## **Reporting**

Any Staff or volunteer who has witnessed or become aware of any instance of Bullying or Retaliation must report that act to the Principal.

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 the Principal.

Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the Principal.

Reports may be made confidentially when requested.

Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.

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

## **Retaliation**

Retaliation against a Targeted Student, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is prohibited. Every effort will be made to keep the identity of the reporter confidential.

## **Response and Investigation**

The school takes seriously all reports of bullying.

Upon receipt of a report of bullying the Principal or designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. Due to unforeseen circumstances, if three school days is not feasible to investigate, the targeted student must be provided a timeline when the investigation will take place.

The School reserves the sole discretion to determine the scope and adequacy of the investigation. The investigation may be reported to local law enforcement.

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;
- notifying the parents or guardians of the Targeted Student, the Aggressor, and any other affected persons about available community resources: Social Services, family service worker, social worker, counselor, Catholic Charities.
- notify law enforcement if circumstances warrant notification

## **Training**

All staff will receive initial training of this policy, followed by an annual review here after, and, at the discretion of the Principal, for volunteers who have significant contact with students.

## **CHILD NUTRITION**

Please Refer To Hot Lunch Program Appendix A

## **CELL PHONES**

**Phone use** - Student's may request permission to use the phone in the office. The use of a **cell phone** by a student inside the school during school hours is prohibited unless the student has secured teacher permission to use it. A student may bring a cell phone to school and place it in his/her locker or school bag. It must remain off during school hours.

If the above guidelines are not followed, the phone will be turned into the office and a parent will be contacted to come in and pick it up.

## **CONFERENCES**

Conferences will be held twice a year. Parents will have one 15-minute conference per child scheduled with their child's classroom teacher twice annually.

## **DAILY SCHEDULE**

7:30 A.M. - Students may enter the building only if eating breakfast

7:30 A.M. - Students must be dropped off on the playground—not at the front door

8:05 A.M. – First bell will ring

8:07 A.M. - Tardy bell will ring

2:54 P.M. - Dismissal for students

## **DELIVERIES**

Having gifts, such as flowers or balloons delivered to your child during the school day is discouraged. If there is a delivery for a student during the school day, the student's teacher will be notified that the student has a delivery in the office. If time permits in the daily schedule, the student may come to the office to view his/her delivery, but it will remain in the office until the end of the day. This procedure is implemented to assist the teacher in limiting distractions to students during the day. If you decide to send something to your student, please be mindful of how he/she will be getting it home; large objects and balloons can be a safety issue on busses.

## **EMERGENCY DRILLS**

### **DISASTER DRILLS**

Disaster drills will be practiced two or more times a year for events such as a tornado. The following are some of the steps that will be taken:

- The warning will be by school employee or public address system.
- Evacuate classrooms bearing directions of the teacher.
- Remain near an **INSIDE** wall on the **LOWER** floor if possible.
- Students should be on knees, clasp both hands behind neck, bury face in arms, close eyes, and cover ears with forearms.
- Avoid auditoriums, gymnasiums, or any structure with large roof spans.

### **FIRE DRILLS**

Fire drills are to develop and maintain prompt, orderly evacuation procedures. Drills will be run four times annually.

- The warning will be by the school alarm system.
- Students are to follow the directions of the teacher in charge of the room they are in at the time of the alarm.
- Exit the room in a quiet, single file line.
- Always remember to move quickly, but do not run or shove. Stay in line and do not make noise.
- Once you clear the building, report to your classroom's designated area and remain quiet until an all clear has indicated it is safe to return to your room.

### **LOCKDOWN DRILLS**

A lockdown drill is to practice for the unlikely event of an intruder entering the building. The drill is exactly that, locking down all the classrooms in the building. A "mini" drill will typically be performed towards the beginning of the year, with the full drill being completed sometime after that. The following are some of the steps involved in a lockdown drill:

- An announcement will be made over the intercom.
- Students are to proceed to the designated safe place in the classroom.
- If a student or staff member is in a hallway, they are to proceed to the nearest room.
- The rooms are to remain silent and calm.
- In a "mini" drill, the designated building staff will check the rooms and the principal will announce the end of the drill.
- In a full drill, resource officers and other administrators in the district will assist and ensure the safety of the students. The police would notify the students to evacuate to an alternate site.

For more information you may refer to our Crisis Management Handbook.

## **HEALTH AND SAFETY ISSUES- SEE APPENDIX B**

### **HOMEWORK**

Homework at the elementary level should act as a time where students practice the skills they have learned in class, complete assignments that are not finished during the school day or to study for assessments. Homework will vary by content and grade level, will only be used to support learning in the classroom and will have a purpose connected to the classroom practices.

### **MODIFICATIONS FOR INDIVIDUALS WITH A DISABILITY**

St. Mary's School will make modification to its programs, facilities, employment practices, and activities to accommodate all qualified individuals with a disability. The school will assure that all educational services will be provided and offered to all students including disabled/disadvantaged students. St. Mary's School assures that all students will receive an equal opportunity to achieve educational benefits (this may be done by consulting with District #518 and their special education team).

### **NON-DISCRIMINATION STATEMENT**

St. Mary's School does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin or ancestry.

Inquiries concerning the application of Title VI, Title IX, Section 504, Affirmative Action, and the Americans with Disabilities Act compliance activities, may be referred to the St. Mary's School administration office or to the Office for Civil Rights, U.S. Department of Education, 8930 Pkwy, Suite 2037, Kansas City, MO 64114-3302, Phone: 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172 E-mail: OCR-Kansascity@ed.gov

It is the policy of St. Mary's School that no individual be discriminated against based on the grounds of race, color, national origin, creed, religion, sex, disability, or age.

### **PARENT / FAMILY INVOLVEMENT**

At St. Mary's School we enthusiastically encourage parents and grandparents to volunteer at our school. There are many ways to become involved in and out of school that will benefit the children and help make our school an even better place for our children's growth and learning. Our goal is for every family to

participate in some way. Please contact your children's teachers or the school office for more opportunities to volunteer.

## **PARENT PORTAL**

The Parent Portal can be accessed through the school website. Here you will find instant access to accurate, current, and confidential information about your child's school attendance, grades and more! Here are some Frequently Asked Questions about the program. If you have any other questions, please contact the school.

*Who is eligible to have a Parent Portal account?*

Parents of current students are eligible to activate a Parent Portal account, after agreeing to the terms and conditions of use.

*How do I sign up?*

To obtain a Parent Portal Account:

- Go to the <http://www.isd518.net> website
- Click on the words Parents and Students at the top (this will take you to a new page)
- On the right hand, side is a form you can fill out for an account. (English or Spanish)

If you have questions, please contact the St. Mary's School office.

## **PETS**

Pets may be brought to school **ONLY** if permission is obtained from the classroom teacher and school principal. There are many different situations that need to be considered. Examples include allergies and intolerance to animals. The principal will evaluate the situation on an individual basis and will deem whether or not the visit is safe and/or enhances an educational experience.

## **PUBLIC COMPLAINTS**

Constructive criticism of the school is welcomed when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more effectively.

The school places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Education Committee as a whole or to a Committee member as an individual, the complainant will be instructed to refer the matter to the school administration for study and possible solutions. The Committee or individual Committee member shall inform the administration, as soon as possible, that the complainant may contact them. The individual employee involved shall be advised of the nature of the complaint and will be given every opportunity for explanation, comment and presentation of the facts as he/she sees them.

In case of discipline or other school matters relating to their children, parents will first discuss the matter with the teacher. If, for some reason they are not satisfied, they may further discuss that matter with the following persons in the following order: The Principal of the building, then the Superintendent, or his designee. If the Superintendent is unable to satisfy the parents, he will report the case to the Education Committee for consideration and action. The Committee will not consider or act on complaints that have not been explored at the appropriate administration level. The Committee will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Committee must be in writing and should be specific in terms of the complaint and the action desired.

If it appears necessary, the administration, the person who made the complaint or the employee involved, may request an executive session of the Committee for the purposes of further study and a decision by this body. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues. Hearsay and rumor shall be discounted, as well as emotional feelings except those directly related to the facts of the situation.

The Committee will render its decision and the Superintendent will then make the final ruling.

## **RECESS**

Students in grades K-6 will have a minimum 20-minute recess before lunch. Teachers will go over playground rules and expectations in the classrooms. Consequences for not following the playground rules will result in loss of privilege. Recess will be outside if the temperature and/or wind chill is above zero degrees Fahrenheit. Students will be expected to wear a coat or arm covering (i.e. coat or sweatshirt) if the temperature is below 60 degrees Fahrenheit. If it is raining, recess will be indoors. Please send your student(s) prepared for the day's weather.

Recess is a part of the educational process. All students are expected to participate in recess every day. Students will not be allowed to stay inside for health purposes unless the student has a **doctor's note**.

## **REGISTRATION**

The following items are needed to register your child for school: a certified copy of the birth certificate and current immunization records.

## **SAFETY ISSUES**

### **WALKING TO SCHOOL:**

Students walking and riding bikes to school should utilize the sidewalks and designated paths.

### **RIDING THE BUS TO SCHOOL:**

Please Refer To Transportation Services Appendix C

### **PARENT DROP-OFF AND PICK-UP:**

#### **Drop off:**

Students are to be dropped off behind the school in the playground area. Do not stop for extended periods of time in order to keep traffic moving. If you need to get out of your car, please park in the lot. For safety reasons parents are asked to **not** drop off students in front of the school, as this is for bus drop off only.

***Supervision of students on the playground begins at 7:30 a.m.; students should not arrive before 7:30 a.m. Supervision of students ends at 3:00. We ask that all students be picked up by 3:00.***

Students may enter the building if escorted by a parent or if they arrive after 7:30 a.m.

In case of inclement weather, students will be allowed in the building. They will wait in the gymnasium until 7:55 a.m.; at that time, they will be released to their classrooms and supervised by the classroom teacher.

Breakfast students being dropped off should enter the building and go directly to the breakfast program. ***Students eating breakfast are allowed to enter at 7:30 a.m.***

### **Pick-up:**

School is dismissed at **2:54**. Students riding the bus will exit the school through the front doors, accompanied by staff. Students who are picked up from school will be released through the playground doors. Students must be picked up by **3:00**.

For safety purposes, it is essential to try to maintain a consistent schedule. Having multiple pick up plans and calling at the last minute to change plans, makes it very difficult to ensure the safety of the student.

## **SCHOOL CANCELLATION AND EARLY DISMISSAL**

St. Mary's School uses the District 518 Shout System mass emergency and non-emergency notices. This program allows us to contact parents, students, and staff in a matter of minutes via phone or email. This may be used for emergency school closings or standard school announcements if necessary. You will have an opportunity to sign up for this service in order to receive announcements. Please contact the office for information on how to sign up. It is essential to keep this information current so you receive notifications.

School cancellations, late starts, and early dismissals will also be announced on most local radio or TV stations as well as on the school Facebook page.

In the event of an emergency early dismissal, the notification system will be used. Please have an alternative plan for your student to be picked up in a timely manner.

## **STUDENT DRESS CODE**

During the school day, students are expected to dress with standards that enhance the learning environment and not distract from it. Suggestive themes such as alcohol, drugs, sex, or violence will not be permitted on school attire.

Bare midriffs, strapless, skinny strap tank tops, low cut necklines, short shorts or clothing with holes or that exposes undergarments will not be permitted. Hats and hoods are not to be worn in the building during the school day. Footwear must be worn in the building at all times. For safety reasons, flip flops will not be allowed for free play and Physical Education classes.

Students have recess year-round, so please dress your student accordingly. Shorts may **only** be worn during the first and fourth quarters of the school year.

The following dress code is in effect for all Holy Days and Fridays or Children's Mass days: navy, white, or hunter green polo shirts and khaki, tan, navy or black skirts, capris, or pants. Khaki, tan, navy, or black dress shorts may be worn at

Mass with the uniform polo shirt during the first and fourth quarters of the school year. If your child comes to school without a uniform, they will be asked to go to the office and a uniform will be provided for him/her.

**MARKING OF CLOTHING-** All items of clothing such as coats, boots, sweaters, jackets, caps, gym clothes, etc., should be marked with the child's name on the inside. This is recommended for all grades.

## **SCHOOL / HOME COMMUNICATION**

St. Mary's believes in a strong communication process between parents and home. The "Monday Folder" and "Thursday Folder" are a couple of ways St. Mary's staff will communicate with you.

In the attempt to "Go Green," St. Mary's also utilizes their Website to provide school information and flyers. Parents have the option of receiving the Thursday Folder updates and information electronically or in paper form. If you opt to receive the information electronically, please contact the St. Mary's School office.

**Monday Folders** – Your student(s) will bring home an orange folder on Mondays from their classroom teacher. In this folder, you will find a classroom newsletter, tests, and other papers of importance. We ask that you look over the information and return the empty folder to school on Tuesday.

**Thursday Folders-** The oldest child in attendance at St. Mary's School will bring home the green Thursday Folder. Included in the Thursday folder will be communication from the school office, YMCA, and Community Education programs. Also included will be report cards, tuition statements, lunch account, and past due book notices when necessary. Please return Thursday folders on Friday.

**Teacher/Parent Communications** - The teachers at St. Mary's School will be in communication with you throughout the school year by phone, email, student progress notes, newsletters and Parent/Teacher Conferences held twice a year. If you have any questions, please feel free to contact the teacher at school at any point throughout the school year.

**St. Mary's School Website** – The St. Mary's School website is [smswgtn.org](http://smswgtn.org). The website contains calendars, lunch menus and school activities.

**Facebook** – Facebook is another way to keep informed on what is happening at St. Mary's School. Event notifications, reminders, and photos of recent happenings are posted.

## **SCHOOL PARTIES AND TREATS**

Each classroom has three formal parties: Halloween, Christmas, and Valentine's Day. Teachers are always looking for parents to help with these festivities. Feel free to contact your child's teacher if you are interested.

Please check with the teacher before sending any treats to school, this will help to eliminate having multiple treats on one day. The teacher will also inform you of any allergies that need to be taken into consideration. In accordance with St. Mary's Wellness Policy, healthy treats are encouraged. We try to limit treats to birthdays and special holidays.

## **SENDING MONEY TO SCHOOL**

It has proven safer and more efficient to send checks instead of cash, but if it is necessary to send cash, please put it in an envelope with your child's name, teacher's name and purpose of the money clearly marked on the outside. If sending a check, please make the check out to the St. Mary's School with the reason for the check written on the memo line, unless directed otherwise by the teacher or principal. An example would be for book orders, in which the checks are typically made payable to the book company.

## **SPECIAL SERVICE**

**At St. Mary's School the following educational services are available:**

Homebound Instruction for long-term illness  
Health Services  
Title I Program  
English Language Learners (ELL) Program  
Band Instruction for 5<sup>th</sup> and 6<sup>th</sup> Grades

**At St. Mary's School, the following educational services are available as a service from District 518:**

Psychological Evaluation  
Resource Room for children with special learning needs  
Speech and Language therapy

## **EXPECTED STUDENT CONDUCT**

The development of respectful, reasonable, and responsible behavior is considered a part of the learning process. While at school, students will be expected to:

1. Refer to teachers by last names such as Mr. Smith, Miss Jones, etc.
2. Be responsible for bringing all necessary materials to class.

3. Be on time for class and in your seats when class starts.
4. Be respectful and courteous to your peers and all school personnel.
5. Be responsible for the care of materials assigned by the school.
6. Be dressed appropriately.
7. Follow directives given by school personnel.
8. Adhere to school policies and procedure at school and at all extra-curricular activities.
9. Adhere to moral standards of honesty and integrity.

The school is obligated to take corrective measures any time a student's behavior disrupts the routine of the school, interrupts the classroom activities, is inconsiderate of the rights and privileges of others, or endangers the safety of others. Consequences listed under **Inappropriate & Unacceptable Behaviors** will be applied as corrective discipline measures to help reinforce proper student conduct and ensure a safe school.

## **EXPECTD CARE OF SCHOOL PROPERTY AND MATERIALS**

All who use the school buildings and equipment will be expected to do so in a considerate manner. Students will be required to pay for materials and books that are lost or damaged. Normal wear is expected - abusive damage is not. Other consequences listed under **Inappropriate & Unacceptable Behaviors** may apply.

## **DISCIPLINARY OPTIONS DEFINED**

The following discipline options will be considered when student misconduct has taken place.

1. Student/Parent Conference: A teacher or administrator may try to resolve the issue by calling or meeting with the student and their parents/guardians. In most disciplinary cases referred to the principal's office, a parent/guardian contact will be made along with additional consequences the principal deems necessary to enforce school policy and correct inappropriate and unacceptable behavior. (See section on **Inappropriate & Unacceptable Behavior**).
2. Detention: A student may be detained during lunch. In the event of a lunchtime detention, students will be served lunch in the office or some other area designated by the principal.
3. Removal From a Class: The teacher may remove a student from class if he/she disrupts the learning environment of the classroom. The student is to be sent to the office. Removal from class may be extended by principal based on the severity of the behavior. The principal may determine that

detention, ISS, or OSS is warranted in such cases where disruptive behavior has resulted in other violations.

Parents will be notified when students are removed from the classroom. Students will have the opportunity to maintain their classroom assignments while they are removed from the class.

4. Suspension (ISS – In School Suspension OSS – Out of School Suspension)

Beyond detention, or removal from a class, suspension is the most severe administrative punishment for improper behavior. In-school suspension (ISS) may be used in place of out-of-school suspension (OSS). Procedures to implement out-of-school suspensions, are outlined in the "Minnesota Pupil Fair Dismissal Act of 1974".

The length of the suspension will depend upon the offense. As part of the suspension process, students will meet with the principal. Reasons for the suspension will be explained to the student at that time. Parents will be notified in writing as to the reason for the suspension and its length.

In or Out-of-School Suspensions will result in the loss of participation or attendance at all school functions and activities until such time the suspension has been served

5. Law Enforcement Referral: Law enforcement officials will be contacted in the event that a student violates civil law or district policies that require police intervention.

## **INNAPPROPRIATE & UNACCEPTABLE BEHAVIORS DEFINED**

The following list of inappropriate and unacceptable behaviors is provided to help define and classify expectations and possible consequences. Expectations on this list are not all –inclusive in terms of what the school may consider as inappropriate and unacceptable behaviors are not necessarily limited to items listed. It is up to the principal to investigate reported incidents of inappropriate and unacceptable behavior. Students that lie to administration or attempt to impede an investigation in any manner may be subject to greater disciplinary consequences.

1. Insubordinate Behavior: Insubordination includes words or actions that demonstrate a lack of respect toward school personnel and policies. Such acts may include; the use of profanity, leaving school grounds, refusal to respond appropriately to reasonable directions given by school personnel, an argumentative or belligerent attitude and/or any willful act to violate

school policies. Students who are insubordinate will face one or more of the following consequences:

1. Referral note to parents, which must be signed and returned.
2. Student/Parent/Guardian Conference
3. Removal from Class
4. In-School and/or Out-Of-School Suspension

2. Threats: A threat is generally characterized as an intimidating statement or action implies that person(s) or property will be harmed. A threat may take the form of a verbal comment, a menacing gesture, a written statement. The use of cell phones, computers, or other electronic devices that use cyber space to make a threat is strictly prohibited. Students who make threats will face one or more of the following consequences depending on the nature and severity of the threat:

1. Referral note to parents, which must be signed and returned.
2. Student/Parent/Guardian Conference
3. Removal from Class
4. In-School and/or Out-Of-School Suspension

3. Disorderly Conduct: Disorderly conduct shall be characterized as behavior that is deemed inappropriate for a maintaining a safe and orderly school setting. Such behavior could include running, pushing, shoving, loud noise, or other types of obnoxious disruptive behavior. Such behavior will result in one or more of the following consequences:

1. Referral note to parents, which must be signed and returned.
2. Student/Parent/Guardian Conference
3. Removal from Class
4. In-School and/or Out-Of-School Suspension

4. Fighting: Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another as differentiated from disorderly conduct. Students who engage in fighting will face one or more of the following consequences:

1. Referral note to parents, which must be signed and returned.
2. Student/Parent/Guardian Conference
3. Removal from Class
4. In-School and/or Out-Of-School Suspension

5. Assault: Direct assault either with or without a weapon, is characterized as a willful attack by a student against another person with the intent to cause bodily harm. Consequences will result in one or more of the following options.

1. Referral note to parents, which must be signed and returned.

2. Student/Parent/Guardian Conference
3. Removal from Class
4. In-School and/or Out-Of-School Suspension

6. Weapons Use and/or Possession: Weapons use and/or possession include having a weapon on one's person or in an area subject to one's control on school property or at a school activity, regardless of its location. "Weapon," means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon, or through its use is capable of threatening or producing great bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, throwing stars, explosives, stun guns, ammunition, mace, etc. Use or possession of a weapon will result in one or more consequences:

1. Referral note to parents, which must be signed and returned.
2. Student/Parent/Guardian Conference
3. Removal from Class
4. In-School and/or Out-Of-School Suspension

**Special Note:** A student who finds a weapon on the way to school or in the school building should immediately notify a teacher or the principal's office.

7. Vandalism: Vandalism is any willful defacing or destruction of property. Disciplinary measures will include one or more of the following consequences: Student/Parent/Guardian Conference Restitution for damages.

1. Detention
2. Removal from Class
3. Loss of privileges after three referrals
4. In-School or Out-Of-School Suspension
5. Law Enforcement Referral

8. Tobacco, alcohol, and drugs: Using, possessing, selling, dispensing, or being under the influence of tobacco (in any form), alcohol, mood-altering chemicals or any illegal drug is forbidden at all times, in any school building, on any school grounds or at any school- sponsored event. This rule is also in effect while being transported by the school or while under school supervision at any school function.

1. Referral note to parents, which must be signed and returned.
2. Student/Parent/Guardian Conference
3. Removal from Class
4. In-School and/or Out-Of-School Suspension

## **TOYS AND/OR ELECTRONICS**

If your child brings toys or electronic items to school, please note St. Mary's School is not responsible for lost, broken or stolen items.

These will not be allowed on the playground. If a student brings an electronic device, it must be turned off and stored in his/her backpacks during the course of the school day unless he/she has teacher permission to use it.

## **TRANSPORTATION SERVICES- SEE APPENDIX C**

## **TUITION**

### **Members of St. Mary's Parish Tuition**

Parishioner rate for first child is \$2,100.00, second child \$1,575.00, third child or more, \$1,050.00.

### **Non-Parishioner Tuition**

Non-parishioner rate for first child is \$3,150.00, second child \$2,362.50, third child or more, \$1,575.00.

### **Tuition Payment**

Tuition is due on the 20<sup>th</sup> of August each school year and/or at registration. Prior school years tuition must be paid in full before the start of the next school year.

You may also choose from one of the following payment plans:

<b>Plan</b>	<b>Payment Due</b>
Pay in Full	August 20 <sup>th</sup>
Pay Twice Annually	August 20 <sup>th</sup> and January 20 <sup>th</sup>
Pay Monthly (9 months)	First Payment Due August 20 <sup>th</sup> and last payment due April 20 <sup>th</sup>
Pay Monthly (12 months)	First Payment Due August 20 <sup>th</sup> and the last payment due July 20 <sup>th</sup>

## HOW ARE DELINQUENT PAYMENTS HANDLED

St. Mary's School relies on tuition for 25% of its budget to provide quality Catholic education to our students. Therefore, when tuition payments become delinquent, it affects the successful operation of the school system. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition commitment, it is the responsibility of the family to contact the St. Mary's School Principal to make alternate payment arrangements. All parents are encouraged to apply for scholarship assistance at the beginning of the school year if they anticipate a hardship in paying full tuition. **NO SCHOLARSHIPS WILL BE AWARDED IF THERE IS A PAST DUE AMOUNT UNLESS SPECIAL ARRANGEMENTS ARE MADE WITH THE PRINCIPAL.**

When tuition payments are not made as scheduled, the following steps will be taken.

1. 30 DAYS PAST DUE The family account is considered past due when the account is 30 days beyond the scheduled payment due date under the agreement established with St. Mary's School. It is the responsibility of the family to contact the St. Mary's School Principal to correct the situation or make an acceptable alternate plan for payment.
2. 60 DAYS PAST DUE When the family account is 60 days past due, the following steps will be taken.
  - a. Family shall receive written notification that their account is past due with a copy of this policy.
  - b. If the family has not made a payment or contacted the school Principal to make alternate payment arrangement, a 5% late fee will be added to the family account balance.
3. 90 DAYS PAST DUE When the family account is 90 days beyond the scheduled payment due date, the following additional steps will be taken.
  - a. Report cards will be withheld until payment in full is received or an acceptable alternate payment plan is implemented.
  - b. Students will not be permitted to pre-register or return for the following academic year until the balance is paid in full or an acceptable alternate payment plan is in place.

**SCHOLARSHIPS AND ALTERNATIVE PAYMENT PLANS ARE AVAILABLE TO STUDENTS' FAMILIES, BUT STUDENT FAMILIES MUST MEET WITH THE PRINCIPAL AND AGREE TO ALTERNATE PLANS IF THEY WISH THAT THEIR CHILDREN REMAIN IN ST. MARY'S SCHOOL. FAMILIES MUST BE RESPONSIBLE FOR THE EDUCATION OF THEIR CHILDREN.**

## Tuition Assistance

There are two options available for Tuition Assistance. First, option being a Seeds of Faith Scholarship; which you apply for in March for the following school year. The second option is Adopt-A-Student. This becomes available mid-year for the current school year. Applications are available in the school office.

## SCRIP/TUITION REDUCTION INCENTIVE PROGRAM (TRIP)

St. Mary's School offers the SCRIP program as a way for families to earn rebates that are applied to their monthly tuition payments. With a scrip program, parents order gift cards through the school to use for their everyday shopping, instead of credit cards or cash. The school earns a rebate on each gift card ordered, usually between 3% and 15%, and that rebate earned will be split between the school and the family's tuition account by the amounts below.

- 20% goes toward the school's administration and general fundraising account.
- 80% goes back to parents as a tuition credit.

The amount earned every month will be applied directly towards the tuition balance that is due on the 5<sup>th</sup> of the next month. You will receive a monthly tuition statement along with a SCRIP earnings report at the end of each month. Other family members and friends can also purchase scrip and designate their rebate earnings towards your account. The savings will start to add up.

There are over 700 retailers that you can order gift cards from and over 240 retailers who provide electronic gift cards that can be ordered instantly from your phone. To view a list of all the retailers available, visit [www.shopwithscrip.com](http://www.shopwithscrip.com).

There is a list of "local" stores that we carry on hand regularly and does not require pre-ordering. On hand SCRIP is sold weekly on the following days and times:

- Thursday 12:30 p.m. – 1:30 p.m. in the school
- Saturday after 5:30 p.m. mass in the church
- Sunday after 9:00 a.m. mass in the church

If you would like to place your order electronically for pick up or would like to order cards that are not regularly kept on hand, you can place you order online, at one of the selling times, or online prior to 12:00 p.m. on Monday afternoon. Special orders or electronic orders will be filled on Thursday and ready for pick up by 1:00 p.m. or can be sent home with your child from St. Mary's School. Orders for gift cards that are not typically on hand will typically be filled the first

and third weeks of the month. Inventory for special orders is not typically ordered every single week, due to costs associated with those orders.

To register for an online scrip account or for more information please contact your SCRIP coordinators Mary Pavelko or Marie Johnson via email at [scrip@smswgtm.org](mailto:scrip@smswgtm.org).

## **VISITORS (Check in at office sign)**

Parents are welcome and encouraged to visit the school. Please schedule all classroom visits with your child's teacher prior to visiting. All visitors are required to check in at the office. Please check out in the office as you leave the building. We encourage parents to contact the office if they have concerns about someone visiting their child during the school day.

Students are not allowed to have visitors attend class with them. Examples include cousins and friends. However, they may join us for lunch with an adult chaperone.

# Appendix A

## Hot Lunch Program

**Breakfast:** Breakfast is available for students from 7:30-7:50 a.m. Breakfast for kindergartners is free. The cost is \$1.60 per day for regular. All prices are subject to change. Students that qualify for free or reduced lunch receive free breakfast. Kindergarten students receive free breakfast.

**Lunch:** The school serves a nutritional meal consisting of five components: protein (main dish), fruit, vegetables, bread, and milk. Children participating in hot lunch are required to select from at least three of the components. The cost is \$2.65 per day for regular lunch. An adult lunch is \$3.65. All prices are subject to change.

**Milk:** Milk is served as part of the hot lunch program with extra milk costing an additional \$.40. (Available to students in 6<sup>th</sup> grade) Students may also purchase milk to drink with their cold lunch.

**Reduced Meal Prices:** School District #518 participates in the National School Lunch Program, which allows children from households that meet certain household monthly income criteria to receive lunch for free or at a reduced price. Breakfast is free to all who qualify for the free/reduced meal program. Families must apply each year and may apply for these benefits at any time during the school year. The application will be treated confidentially and will be used only to determine eligibility and verification of data.

The Hot Lunch Program utilizes a computerized point of sale system to track student meals and account balances. Each student is issued a Student Lunch ID number and card, which is linked to their individual account. All students are required to present their card when they check out at the end of the meal line. Money can be deposited into a student's individual account either by sending cash or check with the student to school. When a check is set, please indicate the student's name(s) and dollar amount to be deposited in the memo section on the check.

Please note on the School Lunch Menu that is sent home in the Green Thursday folders that there is a total amount due for the month per child. All students will be required to have enough money in their account to pay for the items in which they choose. If the need arises, students can charge up to \$10.00 to their Hot Lunch Program. Students that have met the \$10.00 charge limit will be allowed to eat a minimum meal for no more than 3 consecutive days. A minimum meal consists of a cheese sandwich, items from the fruit & vegetable bar and milk. There is no minimum meal for breakfast. Low balance notifications will be sent home to parents if their student's account balance falls below \$10.00.

All students that require a special diet or modifications need to have the *Special Diet Prescription* form filled out and on file with the School Nurse. This can be obtained from the school office. This form must be filled out and signed by the student's physician for each **NEW** school year. The Hot Lunch Program will not provide any special diets or modifications until the form has been completed and returned.

Parents are welcome and encouraged to eat lunch with their students. Payment is required in the school office prior to having lunch. St. Mary's School encourages and teaches our students to make healthy choices for their meal so please refrain from bringing pop into the meal area during that time.

If your child brings a cold lunch to school, we ask that you refrain from sending sugary foods and beverages. We also ask that you not bring in food from a fast food restaurant. If your child's lunch is not deemed nutritious enough to sustain your child for the day, they will be given a school lunch. This is at the discretion of administration.

If you have questions or comments regarding St. Mary's Hot Lunch Program, please contact the school office, at 507-376-5236 or via email at [info@smswgtm.org](mailto:info@smswgtm.org).

## **Appendix B**

### **Medication Administration Policy:**

#### **Transportation and Storage of Medication:**

##### **Transportation-**

The parent/Guardian must deliver the medication to the school and to a qualified staff member. Medication must be in the original and properly labeled container.

##### **Storage**

A qualified staff member will count and document all medication received. This medication will be secured with the qualified staff members having access. Controlled substances will be locked. Parent/guardian will be informed of unused medications at the conclusion of the school year. If medication is not picked up at the end of the school year, it will be disposed of properly.

#### **Administration of Medication: Staff Administration:**

Parents must complete and sign the Medication and Treatment Authorization Form in its entirety prior to the administration of any medications. Over the Counter, medications may then be administered by a qualified staff member and documented properly. Any prescription or homeopathic medications will also require a physician consent and signature prior to administration. If appropriate use and/or dosage of an OTC medication is questioned by the school nurse, it will either not be administered or the nurse may require a physician statement/signature prior to administration.

#### **Self-Administration:**

- K-12: Students may not self-administer prescription medications (including chemical/homeopathic substances and compounds, including but not limited to natural remedies, herbs, and vitamins) and over-the-counter medications (including cough drops).

#### **Asthma or Anaphylaxis:**

In accordance with SDCL 13-32-11-

Student self-administration of prescription asthma and anaphylaxis medication:  
Any student with asthma or anaphylaxis may possess and self-administer prescription medication while on school property or at a school-related event or activity if:

(1) The prescription medication has been prescribed for that student as indicated by the prescription label on the medication;

(2) The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and

(3) A parent of the student provides to the school:

(a) Written authorization, signed by the parent, for the student to self-administer prescription medication while on school property or at a school-related event or activity;

(b) A written statement, signed by the parent, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;

(c) A written statement from the student's physician or other licensed health care provider, signed by the physician or provider, that states:

(i) The student has asthma, anaphylaxis, or both, and is capable of self-administering the prescription medication;

(ii) The name and purpose of the medication;

3. (iii) The prescribed dosage for the medication;

4. (iv) The times at which or circumstances under which the medication may be administered; and

(v) The period for which the medication is prescribed.

The physician's or provider's statement must be kept on file in the office of the school nurse of the school the student attends or, if there is not a school nurse, in the office of the principal of the school the student attends.

### **Misuse of All Medication:**

Students are prohibited from transferring, delivering, or receiving any medication to or from another student. All violations will result in confiscation of the medication and subject to discipline in accordance with the School's policy. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer medications.

## Appendix C

### Transportation Services

Bus transportation is provided by District #518 for all students who reside in the bussing area. Bus schedules are determined prior to the opening of school. Bus routes and schedules may change during the school year due to the mobility of the families in District #518. Please be flexible and allow for changes.

#### DISTRICT 518 STUDENT TRANSPORTATION SAFETY POLICY

##### I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

##### II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

###### 1. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

###### 2. Student Training

###### 1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

1. transportation by school bus is a privilege, not a right;
2. school district policies for student conduct and school bus safety;
3. appropriate conduct while on the bus;
4. the danger zones surrounding a school bus;
5. procedures for safely boarding and leaving a school bus;
6. procedures for safe vehicle lane crossing; and
7. school bus evacuation and other emergency procedures.

###### 2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

###### 3. The school district and a nonpublic school with students transported by school bus at public expense must provide students

- enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
  5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
  6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
  7. The school district may provide kindergarten students with school bus safety training before the first day of school.
  8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
  9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
  10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

1. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
2. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
  1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
  2. Rules at the Bus Stop

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
  2. Respect the property of others while waiting at your bus stop.
  3. Keep your arms, legs, and belongings to yourself.
  4. Use appropriate language.
  5. Stay away from the street, road, or highway when waiting for the bus.
  6. Wait until the bus stops before approaching the bus.
  7. After getting off the bus, move away from the bus.
  8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
  9. No fighting, harassment, intimidation, or horseplay.
  10. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
1. Immediately follow the directions of the driver.
  2. Sit in your seat facing forward.
  3. Talk quietly and use appropriate language.
  4. Keep all parts of your body inside the bus.
  5. Keep your arms, legs, and belongings to yourself.
  6. No fighting, harassment, intimidation, or horseplay.
  7. Do not throw any object.
  8. No eating, drinking, or use of alcohol, tobacco, or drugs.
  9. Do not bring any weapons or dangerous objects on the school bus.
  10. Do not damage the school bus.

4. Consequences

a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

3. (3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

4. (4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

5. (5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

6. (6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

7. (7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

#### IV. PARENT AND GUARDIAN INVOLVEMENT

##### A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of  
  
school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for  
  
their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

## **Bus Safety**

All St. Mary's parents and students will receive classroom instruction on bus safety. They will also undergo bus safety instruction from the bus company itself. This will include an instruction on bus safety and evacuation practice from a District #518 bus driver. All parents, students, and respective classroom teachers must sign and date the form by September 30th. These forms are on file in the school office.

I acknowledge receipt, have read the St. Mary's School Parent-Student Handbook, and therefore agree to its contents:

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_

Date

## **Acceptable Use Agreement for Internet and Other Electronic Resources**

St. Mary's School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, St. Mary's School encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of St. Mary's School.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, St. Mary's School adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on St. Mary's School-owned equipment or through St. Mary's School affiliated organizations.

### ***St. Mary's School Rights and Responsibilities***

It is the policy of the St. Mary's School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, St. Mary's School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, St. Mary's School retains the following rights and recognizes the following obligations:

- 1 To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
- 2 To remove a user account on the network.
- 3 To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- 4 To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to St. Mary's-owned equipment and, specifically, to exclude those who do not abide by St. Mary's School's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. St. Mary's School reserves the right to restrict online destinations through software or other means.
- 5 To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### ***Staff Responsibilities***

- 1 Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online, shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the St. Mary's School.
- 2 Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

### ***User Responsibilities***

- 1 Use of the electronic media provided by St. Mary's School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

### ***Acceptable Use***

- 1 All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of St. Mary's School.
- 2 Proper codes of conduct in electronic communication must be used. In news, groups giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
- 3 Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- 4 All communications and information accessible via the network should be assumed to be private property.
- 5 Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
- 6 Mailing list subscriptions will be monitored and maintained and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
- 7 Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- 8 From time to time, St. Mary's School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### ***Unacceptable Use***

- 1 Giving out personal information about another person, including home address and phone number, is strictly prohibited.
- 2 Any use of the network for commercial or for-profit purposes is prohibited.
- 3 Excessive use of the network for personal business shall be cause for

- disciplinary action.
- 4 Any use of the network for product advertisement or political lobbying is prohibited.
  - 5 Users shall not intentionally seek information on, obtain copies of, modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
  - 6 No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
  - 7 Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
  - 8 Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
  - 9 The unauthorized installation of any software, including shareware and freeware, for use on [Name of Organization] computers is prohibited.
  - 10 Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
  - 11 St. Mary's network may not be used for downloading entertainment software or other files not related to the mission and objectives of St. Mary's School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the St. Mary's School.
  - 12 Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
  - 13 Use of the network for any unlawful purpose is prohibited.
  - 14 Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
  - 15 Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
  - 16 Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

***Disclaimer***

- 1 St. Mary's School cannot be held accountable for the information that is retrieved via the network.
- 2 Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC

2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- 3 St. Mary's School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- 4 St. Mary's School makes no warranties (expressed or implied) with respect to:
  - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- 5 St. Mary's School reserves the right to change its policies.

## Acceptable Use Agreement – Student

I have read and do understand St. Mary's School policies relating to acceptable use of St. Mary's Schools System, the Internet, and other technical resources and equipment that are accessed from St. Mary's School premises, programs, facilities, and functions, and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print) User's Signature and Date

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Sign Name)

\_\_\_\_\_  
(Date)

## Acceptable Use Agreement – Parent or Guardian

I have read St. Mary's School policies relating to acceptable use of the School's System, the Internet, and other technical resources and equipment that are accessed from St. Mary's School premises, programs, facilities, and functions. I understand that this access is designed for educational purposes. St. Mary's School has taken precautions to eliminate controversial or offensive material. However, I also recognize that it is impossible for St. Mary's School to restrict access to all controversial or offensive materials and I will not hold the St. Mary's School or its employees or agents responsible for materials encountered on the Internet by my child. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child.

User's Full Name (please print) User's Signature and Date

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Sign Name)

\_\_\_\_\_  
(Date)

## Acceptable Use Agreement – Employee

I have read and do understand the St. Mary's School policies relating to acceptable use of St. Mary's School System, the Internet, and other technical resources and equipment that are accessed from St. Mary's School premises, programs, facilities, and functions, and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, I may be disciplined or discharged, and/or appropriate legal action may be taken.

I the undersigned employee of St. Mary's School, Worthington, Minnesota, do hereby acknowledge that I have been provided a copy of the St. Mary's Schools Electronic Communications Policy.

User's Full Name (please print) User's Signature and Date

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Sign Name)

\_\_\_\_\_  
(Date)