

## **Carondelet Catholic School Mission Statement**

*Carondelet Catholic School,  
sponsored by the Catholic parishes of Christ the King and St. Thomas the  
Apostle,  
is dedicated to providing a strong program that teaches Christian values,  
supports the education of the whole child and promotes preparing students  
for a life of continuous learning and service.*

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## **Carondelet Philosophy**

### **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.

## ABSENCE

A **full day absence** will be recorded when a student is not in attendance for the day. 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 except lunch and/or recess.

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

- 1) Custodial parent/legal guardian calls the campus office (612-920-9075 Lower; 612-927-8673 Upper) by 10:00 a.m. each morning of a student's absence. If a call is not made, the campus secretary will call the parent/guardian to inquire about a student's absence. **The school must be notified if a student has contracted a contagious disease. Reporting strep infections, pertussis (whooping cough) and head lice are included.**
- 2) 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 write an excuse giving name, date, days of absence and reason for absence, which the student brings to the campus office upon to school.
- 3) When returning to school, students are to make immediate plans to make up missed work. Students are responsible for material covered in class during their absence.
- 4) If absence is due to appointments, travel, or some other reason, parent/guardian will notify the school prior to the absence. **Work may not be issued ahead of time for students who anticipate being out of school.** Length of time and other commitments of the teacher need to be considered. Arrangements need to be made to make-up missed work when the student returns.

Students who arrive after 9:55 a.m. (all grades) 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 a note giving the name, date, time and reason for coming late.

Continued or excessive tardiness (more than three times per month) will result in parent/guardian being notified and the student making up the time missed.

**Students may not leave either campus once they have arrived unless accompanied by their parent or guardian.** Should this be necessary, the student's parent or guardian must sign the student out in the campus office.

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 consecutive days.

A **written request** from the custodial parent/legal guardian is required for a student to **leave school prior to dismissal times**. 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. Medical and dental appointments are to be made 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 in the campus office. The person coming for the student must sign the student out in the campus office.

## **ACCREDITATION**

The Minnesota Non-Public School Accrediting Association (MNSAA) accredits Carondelet Catholic School and annual reports are submitted to this agency in order to meet Association Standards. Curriculum evaluation is an on-going process at Carondelet Catholic School. Programs are selected after careful study and consultation on the part of the faculty.

## **ADMISSION**

Carondelet Catholic School offers an educational program for children from 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.

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 early May. Dates are announced in the parish bulletins and the school weekly newsletter.

### **ADVISORY**

All students in grades 6-7-8 are assigned to an advisory. Students report to their advisory in the morning. The advisor is the contact person for the family. The advisor helps to bestow a sense of belonging and community among the students.

Within grades, students may be grouped in math and communication arts to provide each child with the opportunity to work with those children whose achievement in those subjects are similar. The degree of individualizing and grouping depends upon the class, teacher, and the content being covered.

A public school counseling consultant is available to the teachers of students in grades 7-8. If a student is experiencing a home or school problem, they are encouraged to talk with the principal or one of their teachers. If necessary, they may be referred to a professional counselor provided by the school district.

### **BAND**

Students in grades 4-8 are invited to participate in the school band program. Individual instrument lessons and large group lessons are given once a week. Children who take band lessons are excused from classes for their lessons. However, they are responsible for making up the class work that they missed.

### **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 responsible 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.

### **RULES GOVERNING STUDENT BEHAVIOR**

**Interpersonal Relations:** Respect the right of all teachers and students to feel good about who they are. Expected behaviors in all school areas include:

- Speak respectfully to teachers, classmates, or anyone else
- Be accepting, courteous and welcoming to classmates, teachers and visitors
- Avoid improper touch and the use of demeaning or abusive language
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- Avoid unwelcome verbal or physical conduct that interferes with the performance of another or creates an intimidating, hostile or offensive environment
- Other actions that support the philosophy of Carondelet Catholic School

**Bus Behavior:** Respect the bus driver and the right of any student to safely ride the bus. The following behaviors are expected on the bus:

- Stay seated
- Use a talking voice, not a shouting voice
- Comply with the directions of the bus driver
- Objects are not thrown in the bus or out of the windows
- Support the Minneapolis Public Schools transportation rules and guidelines
- Other actions that support the philosophy of Carondelet Catholic School

**Classroom Behavior:** Respect the rights of teachers, aides, and classmates to teach or learn without unnecessary disturbances. Expected behaviors include the following:

- Come to school on time, and miss classes only when necessary
- Leave classes/school only with permission
- Take care of what we own and respect the property of anyone else in the classroom
- Comply with the requests of those in authority in the classroom
- Other actions that support the philosophy of Carondelet Catholic School

**Hallway Behavior:** Respect the right of any person in the school building to walk safely in the hallway. Expected behaviors include:

- Use a talking voice, not a shouting voice
- Walk in the hallways
- Move from class to class in an orderly manner
- Notice ways to be kind to classmates and visitors
- Other actions that support the philosophy of Carondelet Catholic School

**Restroom Regulations:** Appropriate behavior in the restroom is expected of all students:

- Take restroom break at the appointed times
- Respect the privacy of others
- Take care of the restrooms by not hanging on the stalls, sitting on the sinks, writing on mirrors, walls, or stalls, damaging the towel and soap containers
- Use paper towels only for drying hands and place the towels in the baskets.
- Other actions that support the philosophy of Carondelet Catholic School

**Lunchroom Behavior:** Respect the right of all students to eat lunch in a quiet, relaxing atmosphere. Expected behaviors include:

- Walk to the lunchroom
- Use a talking voice, not a shouting voice
- Eat the food that is prepared
- Stay at the table in the assigned area
- Keep the table neat and dispose of paper, etc., in the proper container
- Other actions that support the philosophy of Carondelet Catholic School

**Playground Behavior:** Respect the right of all students to enjoy a pleasant, safe recess period. Expected behaviors include:

- Play within the assigned boundaries
- Use playground equipment as intended and only on assigned day
- Stay away from the bikes and cars
- Leave the playground only with permission from the supervisor.
- Avoid taking playground equipment from another student or class without permission

- Avoid fighting, pushing, shoving, teasing, name calling, etc
- Avoid throwing ice, snow, or any dangerous objects at any person, car or building
- Other actions that support the philosophy of Carondelet Catholic School

**Assembly Behavior:** Respect the right of all students and teachers to enjoy assemblies and prayer times. Expected behaviors include:

- Respect others during services or assemblies
- Pay attention to the activity and participate when asked to do so.
- Avoid whistling or booing
- Other actions that support the philosophy of Carondelet Catholic School

**Consequences:** Behavior Alert slips may be issued by teachers, playground or lunchroom supervisors. Behavior Alert slips issued by school personnel are sent to the student's parents for a signature and reported to the student's homeroom teacher. Behavior Alert slips issued by a playground or lunchroom volunteer are given to the student's homeroom teacher.

Demerit slips will be given to students who **repeatedly** disregard the rules governing school behavior, who **negatively respond** to corrections and/or warnings, or who **willfully disregards** a specific expectation for student behavior. Demerits are issued by a teacher, staff member, assistant principal or the principal.

Parents are notified of any demerit via the demerit slip sent home with the child the day the demerit is issued. This notice must be signed by a parent/guardian and returned to school the following day. Each demerit will be recorded in the office and a copy kept in the child's homeroom. For every demerit, a child will remain after school from 4:20 to 5:00 ON THE THURSDAY CLOSEST TO THE INCIDENT and may miss one all school event. The child must arrange with a parent for a ride home on that day and is **required to cancel any other previous commitments.**

If a child receives 3 demerits a conference is called involving the family, the child when appropriate, the teachers who issued the demerits and the principal. During this conference, the child signs a contract outlining specific steps the child needs to take in order to improve his/her behavior.

If a child receives 6 demerits, the teachers, parents/guardians and child will meet during which time the demerits will be reviewed, the previous contract evaluated and more specific plans made for behavior change. This may include counseling, in-school suspension, home suspension, or dismissal from Carondelet Catholic School.

Receiving 6 demerits begins a process that may lead to the dismissal of a student. A student may be suspended by the principal for serious and/or repeated violations of school rules and policies. In such an instance the following actions are taken: notify the student and parents/guardians of the violation that will result in suspension; schedule a conference with the student and parents/guardians to discuss the violation; arrange for in-school suspension or at home suspension when appropriate. In-school suspension takes place in school with the student being isolated from the class and given work to do. Dismissal from CCS may follow.

If it is determined that Carondelet Catholic School does not have the personnel to help the student succeed in changing his/her behavior, the school will make reasonable efforts to assist the student and the student's parents in seeking alternative educational programs or services, with the participation of teachers, administrators, students, and such other individuals or organizations as the school deems appropriate.

## **CLASSROOM GUIDELINES**

Guidelines for classroom behavior are established by each classroom teacher and consequences for minor misconduct or infractions are managed by the classroom teachers. Teachers integrate the components of *Responsive Classroom* (morning meeting, rules & logical consequences, academic choice, etc.) to strengthen the learning environment at CCS.

## **BOOKS AND SUPPLIES**

Consumable books (math, spelling, reading) as well as hard covered 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 children. 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. Parents are asked to periodically check that each child has the necessary supplies.

### **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 and prenatal exposure to controlled substances.

Abuse can be physical, sexual abuse 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 PLACEMENT**

Classroom placements are made at the conclusion of each academic year by a child's current teacher and her/his grade level partners. Thoughtful consideration is given to a 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.

### **COMPUTER/INTERNET USE**

## **Principles that Guide use of Technology at Carondelet Catholic School**

New 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 should make every effort to use it in ways that serve our purposes. We should continually consult the following Principles that Guide the Use of Technology at CCS.

- 1) Technology provides tools, which we should use to accomplish the basic educational missions 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) The goal of teaching student the use and awareness of technology in general may or may not become a program in and of itself, but, if it does, it also should be pursued within the mission and structures of the school.
- 5) The school will provide equitable opportunities for all students to use and benefit from new technology.

## **Policies for Acceptable Use**

Members of the CCS community who publish information on the Internet or send electronic mail under the CCS domain act as representatives of Carondelet Catholic School and are expected to behave accordingly. Anyone who is unsure of what constitutes 'appropriate behavior' should ask, "Will my actions reflect positively on the Carondelet Community?"

The CCS 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 CCS'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 communications is to be treated like communications on the telephone or through the mail. This means members of the CCS community may not send, distribute, post, or display offensive or threatening material, forge email messages and/or send chain letters.

Members of the CCS community will not utilize computing resources to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization; to harass another person; or engage in personal attacks, including prejudicial or discriminatory attacks.

Members of the CCS 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.

Students are not to engage in instant messaging during the school day.

The proper use of technology resources and the educational value to be gained from them is the responsibility of students, parents, and staff of CCS.

## CURRICULUM AND EDUCATIONAL PROGRAMS

The curriculum is both contemporary and traditional, immersing students in those ideas that have shaped our civilization and exposing them to questions and technologies they will deal with in today's world.

Like all public and non-public schools, Carondelet Catholic School is required to meet the educational standards of the State of Minnesota. Teacher certification, hours of the school day, attendance, required school subjects, as well as records and reports, are all regulated by State and Archdiocesan guidelines.

The standard program of study includes religion, mathematics, communications (includes reading, literature, oral and written composition, spelling, printing and handwriting), science and health, social studies, Spanish, music, art, computer and physical education. Time allotments may vary depending on the grade.

In addition to the academic curriculum, the school sponsors many other activities to enrich student experiences. These include: community service projects, mini-retreats, Orff instrumental music, 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 needs of individual students, individual and small group tutoring is available in grades K-2. Special education services are available through the Minneapolis Non-public 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 **Special Learning Needs** section.

Integrated into the religion program is the family life series *Growing in Love*. The program helps students from kindergarten through grade 8 and their families grow in an understanding of sexuality, family life and relationships. One of the strongest features of the program is its emphasis on involving parents as the key teachers. A family resource booklet is made available to parents every year.

To help students develop strong safety skills within a faith-filled environment, our Kindergarten through Grade 4 students use *Talking About Touching: Personal Safety Curriculum* while our 5th through 8th graders use *Out of Harm's Way: Personal Safety Curriculum*. 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.

Pearson SAT10 tests are administered to student in Grades 3-8. SAT10 is a traditional achievement test based on referenced norms and synthesis of the educational standards for the State of Minnesota and those of a national curriculum committee. They are short, mostly multiple choice and taken online in Grades 4-8. Students in grade three will use the test booklets. The tests measure student's knowledge in math, reading, science, social studies, and spelling at their grade level. These are summative tests based on the knowledge a student has acquired prior to the test.

The test is administered once a year in the fall and parents will receive a summative report from the school. This report will be available to teachers to assist in adjusting the curriculum and refining instructional strategies in a timelier manner.

### **DANGEROUS ITEMS**

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look- like weapon in school, on school grounds, at school activities, at bus stops, on school buses or school-contracted vehicles, or entering upon or departing from school premises, property or events. Students who violate this policy will be subject to mandatory expulsion.

### **DIRECTORY FORM**

A completed Directory Form to include emergency and medical information for every family/child is required at the beginning of each school year. If changes occur during the year, please notify the campus office in writing, by phone or email.

### **DRUG STATEMENT**

Carondelet Catholic School 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:

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

If any student attending Carondelet Catholic School 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:

- 1) Have an evaluation at an appropriate drug-counseling agency.
- 2) Receive professional help from a drug-counseling agency as per evaluation.
- 3) Agree to immediate expulsion from Carondelet Catholic School 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 Catholic School 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**

Personal music devices, phones and electronic games are not permitted in the halls, classrooms, lunchrooms, churches, playgrounds, on field trips or during school sponsored events and activities. School personnel will take any electronic devices including, but not limited to, radios, iPods/MP3 players, cell phones, pagers, CD players, DVD players, headphones or cameras that are visible, heard or in use, and notify the student's parents to retrieve them.

## **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 CCS 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, 2<sup>nd</sup>, & 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.

The Club Saint staff determines hours and days. Possibilities include before school hours from 7:45-9:45 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 and to register, call the Club Saint office at 612-920-8711 or the Lower Campus office at 612-920-9875.

## **FACULTY MEETINGS**

In order to provide for professional growth and the coordination of school programs, faculty in-service days are scheduled throughout the year. The dates are listed on the school calendar that is distributed in August.

On most Tuesday, Wednesday and Thursday mornings, curriculum, all faculty, grade partner or grade level meetings are scheduled. The teachers gather for prayer every Friday morning.

## **FAMILY VACATIONS**

The school calendar is online to assist families with vacation planning. It is difficult to replicate the activities of the school day when a child is absent. We strongly discourage families from taking vacations outside of the planned school vacation times.

Vacationing students are to make arrangements with a close friend to keep a special folder in which to place the assignments, handouts and news notes. This will give vacationing students a clear picture of make-up needs and information about what happened while they were gone.

## FIELD TRIPS

Field trips are a source of academic and social enrichment for the students. These trips are well planned by the teacher(s) to coordinate with an area of the curriculum or to provide social opportunities for the students. Field trips are considered to be part of the program. Students are expected to participate in field trips. School rules and the uniform policy apply on all field trips unless otherwise stated.

A fee may be charged to cover the cost of bus transportation and admission. The amount depends on the nature of the trip and transportation. A limited number of parent chaperones are invited to accompany the children on field trips.

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form **each** time the students participate in a field trip. Failure to return the form means the student may not go on the field trip and must stay at school. **Phone calls to or from parent/guardian do not fulfill authorization requirements for participation.**

Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parent/guardian will be notified. **All private vehicles used to transport students must have a seatbelt for each student, documented current driver registration and proof of insurance.** The driver must complete a background/driver check as required by the Archdiocese of St. Paul and Minneapolis.

## 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.

The law requires another safety drill: a lockdown drill. The school has lockdown plans 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 pop is to be taken outside the lunchrooms.

Gum chewing is not allowed on school premises.

A student may bring a treat, preferably **not** ice cream or cakes that need to be cut and served, but rather individual treats that are **purchased** and wrapped, to her/his class to celebrate a special event, such as a birthday or student of the week. Please consult the classroom teacher to determine if there are any food allergies. Deliveries such as balloons or flowers, and special guests, such as clowns or singing telegrams, are **not** permitted in either campus building or on school grounds.

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

## GOVERNANCE OF CARONDELET CATHOLIC SCHOOL

### **Board of Directors**

Carondelet Catholic School is governed by a Board of Directors. The directors 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, also serves on the Board of Directors. The pastors of Christ the King and St. Thomas the Apostle parishes, and the School Principal, are ex officio members of the Board of Directors.

The Board of Directors responsibilities with respect to the school can include: policy development, financing, and long-term development and planning. The Board of Directors generally meets on a monthly basis during the academic school year. The Board of Directors 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 the strong academic program. Students are eligible for graduation if:

- 1) 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.
- 2) They have worked up to their ability and have shown a desire to learn.
- 3) 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.

A special graduation prayer service is planned at the completion of the eighth grade. An awards assembly is held each year in conjunction with graduation. Recognition is given to students for the special contributions made to the school.

## **HEALTH**

The part-time public school nurse spends time on each campus during the year. She supervises the health program, which includes vision screening, hearing tests, scoliosis test, 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 graduation. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth and seventh grades. Parents are asked to inform the teacher and/or school nurse 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 provide the school with their current work numbers. The form for emergency medical treatment must be kept current. **Please inform the campus office(s) of any change in work/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 is permitted to leave the school grounds unless the parent has been contacted and is aware that the child is on the way home.

No aspirins or any other medication will be dispensed. We are not permitted to give children any medication without permission from the parent and written instructions from the doctor.

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. Medication given four times a day can be given in the morning, right after school, meal time, and at bedtime. Doctors prescribing medication to be taken at noon 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 have been obtained.** All medication is to be sent to school in the labeled bottle from the pharmacy.

All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. 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.

Students who have been tested for **pertussis (whooping cough)** are to remain home until the test results are known and reported to the school office.

Students with LICE are to remain home until all nits are removed. The school must be notified if a child has head lice. A notice will be sent to all families in the particular classroom. Check your child's hair and the hair of all family members. If you find head lice, carefully follow the directions of a lice-killing medication. Vacuum and clean furniture, rugs, car seats, bedding, pillows, stuffed animals/dolls, any item or area where strands of hair might fall. Do not treat your child's hair if (s)he does not have head lice. Instruct your child not to share combs, hats, scarves, jackets, backpacks, hug, grab or tackle one another. Do not pile jackets together especially at scouts or other social events. For additional information, call the Hennepin County Community Health Center at 612-348-3925.

Students with the FLU are to remain home. In the event of a flu epidemic, families will be notified by the school and the Hennepin County Community Health Center.

Every 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 in either campus 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**

The Home and School Association is a support organization whose mission is to assist the administration and teachers by organizing parent volunteerism in the implementation of approved student related school and classroom projects.

Responsibilities of the HSA include pizza/Subway lunches, school directory, wrapping paper sale, yearbook, lunches for various student/teacher events and classroom celebrations. The HSA works with the Board of Directors on the Marathon. The principal oversees the activities of the Home and School Association. The core group of the HSA meets 5 times a year, generally the second Monday of September, October, January, March and May.

## HOME AND SCHOOL COMMUNICATION

A weekly newsletter via the 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. Organizations directly connected to the school such as Boy or Girl Scouts, parish events may be included in the newsletter. This decision is at the discretion of the principal. All other notices, if deemed appropriate, must be produced by the sponsor and sent home in paper form.

An announcement section and a month-by-month calendar of events are available on the school's website, [www.carondeletcatholicsschool.com](http://www.carondeletcatholicsschool.com).

Registration materials are sent home in the spring with the youngest child. In August, a packet of school information is mailed to each family.

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.**

If for any reason you need to contact a teacher, call the school voice messaging line or campus office leaving your name, telephone number and the best time the teacher may reach you. Teachers will return your call when they are available. Visits to the school are pre-arranged unless there is a serious reason for an immediate visit.

## 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. 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.

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.

Many teachers post assignments on the Churchwerks website, while other teachers use voicemail messages to daily update assignments. Parents are encouraged to help their children check the Student Information System Churchwerks and teachers' web pages for assignments.

Planners are provided for every student in Grades 2 through 8. Teachers guide the students in the use of planners. Parent planner checks are encouraged.

## **KINDERGARTEN**

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

Health and immunization records, birth certificate and baptismal 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 Catholic School 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 if a place becomes available.

## **LIBRARY**

Our library collection serves students and faculty. Children have a specified time each week to visit the library. Students are responsible for the books loaned to

them. Fines are charged for overdue, damaged, and lost books. The library program encourages students to use the library not only as a supplement to academic learning, but also as a source of reading enjoyment. Internet is available for student use in both libraries.

### **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 office 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. Three times a year articles are displayed for students to claim. Items not claimed are given to charity.

## LUNCH PROGRAM

Carondelet Catholic School does not have a hot lunch program. Arrangements have been made for pizza lunches every Monday and Subway sandwich lunches every Thursday, beginning in mid-September and ending in May.

A pizza lunch includes one slice of pizza, fruit and dessert. **One carton of milk is included in the price.** Additional cartons may be purchased separately. Additional slices of pizza may be ordered at an additional cost per slice. Each student must have an order form, but a family may pay for all children with one check.

A Subway sandwich lunch includes one sandwich, fruit and dessert. **One carton of milk is included in the price.** Additional cartons may be purchased separately. Additional sandwiches may be ordered at an additional cost per sandwich. Each student must have an order form, but a family may pay for all children with one check.

Information and order forms are sent home two weeks before the pizza and Subway lunches begin. Orders received after the stated deadlines cannot be processed.

Students are encouraged to remain in school for lunch. A written statement from a parent or guardian must be on file in school if a student is to go home for lunch. The school cannot be responsible for students who leave for lunch at their home, but arrive at another destination.

## MILK

Students who bring lunch from home may purchase milk punch tickets in each campus office. 10-punch and 20-punch tickets are available with a space for the child's name and homeroom. It is very important that each ticket is labeled, in the event the ticket is lost or misplaced. Cash is not handled during lunch times.

## MONEY

When money is brought to school, it needs to be in an envelope marked with the child's name and the purpose for which the money is intended. Children are encouraged to 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. A child assumes responsibility for the loss of money.

## **OFFICE HOURS**

Both campus office hours are from 9:15-4:45 on days when school is in session. Voice mail is available for any messages 24 hours a day. Please leave a message including a 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 the weekly letter, special projects/parties in the classrooms, art masterpiece program, Junior Achievement, Young Authors conference, science competitions or community-based projects, inventors fair, history fair, field trips, fund raisers, sports program, musicals, playground and lunchroom supervision. A form requesting volunteers is included in the August mailing.

**Health Aide:** Parent volunteers are in each campus health office during the noon lunch hour assisting children with minor injuries and/or illnesses, contacting parents regarding injuries and illness, and documenting injuries and illness. Health aides and other volunteers assist with school health screening once a year.

**Home and School Association:** Please see page 19.

**Board of Directors:** Please see page 16.

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.

## **PARTY INVITATIONS**

Party invitations may be distributed through school **only** if all students in the classroom or grade are to receive an invitation.

## **PERSONAL PROPERTY**

School insurance does not cover loss of personal possessions. The school is not responsible for CD players, iPods, cell phones, cameras, designer watches,

jewelry, cash, etc. Please encourage the students to be responsible for these items when in their possession.

## **REPORTING TO PARENTS**

Two Parent-Teacher conferences are scheduled during the school year -- one during each semester. Dates and times are on the school calendar online.

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

K-5 progress reports are given quarterly, 6-8 reports are on a trimester schedule. 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 32.

Teachers will be 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 First Communion and Confirmation. Initiation is a parish event, not a school event. It is about a child's 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 and

Confirmation 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 First Communion and Confirmation. Parents who want their child admitted to these 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 Catholic School, but are not members of either parish, need to make arrangements to prepare for and celebrate First Communion and Confirmation 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 DRESS CODE**

Personal appearance is important to a child's self esteem as well as their educational outlook. Proper grooming and a standard uniform unifies our students, reminds them that their presence at the school is a privilege that they should approach with pride and dignity, and projects a unified identity to the wider community. We strive to have students accept themselves and each other for who they are, not for what they wear.

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

	<b>Boys</b>	<b>Girls</b>
SHIRTS	White or navy polo shirts <ul style="list-style-type: none"> <li>• Long or short sleeve</li> <li>• With or without school logo</li> <li>• Polos with logo available only through Educational Outfitters</li> </ul>	White or navy polo shirts <ul style="list-style-type: none"> <li>• Long or short sleeve</li> <li>• With or without school logo</li> <li>• Polos with logos available only through Educational Outfitters</li> </ul>
BLOUSES	N/A	White with peter pan collar <ul style="list-style-type: none"> <li>• Long or short sleeve</li> </ul>
PANTS	Khaki (tan, not stone) <ul style="list-style-type: none"> <li>• Twill pants (no denim, corduroy or cargo pants)</li> </ul>	Khaki (tan, not stone) <ul style="list-style-type: none"> <li>• Twill pants (no denim, corduroy, cargo pants or capris)</li> </ul>
SHORTS	Khaki (tan, not stone) <ul style="list-style-type: none"> <li>• Twill shorts (no cargos)</li> </ul>	Khaki (tan, not stone) <ul style="list-style-type: none"> <li>• Twill shorts (no cargos)</li> </ul>
SKIRTS/ SKORTS	N/A	Khaki or navy plaid #57 <ul style="list-style-type: none"> <li>* Skorts in khaki only</li> <li>• Plaid skirts (optional) available only through Educational Outfitters</li> </ul>
JUMPERS (OPTIONAL)	N/A	Navy plaid #57 <ul style="list-style-type: none"> <li>• Available only through Educational Outfitters</li> </ul>
SWEATERS	Navy blue <ul style="list-style-type: none"> <li>• Vest, cardigan or pullover</li> </ul>	Navy blue <ul style="list-style-type: none"> <li>• Vest, cardigan or pullover</li> </ul>
SWEATSHIRTS	Navy blue with school logo <ul style="list-style-type: none"> <li>• Crewneck (no hoods)</li> <li>• Available only through Educational Outfitters</li> </ul>	Navy blue with school logo <ul style="list-style-type: none"> <li>• Crewneck (no hoods)</li> <li>• Available only through Educational Outfitters</li> </ul>
SOCKS	Any	Any
TIGHTS	N/A	White or Navy
SHOES	Any tennis, Velcro, buckle or tie shoes <ul style="list-style-type: none"> <li>• No open toe or back sandals,</li> </ul>	Any tennis, Velcro, buckle or tie shoes <ul style="list-style-type: none"> <li>• No open toe or back sandals,</li> </ul>

shoes or clogs

shoes or clogs

**Additional guidelines for both girls and boys:**

- All items of clothing must be sized to fit, not oversized, undersized or skin-tight
- All pants must come down to the top of the ankle, be worn at the waist, hemmed and not touch the floor
- Shorts must be worn at the waist and hems may not be rolled
- The hems of skirts, shorts and skorts must be no higher than two inches above the knee
- 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
- T-shirts must be tucked in
- Long-sleeve t-shirts may not be worn under short sleeve polo shirts
- Socks are to be worn at all times
- Plain, unadorned blue, black or brown belts up to 1½” in width may be worn

**What is not allowed for both girls and boys:**

- Khaki-colored denim or corduroy pants
- Cargo-style pants or shorts
- Pants, shorts, skirts, skorts or jumpers with embroidery
- Shirts, sweaters, vests or sweatshirts with decorative beads or sequins.
- Shirts worn inside out
- Sweaters, sweatshirts or shirts tied around the waist
- Hooded sweatshirts or sweaters
- Leggings or fashion boots
- Open-back, slip-on shoes; slides, clogs, beach, Crocs-type or heelys
- Chains, multiple bracelets, multiple necklaces, multiple earrings or multiple rings
- Dangling earrings or face jewelry

## SCHOOL HOURS

- 9:40 a.m.** Children may start arriving in school (both campuses)
- 9:55 a.m.** Homeroom, prayer, attendance and classes begin on the Lower campus (K-2)  
Homeroom, prayer, attendance and classes begin on the Upper campus (3-8)
- 4:05 p.m.** Lower campus dismissal
- 4:15 p.m.** Upper campus dismissal

**Children may not arrive before 9:40 a.m. without prior written approval from a teacher.** It is not possible to provide adult supervision before school. Only Club Saint members may be on the Lower campus before school hours.

**All students must be off school grounds by 4:30 unless participating in an after-school program or working with a teacher.** Only Club Saint members may be on the Lower campus after school hours.

## SCHOOL PATROLS

Patrols will be on duty **before school from 9:40 to 9:55** and **after school from approximately 4:15 to 4:25** to assist the Upper Campus children in crossing the streets. We are not able to provide patrols for the Lower Campus since there are no older students on the campus.

All students are expected to follow the directions of the patrols. Walkers are to be courteous and orderly.

## SCHOOL RECORDS

The school shall collect and maintain the records of students while they attend school. To transfer records, parents/guardians are asked to inform the campus office as soon as possible when transferring a child to another school. If the tuition and other financial obligations of the student have been 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 the tuition or other obligations have

not been paid in full, Carondelet Catholic School shall have the right to withhold all records, including grades and academic transcript.

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**

Concerns and issues are to be resolved on a person-to-person level. 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 Catholic School. 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:

- 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
- 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
- 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 education environment.

**Sexual Harassment** may include but is not limited to:

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

- Touching, patting, grabbing, or pinching another person's intimate parts

- Coercing or forcing sexual touching on another
- Coercing or forcing sexual intercourse on another
- 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 discipline 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 Catholic School is committed to working with parents and the teachers to do what is in the best interest of the child's ability to learn.

The special needs of CCS 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 families. The families 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 CCS 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 CCS is not able to offer accommodations necessary to provide the opportunity for success.

| When it is determined that Carondelet Catholic School 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

The Carondelet Catholic School interscholastic sports program provides student athletes the opportunity to learn about a specific game, develop physical coordination and friendships through athletic participation.

The goal of the interscholastic sports program is to offer one sport per season for both boys and girls in grades 5-8. The selection of the sport and the availability of the sport for each grade level are dependent on the level of interest shown by the students for that season.

Students will represent themselves, their teammates and school in a manner consistent with Christian values and fair play. Coaches will conduct themselves and direct their teams in a manner consistent with Christian values and fair play and, as representatives of the school, they shall adhere to established policies, the philosophy of Carondelet Catholic School and SSYO guidelines.

The planning and implementation of the athletic program, including volunteers and coaches, are the responsibility of the Athletic Director. The Athletic Director reports to the school principal

It is anticipated that volleyball, soccer, basketball, softball and baseball will be offered. Prior to the beginning of each season, a meeting will be held with the parent/guardians, participants and their coach to review practice and game schedules, volunteer needs and the rules and regulations applicable to that sport.

Each sport has its own head coach responsible for all the activities related to that sport. All coaches are asked to complete a Background Check and attend a VIRTUS training session as required of all employees and volunteers. League fees are paid by participating students. Fees are not refundable if the student athlete quits the team or becomes ineligible after the season has started. If necessary, participants are required to help with fundraisers for the athletic department.

### Participation:

- 1) All Carondelet Catholic School students (grades 5-8) are welcome to participate in the sports program.
- 2) All team members are to be given the opportunity to play in the games provided the standards identified for team membership are met:
  - a. Age and grade - students play on a team designated for their level

- b. Participation at practice sessions. It is recommended that a practice session missed without a valid reason **may** result in a student being ineligible to play in a game depending on the specific sport and/or coach's requirements
  - c. Demonstrated sportsmanship to include, but not limited to, appropriate language, positive attitude, absence of rough play, abiding by the coach's recommendations and encouraging other team members
  - d. Abide by the SSYO Code of Conduct for participant (distributed by coaches at the beginning of each season)
- 3) To allow for maximum participation and experience for all who wish to be a part of the school sports program, all students whose registration form and payment are received by the specified deadline will be placed on a team. Grade levels may be combined to create teams with the optimal number of participation.
- 4) Student participation often requires that more than one team be formed in a given sport. Participants will be divided as equally as possible when forming multiple teams. Ultimately, the final number of teams, how they are formed, the playing level, and the divisions in which they play is determined by the availability of coaches and the number of participants registered by the deadline. The Athletic Director has the final decision in matters related to team formation.
- 5) Any student athlete absent from school during the school day may not participate in practices or games on the day of the absence. Under certain circumstances such as a family emergency, funeral, doctor's appointment, a note from the student's parent explaining the absence will allow for a student's participation.
- 6) If a student receives a demerit or four or more 8th hours in a 5-day period, the student is suspended from the team for one week, beginning when the demerit or the fourth 8th hour is received. The classroom teacher notifies the Athletic Director, who notifies the principal, coach and parent/guardians.
- 7) A failing or unsatisfactory mid-term or trimester/quarter grade, defined as any grade below a C-\*, results in the student athlete's suspension from the team for a one-week period which includes all practices and games. Teachers will notify the Athletic Director of a student's grades.

- 8) Students are not eligible to participate in an after school practice or game on the day they are scheduled to serve a demerit.
  
- 9) Parents of players take turns driving to the games. Each team has a parent volunteer team manager responsible for providing schedules, distributing and collecting uniforms and securing volunteers where needed.

*\*Exceptions may be made at the discretion of the teachers in consultation with the principal. The one-week suspension may end or be extended for another week depending on the student athlete's current grade(s) at this point. Re-evaluation of the student's eligibility will continue on a weekly basis throughout the season. The Athletic Director will notify parents/guardians.*

## **STUDENT COUNCIL**

Carondelet Catholic School Student Council is organized to enable students to grow in their sense of ownership and responsibility for creating and maintaining school spirit. Eleven representatives are elected from 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**

A web-based student information system (<https://sis.churchwerks.com/carondelet>) is available to all CCS families. Any PC or Mac system with an Internet browser can access information and use specific tools. Parents of all CCS students can access attendance, assignments and grades. All progress reports will be available online. Many teachers use the system to post assignments. To enroll, parents need to decide on a user name and password and send them to the Upper Campus office. Once the user name and password are entered into the system by school personnel, the student information system may be used.

## **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.

## SUSPENSION/EXPULSION PLAN

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.

A student may be immediately removed from class, suspended or expelled on the following grounds:

- 1) Willful conduct which endangers or has the potential to endanger the student or other students, faculty or administrators, or the property of the school; the possession or use of any kind of weapon, matches or lighters in school or on school grounds
- 2) Willful conduct which disrupts or threatens to disrupt the ability of others to obtain an education or creates an intimidating, hostile or offensive environment
- 3) Willful conduct which violates or may violate any rule of conduct specified in the student policies of the school
- 4) Other conduct or behavior on the part of the student which, in the opinion of the school, adversely affects the desirability of continued enrollment

For the purposes of this policy, the terms "willful conduct," "other conduct" or "behavior" refer to action or events whether occurring on school property or elsewhere.

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.

## **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 3:15. 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.

Pagers are not allowed. Cell phones must be turned off and placed in a student's pocket or book bag during school hours. Phones that are visible, heard or used will be taken by school personnel and returned only to the student's parents.

## **TRANSPORTATION AND SAFETY REGULATIONS**

**Children who walk to school, ride their bikes, or are driven are not to arrive in school before 9:40.** Teachers need time to prepare for classes and attend meetings and children will not be supervised.

**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.

Because of the dangerous crossings in the vicinity of both buildings, **only children in grades 4-8** are permitted to ride bicycles, scooters, rollerblade or skateboard to school. Students are to walk their bikes, scooters, skateboards and not rollerblade until they are off the school/church block. **Students are to wear helmets.** For safety reasons, headphones are not to be worn while riding a bike, scooter, skateboard or rollerblading. The student assumes full responsibility for any loss or damage to their bike, scooter, rollerblades or skateboard.

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

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. Parents who pick up their children from the **Lower Campus** are asked to use **the parking lot on the 44th Street side**. Parents are not to park their cars along the curved sidewalk on the east side of the building. Parents who pick up their children from the **Upper Campus** are asked to use **the parking lot on the Zenith Avenue side**. **Please only use Zenith Avenue to enter and exit the Upper Campus during dismissal. Do not park on the two sides of the playground equipment. Do not park across from or near the school buses, or in the no parking zone on York Avenue.** Be cautious when driving around the buildings at dismissal times. If students use the Upper Campus playground equipment after school, they are to follow the same rules as during the day and must be supervised by parents.

Minneapolis Public Schools Transportation Department (612-668-2300) is responsible for transporting our children to school in accordance with their guidelines. Parents are encouraged to speak to their children regarding excellent behavior and courtesy on the bus.

School bus riders must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students.

In the event of misbehavior, the child will receive a behavior report from the bus driver to be signed by the principal and parents. We cannot endanger the welfare of all students on the bus due to the misbehavior of a few. Therefore, misbehavior on the bus may result in the loss of transportation privileges. **Students may not ride other buses or get off at a different stop unless written permission is received from the parent or guardian and is signed by the campus secretary.**

Children are to be on time at the designated school bus stop and are to wait until the bus comes to a complete stop before attempting to enter the bus. For safety reasons, headphones are not to be worn while waiting for the bus.

Instruction and review of bus and pedestrian safety is required each year. Age appropriate materials are provided to the teachers by the Minneapolis Public Schools.

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.

## **TRUANCY**

A student absent without the consent of a parent 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 parental permission
- 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**

The Carondelet Catholic School Board of Directors establishes tuition. In April, 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 CCS families.

Tuition payments are made over a ten (10) month period beginning the 10th of August and ending the 10th of May. Monthly payments need to be made on time.

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.

### VISITORS

All parents/guardians or visitors are to sign in at the campus office and obtain a visitor pass before going to a classroom. Parents/guardians and visitors are welcome for prayer services, special programs, open houses or observations, and are encouraged to attend. Those who wish to observe classrooms are to make an appointment with the appropriate teacher and are to check in the campus office before going to the classroom. **Visitors not reporting to the campus office and without a visitor pass may be considered trespassing.**

### WEATHER AND EMERGENCY CLOSINGS

In case of bad weather, please listen to WCCO-AM Radio for school closings rather than call the campus offices. No announcement means that school is in session. The decision to close school due to inclement weather is made by the Minneapolis Public Schools. Carondelet Catholic School follows the Minneapolis Public School schedule, because our students use the public school buses.

Poor weather or other emergencies may constitute early dismissal. Please instruct your child as to where to go when such an emergency develops and early dismissal is imperative. Have a place your child could go if she/he were to come home early and find that you are not home. These occasions are rare, but they may happen.

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

06/09