



Mary of Lourdes School

*205 3rd St. NW – 307 4th St. SE
Little Falls, MN 56345*

Mrs. Jodi Vanderheiden, Principal

***Mary of Lourdes Middle School
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***Mary of Lourdes Elementary School
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MIDDLE SCHOOL STUDENT HANDBOOK 2022-2023

Mary of Lourdes School

Mission:

Mary of Lourdes School is Christ-centered and dedicated to excellence in education by developing the whole person, integrating our Catholic faith with daily life.

This agenda belongs to:

STUDENT NAME: _____

PROGRAM OF STUDY

ADVISORY:

Students will be assigned by grade level for Advisory. Each Advisory meets for 10 minutes each day to take attendance and lunch count. Advisory groups participate in various activities together throughout the school year. Activities include: service projects, participation in prayer experiences, and attend weekly school liturgies. Student academic growth is monitored by the advisor.

ASSIGNMENT NOTEBOOK:

Each student will be given an assignment notebook/student planner. He/she will be expected to have this notebook along at all times. **Any student who loses his/her notebook and is unable to find it within a week is expected to pay \$10.00 to receive a new one.**

DAILY SCHEDULE

The school day is divided into eight class periods. School will be open at 7:30 a.m. Students arriving before 8:13a.m. should report to their advisory for quiet study time.

MOLMS Schedule:

8:13-8:23	Advisory
8:26-11:15	Class periods
11:15-11:59	Lunch/Recess
12:02-2:53	Class periods
2:53	Dismissal

MOLES Schedule:

8:17	1st Bell
8:20	Class begins
11:00- 12:35	Lunch/Recess
K-	10:55 Lunch/Recess
1st-	11:00 Lunch/Recess
2nd-	11:35 Lunch/Recess
3rd-	11:40 Lunch/Recess
4th-	11:45 Lunch/Recess
2:54	Warning Bell
2:57	Final Dismissal

CURRICULUM

Religion
Art Gr.5-8
Band- Gr.4-8
Computer
Spanish- Gr. 6-8

Music - Gr. K-6
Choir- Gr. 6-8
Mathematics
Physical Education
Health-K-5, Gr.7
Science
Social Studies
Language Arts/Grammar/Spelling

Gr.6 students attend the following classes in their "section" groups: Religion/Art, Social Studies and Science. They attend Math and Language Arts in their "specials" groups. They attend General Music, Computer, and Phy. Ed. as advisories or whole groups if numbers allow.

Gr.7-8 students attend Religion/Art, Social Studies, and Science in their "section" groups. They are in their "specials" groups for Math and Language Arts classes.

Music:

*5th grade students will attend General Music and can elect to participate in the 5th grade Band.

*Gr.6-8 students can choose from two music electives: Band and Choir.

*Gr.5-8 band students may audition for Jazz Band, which is an extracurricular activity. Practices are held once a week at 7:30 am.

Attendance at all music concerts is mandatory for all Gr. 5-8 students in band, choir, and jazz band.

ELECTIVE OPTIONS:

Gr.6-8 students participate in one of three elective options. Band, Choir, and Spanish. Band meets three days a week. Choir and Spanish meet two times a week. Students may register for more than one course, if they wish. **Elective class changes may occur only at the end of a quarter by a parent/guardian's written request, and approval by teachers and principal.** Registration is processed in the order that the registration forms are received for all of the three courses. Since these are year-long courses, students are requested to be enrolled in it for the entire school year.

Study Hall: Students must bring assignments to work on or reading materials. This is a quiet time to study, get help with academics or study.

HOMEWORK

Students should expect to have daily homework. If a student falls behind in a class, the student and teacher will make arrangements together to have him/her stay in from recess to complete the work. If additional time is needed for completion, parents will be notified and arrangements will be made with the teacher to meet before or after school until the work is completed. Students with missing assignments may lose the use of their device for things other than school work.

REPORT CARDS

Report cards are issued at the end of each quarter (nine-week period). Mid-quarter progress reports are issued four times a year. These should be viewed and signed by parents/guardians on school speak. Regular parent-teacher conferences are conducted twice during the school year in October and February.

Grade Percentages used:

A	94-100%	C	78-81%
A-	92-93%	C-	76-77%
B+	90-91%	D+	74-75%
B	86-89%	D	70-73%
B-	84-85%	D-	68-69%
C+	82-83%	F	67%....

M=Medical I=Incomplete

A student who has an incomplete on his/her report card at the end of quarter must make up the work within one week of the close of the quarter or the incomplete becomes an "F".

A student who fails one quarter of a two quarter class and 3 quarters of a year long class will not pass that class and will be required to complete work during the summer in order to pass into the next level. Parents will be expected to hire a tutor for completion of the class over the summer.

Weighted Grades:

MOLMS uses weighted grades for classes that do not meet 5 days a week.

GPA Scale used:

A	4.0	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

HONOR ROLL

MOLMS maintains an Honor Roll for 5th-8th graders to provide students recognition for high academic performance. Students having an average of 3.75 and no grade lower than a "C" will be on the "A" Honor Roll. Students achieving a 3.0 and no grade lower than a "D" will be on the "B" Honor Roll.

RELIGION

Religion is a part of who we are and is a life-long learning experience. In a Catholic school we learn about God and our Catholic faith in and through all school activities. The main reason students are at a Catholic school is to help them develop a relationship with God and to strengthen their Catholic faith.

The celebration of the Eucharist is central to our faith. It is also very important that everyone joins together as a community to celebrate our faith in the sacrament of Reconciliation, seasonal prayer services, retreat, and classroom activities.

LITURGY EXPECTATIONS

- *All students participate in worship by praying, responding, and singing at weekly Mass.
- *Everyone kneels together after Mass to pray quietly until the advisor signals time to leave.
- *Students will be reverent from the time they enter church to the time they leave the church.
- *Elevators are for persons with handicaps and are not used unless approved by the advisor.
- *Attire for Mass should be appropriate and respectful. **Dressing up is expected. Dress pants or khaki pants would be most appropriate for Mass, nice jeans with no rips or holes are permitted. Students are expected to follow the dress code for all Masses, as with any school function.**

GENERAL INFORMATION **ATTENDANCE POLICY**

Attendance at school is the right of every citizen. It is also Minnesota State Law. The 1993 legislature amended Minnesota Statute 626.556, the mandatory child abuse reporting law. "Neglect" now includes failure by a parent or guardian to ensure that a child is educated according to the law. This means school personnel must report educational neglect to the social service agency.

A habitual truant is a child under the age of 16 who is absent from 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, junior high, or high school. All truancy reports for children under the age of 12 will be made to social services as educational neglect. Reports of truants 12 or older will be made directly to the County Attorney's Office.

*** When a student is absent from school, a parent or guardian must:**

Call or email the offices and state the reason for the absence. If the school is not informed, the school will contact the parent or guardian.

Parents will be notified when a student has been absent for five days, and again after 10 days. We do understand that sometimes these absences cannot be controlled; however, we are mandated by law to keep parents informed of how many days a child misses an educational opportunity. Students are responsible for getting work missed when absent completed in the same number of days absent plus 3. (ex: if you are absent 3 days you get 3 days plus 3 to complete the work.) Work not completed during the assigned time will become a "0" unless discussed with the teacher and parent.

Leaving school during the day is allowed only with written permission from home signed by a parent explaining the reason. It is to be presented to the school office at the beginning of the school day. **When leaving, during the school day, students and parents are asked to sign out in the office and sign back in when returning to school.**

TARDY FOR CLASS

Students are expected to be on time for every class. Every three unexcused tardies will result in detention from the teacher. An email will be sent home for a phone call made before the detention is served. After nine unexcused tardies a meeting will be called by the administration. After 15 unexcused tardies a truancy letter will be filed with the County Attorney. Excessive tardies may result in the loss of end-of-the-year field trips. Students may also be subject to other disciplinary actions.

If students come to school habitually late due to an illness, miss the same class regularly or miss Mass regularly, the school will request that the student and his/her parent(s) bring a doctor's note explaining the illness or injury that is causing the student to miss that particular activity. Only a doctor's note can excuse a student from frequently missing a specific class or activity.

MEDICAL PASSES

Students with a parental note for dental or medical appointments must present the note to the office. The information will be printed on the attendance record for the day. ***Reminder: When leaving, students and parents are asked to sign out in the office and sign back in when returning to school.**

ILL STUDENTS

Students who are not feeling well during the school day should ask a teacher for permission to go to the nurse or office to be evaluated. The nurse or administrative assistant will notify parents if needed. **Students should not be using cell phones to contact parents during the school day for health matters.** A student exhibiting any symptoms of illness should be evaluated before coming to school and protocol should be followed.

COVID PROTOCOL

We ask that parents be responsible for taking their child's/children's temperatures and checking for signs of illness at home. Parents will be asked to sign a form agreeing to monitor their child's/children's health by going through the checklist below with each of their children. If any flu-like symptoms appear, the child must stay home. We ask that you do not administer any fever reducing medication to your child prior to sending them to school.

**All Mary of Lourdes staff will be asked to follow the below checklist to monitor their own health each morning before arriving at school. Any flu-like symptoms, and the staff member must stay home.

Please complete this short checklist each morning and report your child's information, if ill, to the school. If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

Parents will go through the following daily morning checklist before bringing your child to school:

- Has your child been in recent close contact with anyone with suspected or confirmed COVID-19? If so, quarantine for 14 days.
- Has your child had a fever of 100.4°F or higher, or a sense of having a fever, in the past three days (72 hours)? If yes, keep home and watch for other symptoms below.
- Has your child had two or more of the following symptoms in the past three days (72 hours)? If yes, keep home and look into having your child tested for COVID-19.
 - Shortness of breath or difficulty breathing
 - Sore throat
 - Chills
 - New loss of taste or smell
 - Muscle or body aches
 - Nausea/vomiting/diarrhea
 - Congestion/running nose – not related to seasonal allergies
 - Unusual fatigue
 - Severe Headache
- Has anyone in your household had any of the above symptoms in the last three days (72 hours)?
- Has anyone in your household traveled internationally in the past 14 days?
- If the answer to all of the above is no, your child is permitted to attend school.

Children and Staff with any flu-like symptoms MUST stay home.

Guidelines for Keeping Your Child Home from School

Parents often wonder whether or not they should send their child to school when they have a mild illness. If your child has any of the following, you should keep him or her at home:

- Fever above 100 degrees Fahrenheit or more, they should stay home for 24 hours **after** their temperature returns to normal without medication (such as tylenol or ibuprofen).
- If your child has vomited or had diarrhea, they should stay home for 24 hours **after** the last episode.
- If your child has any rash that might be disease related or you don't know the cause, check with your primary physician **before** sending your child to school.
- If your child has started on antibiotics for any reason, keep them at home until they've had a **full 24 hours** of medication.
- Purulent (pus-like) eye drainage.
- Symptoms of severe illness such as unusual fatigue, uncontrolled cough, difficulty breathing.
- If your child is ill, please call the school **daily** to report the illness.

If you have any questions about these guidelines, you are welcome to call our school nurse or contact your family physician.

VACATIONS

Students going on a vacation will be required to obtain classroom assignments before the vacation. Assignments not turned in by the due date discussed with the teacher will become a "0".

COMMUNICATIONS

Newsletter: Families will receive weekly school newsletters from the principal via SchoolSpeak.
Telephone: Students are allowed to use the telephone only with permission from a teacher.
Parent notes: Parent notes are required for the following reasons: dismissal from school during the

school day, medication at school, and reason for student tardiness or absences. **Notes regarding tardies and absences are expected the day the student returns to school.**

E-mail: Parents are encouraged to e-mail teachers with concerns about their students.

Website: Students and parents are also encouraged to regularly check google classroom for updates from teachers.

LUNCH AND BREAK TIME

Students are to be supervised at all times. That means that students must be able to see the supervisor on duty during recess. Students are expected to be in designated areas for lunch and recess.

LUNCHROOM PROCEDURES:

The lunchroom is a place for eating. The established guidelines are posted. Any student choosing not to eat hot lunch or bring his/her own will be required to bring a signed note from a parent/guardian.

BEVERAGE REQUEST

Students are required to bring a water bottle to school to have in their classes. Students are not allowed to bring energy drinks and sodas to school to consume. They are encouraged to drink milk during lunch.

PLAYGROUND PROCEDURES:

The playground is a place for physical activity. You are expected to follow the playground guidelines.

- Touch Football (*not* tackle football) is acceptable to play
- Take turns on swings & only one student on swing at a time
- Follow Phy. Ed. rules when playing 4 Square or Gaga Ball
- No rough playing, shoving, or tripping
- No snowball throwing, snow washes, kicking snow, or playing King of the Hill
- Use appropriate language
- Be respectful and follow the supervisors' requests/warnings
- Respect for property, others and self.

1st offense: Sit out near the building

2nd offense: Students will meet with administration to discuss behavior and a consequence will be given that appropriately fits the behavior or rule that has been broken.

3rd offense: Students will lose recess privileges for a period of time.

Playground Dress for winter:

Students are highly encouraged to wear boots, snow pants, cap, mittens, and warm coats on the playground during the winter months.

HALL PASS:

The student planner is a student's hallway pass. It should be carried at all times.

Hallway:

Walking only!

Everyone needs to be responsible for the hallway area.

Keep lockers and cubbies clean inside and outside.

Each middle school student will be assigned one locker and is expected to use that one locker throughout the school year. Students may not use the lost & found for overflow or empty lockers. Students may use padlocks on their lockers. If they choose to use a lock they must give their advisor their lock combination or a spare key.

DISCIPLINE PROCEDURES

The discipline is a reflection of our mission statement. Therefore, the following program will be in place to help students develop self-control and self worth.

All staff members are responsible to inform students of the school rules and enforce them in the classroom and throughout the school setting. Students are to be held accountable for their behavior as it affects the learning environment of all.

Posted in each classroom will be the school discipline policy, and classroom expectations.

Discipline Policy:

Student Code of Conduct 507.1

Discipline / Suspension / Expulsion

- A. Parents are the primary educators of their children, we expect that they foster and support good discipline. Discipline should have a positive result leading to self-discipline.

- B. Positive or constructive discipline consists of effective use of time to promote wholesome ideals and develop desirable habits.
- C. Parents must instruct children that a teacher has the obligation to establish good order in the classroom, on school grounds and at school functions.
- D. It is the right of every teacher to teach and the right of every student to learn in an orderly environment. Rules are necessary for the day to run smoothly and ensure everyone's safety.
- E. **STUDENT RULES OF GENERAL CONDUCT:** The following conduct by students in the school building, on the school grounds or at any school function is prohibited:

	Suspension
Violation of dress code	Warning/Detention/ Suspension
Leaving School Grounds	Detention/Suspension
Possession or use of drugs or Drug paraphernalia	Report to authorities/ Suspension/Expulsion
Possession or use of tobacco	Suspension/Expulsion
Possession of a weapon	Report to authorities/ Suspension/Expulsion
Violation of other rules deemed appropriate & consistent with the mission of this school	Warning/Detention/ Suspension
Threats/Bullying	Warning/Detention/ Suspension/Expulsion
Hazing	Warning/Detention/ Suspension/Expulsion

CONSEQUENCES for not following school rules will be determined by the school administration and may include any of the following:

1. Meeting with a teacher after class or phone call by parent to teacher
2. Conference with principal and/or social worker, teacher, parent & student
3. Discipline referral to the office will result in a phone call to a parent and/or letter sent home
4. Detention (served before, during or after school)
5. Suspension: In or out of school for a period not to exceed five days
6. Report to law enforcement agency
7. Repair or replacement of damage or theft
8. Expulsion: Prohibit an enrolled student from attending school

SUSPENSION: Action taken by School Administration prohibiting a pupil from attending classes for a period of no more than five days, unless expulsion hearings are scheduled.

PROCEDURES FOR OUT OF SCHOOL SUSPENSION:

1. Student & Parent(s) are notified of the suspension
2. Within 48 hours the student & parent(s) will be contacted by phone and/or in person, and a letter will be sent containing:
 - a. Grounds for suspension
 - b. Statement of facts
 - c. Statement of people involved
 - d. Date of conference between student, parents and administration
3. Conference between student, parent(s) and administration must be held before the student is allowed to return to school.

EXPULSION: An action taken by Mary of Lourdes School Board to prohibit an enrolled student from attending school.

BEHAVIOR	CONSEQUENCE
Cheating	Failure of test/Assignment, Detention
Inappropriate Lang./ Profanity	Warning/Detention/Suspension
Disruption to educational Process	Warning/Detention/Suspension/ Expulsion
Defiance/Insubordination	Detention/Suspension/Expulsion Depending on the situation.
Vandalism	Detention/Suspension, Restitution/ Report to Authorities
Assault (Physical)	3-5 day Suspension & possible Police involvement.
Assault (Verbal)	1-3 day Suspension (Harassment Policy)
Theft	1-3 day Suspension, Restitution & Possible police involvement
Excessive Tardiness (+3)	Detention per tardy over 3, Truancy Report after 15
Possession of electrical Device: (cell phone, headphones, Laser pointers, etc.)	Warning/Detention and possible loss of device
Excessive display of affection	Warning/Detention/

PROCEDURES FOR EXPULSION:

1. Student will be suspended from school until a decision has been made from the Expulsion Hearing
2. A letter containing the date, time and place of the Expulsion Hearing will be sent to the student & parent(s)
3. The Hearing will be held within ten school days of the suspension at the building the student has been attending
4. The Mary of Lourdes School Board Chair and at least two additional voting School Board members will comprise the Expulsion Hearing Committee
5. The decision to expel or not to expel the student will be made by the Hearing Committee.

RIGHTS OF BOTH PARTIES:

Prior to an expulsion hearing, both parties have the right to demand the following information from the other party:

1. The name of the parties council
2. The names of all witnesses the other party may be calling to the hearing
3. The identity of all evidence to be presented at the hearing

Both parties have the following right during the hearing:

1. To present evidence, testimony and have witnesses
2. To question the other party and witnesses
3. To explain and/or contradict all evidence
4. To make final arguments

Proceedings of the hearing shall be recorded and preserved. The recommendation of the School Board shall be made in writing within 48 hours.

PLEASE REALIZE:

1. Good discipline is imperative to the success of this school. Education can not proceed without good discipline. Students who disobey the rules and demonstrate a lack of respect impede or stop the learning process of the rest of the students.
2. We at Mary of Lourdes School can only have good discipline if it begins with and is supported by the students' families. We ask your cooperation in teaching your children good habits of self-discipline and respect for others.
3. In order for good discipline to succeed at school, it is necessary that parents support the teachers in the administration of discipline.

Skipping Class:

Parents will be notified if a student chooses to skip class. If it happens more than once, a meeting with teachers and parents will be called by the administration.

Dress Code: Students

Students are expected to dress appropriately to respect the learning environment, and to honor and promote our Catholic values. Clothing should be

conservative, modest, clean and appropriate for the weather as all students will be going outside for recess. Students are permitted to wear headgear when entering the building until they reach their classroom or locker. Headgear and hoods are not permitted at other times, except for special situations. Mass is a very important part of our school life. Students are expected to dress their best on Mass days.

****Student dress that is not acceptable includes, but is not limited to, the following: bare midriff tops, leggings without the appropriate length top, and spaghetti straps (students must have undergarments covered), clothing that expresses obscene language, or symbols of sex, gangs, drugs, alcohol, or tobacco.**

Policy Reviewed and revised:

Mary of Lourdes School, June of 2019

PERSONAL AND SCHOOL PROPERTY

Your locker and assigned textbooks are yours to use, but they are school property. Respect all the materials you use. They are tools for your learning and are very expensive. Hardcover textbooks are expected to have book covers on them during the school year. Carry books to and from school in a book bag or backpack to protect them from weather and wear-and-tear. Keep your locker, books, and notebooks neat and clean. Report promptly any damage that occurs to school property. You will pay for replacement of books that are damaged or lost. It is impossible for the school to be responsible for the safekeeping of students' things.

Students are advised to keep any valuables at home. MOLS will not be held responsible for cell phones or other communication devices, etc. When brought to school, these items must be placed immediately in the students' lockers/backpacks and placed on silent or turned off for the entire school day. They may be used after dismissal. If this request is not followed, the device/s will be kept in the office until a parent/guardian comes to school to pick up the item(s). "Repeat offenders" will be subject to disciplinary consequences as deemed appropriate by the building principal.

The following are some ways a student shows daily respect to the surroundings at MOLS:

1. Put music instruments in band room on the shelving each band day.
2. Put athletic duffle bags on designated shelving on stage every day.
3. Pick up paper off the floor.
4. Keep the locker area and the hallway clean.
5. Return books and other items to their proper place.
6. Wash desks, etc. when needed.

GUM CHEWING

Chewing gum during the school day is not accepted, due to it showing up in un-desirable places (i.e., under tables, desks, chairs, in sinks and on the floor). Any student chewing gum will receive one warning. Repeat chewing of gum will result in a phone call home.

RECYCLING

We are all called to be good stewards of our environment. Bins are located throughout the school to recycle paper, aluminum cans, and plastic bottles.

FIELD TRIPS

Students will participate in occasional field trips throughout the school year. These trips are an extension of the classroom. All school rules and policies apply on any trip or activity. Failure to follow these expectations may result in losing the privilege of field trips in the future. **Both students and parents/guardians are required to sign a permission slip for school or extra-curricular trips. A student will be required to stay back at school if s/he does not have a permission form signed.**

STUDENT SERVICES

INTERNET USE

Students at Mary of Lourdes School have the ability to access the internet using the school's devices. Students are expected to follow Policy #604.1 (Student Acceptable Use Policy). Students and parents are also expected to sign an agreement with Mary of Lourdes School on the acceptable use of the internet. If the Student Acceptable Use Agreement is not signed and returned to the student advisor, the student will not be able to use the

internet. Misuse of the internet on any school devices will result in loss of privileges.

EXPECTATIONS WHEN USING DEVICES

6th-8th grade students will have their own school issued device to use throughout the school year. They are expected to bring them to class and have them fully charged each morning. They will need to charge them during recess and participate in reading time while they wait. Devices are considered part of the students' day materials for class.

LIBRARY BOOKS

PLEASE REMEMBER TO RETURN ALL LIBRARY MATERIALS TO THE LIBRARY RETURN BOX BY THE DUE DATE!

STUDENT ACTIVITIES

CHURCH CHOIR / MUSIC LEADERS

Students have an opportunity to use their vocal talents at weekly liturgy by being in the church choir and being participants at Mass. Students are also encouraged to play musical instruments in the Church Choir.

SCHOOL PATROL

School Patrol provides safety in crossing the road during school-sponsored activities. Students who have attended Legionville camp or been trained will be in the patrol program during the year. This is a huge responsibility and if it is not taken seriously a student will be removed from duty.

REQUIREMENT OF EXTRA-CURRICULAR ACTIVITIES/ATHLETICS

To be eligible to participate in extracurricular activities, students must: be in school for half of the day on the day of the activity, be making satisfactory progress in school classes and follow the Minnesota State High School League and Mary of Lourdes School code of conduct.

Students who are failing one or more classes at any time during the school year will receive a two- week probationary period of time to raise their grade or

grades to passing. Students may participate in practice for the extracurricular activity but not compete while on probation. If the student is not passing after the probationary period they will not be able to participate in the extracurricular activity until they are earning passing grades.

The school administration reserves the right to make decisions regarding student eligibility for participation in extracurricular activities.

Proposed and Approved: Mary of Lourdes School Board: June of 2019

JAZZ BAND

Students in grades 5-8 who are participating in Concert Band may audition for Jazz Band. This is an extracurricular activity, held once a week before school.

KNOWLEDGE BOWL

Knowledge Bowl is a program in which students compete against teams from other schools. Students answer questions that are subject related in the areas of Math, Science, Social Studies, and English. There are two divisions: Gr. 5-6 and Gr.7-8.

SPEECH FESTIVAL

Students in grades 5-8 have the opportunity during the winter months.

YEARBOOK

Students in the 8th grade help design, edit, and produce a yearbook about MOLMS. Yearbooks are offered for sale every spring.