

## **VALUABLE MARY OF LOURDES SCHOOL INFORMATION:**

1. **Tuition Agreement:** 10% of the tuition bill is due prior to the opening day of school. Any questions, please contact the bookkeeper at our middle school business office (320-632-6742).
2. **MOLES** = Mary of Lourdes Elementary School  
School Day begins at 8:20 a.m. with dismissal at 2:57 p.m. Students are not to arrive at school before 7:50 unless they are enrolled in the MOLE Early Bird Morning Program, which opens at 6:45 a.m. in the southeast wing.
3. **MOLMS** = Mary of Lourdes Middle School  
School Day begins at 8:13 a.m. with dismissal at 2:53 pm. Students are not to arrive at school before 7:40 a.m. unless arrangements have been made with the office or a teacher.
4. **SchoolSpeak:** Our student management system is used for family contact information, attendance, grading, lunch orders, medical needs, communication with parents and more.
5. **Busing:** All busing is provided through the Little Falls School District. Contact LF High School for busing needs (320-632-2029).
6. **First Day of School:** Please send a written note to school for students grades K-4 indicating the bus transfer numbers home. This will assist the teachers in getting the students to the correct bus.
7. **Absences:** For your child's safety, please call the school office to notify us that your son or daughter will be absent. A parent email or a written and signed note indicating why the child was absent is to be given to the school office when the child returns to school. When an absence occurs or a prolonged illness is expected, notify the school immediately. A student must also have written permission or a parent email to leave school early. A parent must sign in students (in the office) if they are late, and sign out students when picked up early.
8. **Illness and Accidents:** If your child becomes ill or is injured at school, we will make every effort to notify you immediately. In case we cannot contact you, we will need your permission to call a doctor or transport your child to a doctor. Please indicate your directive in the **Student Health Information** on SchoolSpeak.
9. **Medications:** Update SchoolSpeak profiles to include all medications given, including those given at home. List medication name, dosage, reason and frequency.
10. **Kindergarten Students:** Kindergarten students are to have a physical examination prior to the first day of school and immunizations should be up to date. **Busing:** Please enclose a note to be kept in the Kindergarten student backpack indicating bus transfer numbers to & from MOLES. We try to pair younger students with older siblings or with other MOL students who ride the same bus. Also, if you have a neighbor or friend on your child's bus from MOLES, please include their name on the written note.
11. **Liturgy:** Mass at MOLES will continue to be on **Wednesdays** at 8:30 a.m. and MOLMS will be on **Thursdays** at 8:30 am. The celebration of Holy Mass is an integral part of faith formation and school curriculum. Students are requested to wear a blue, Mary of Lourdes School polo shirt (one will be provided for each student) and black or khaki bottoms. Shorts are not acceptable Mass attire.
12. **Lost and Found:** Please encourage your child to claim any misplaced belongings in the Lost and Found. The school is not responsible for missing items.
13. **Progress Reports:** SchoolSpeak allows us to communicate with parents on a regular basis. There will be reports published that you can access, using SchoolSpeak, at the end of each quarter. At MOLMS mid-quarter reports as well as weekly progress reports are published to give you information you can access at any time.
14. **Parent/Teacher Conferences:** Conferences are held at mid-quarter of 1st (October) and 3rd (February) quarter at both campuses. If you need to discuss your child's progress or have concerns before these scheduled times, please notify your child's teacher or advisor.
15. **School cancellation or late start:** Cancellations or late starts are possible throughout the year due to inclement weather, power failure, etc. Listen to any of the Little Falls Radio Stations for changes in schedule. An email and/or text message will be sent out to all families via SchoolSpeak. We do follow the Little Falls Community Schools decisions for inclement days. When school is canceled or late, the 'Early Bird' and 'Night Hawks' programs will be canceled.