

# Mary of Lourdes

a foundation on which lives are built



a Preschool through 8<sup>th</sup> Grade  
Catholic School  
in Little Falls, Minnesota

## Mary of Lourdes School Family Handbook 2023/2024

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## **Mission**

### **Introduction**

This handbook provides information about Kindergarten through Eighth grade at Mary of Lourdes School. It will acquaint you with the guidelines and regulations of the school system.

### **Mission Statement**

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.

### **Philosophy**

We strive for excellence in education along with our commitment to nurture spiritual growth within the framework of the Gospel and the Tradition of the Catholic Church in every student.

In educating the whole person, Mary of Lourdes School provides creative and innovative learning experiences that address a variety of learning styles to achieve academic excellence. We work collaboratively among students, parents, and school staff to help students discover and develop their God-given talents and strengths by instilling a lifelong commitment to learning, Christian values, and community service through prayer, sacraments, and instruction in our Catholic Faith.

## **Organizational Flow Chart for Mary of Lourdes School:**

### **Corporate Board**

- Bishop of the Diocese of St. Cloud
- Vicar General of the Diocese of St. Cloud
- Chancellor of the Diocese of St. Cloud
- Fr. Benjamin Kociemba, Pastor - Haven of Mercy Area Catholic Community
- Principal

### **Operating Board - Mary of Lourdes School Board**

- (3) persons - St. Mary's School/Parish
- (3) persons - Our Lady of Lourdes School/Parish
- (1) person - Holy Family, Belle Prairie
- (3) persons - St. James Parish, Randall, St. Stanislaus Parish, Sobieski  
and Sacred Heart Parish, Flensburg
- Pastor - Haven of Mercy Area Catholic Community
- Principal (non-voting member)

## **Admission**

Registration or enrollment at Mary of Lourdes School will be held from February to April each year. Acceptance by Mary of Lourdes School of a child's registration for the succeeding year will be dependent upon fulfillment of the current year's tuition agreement.

## **Attendance and Absence**

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 law. This means school personnel must report educational neglect to the social services agency.

## **Attendance**

Good attendance contributes greatly to a child's academic achievement in school. Regular attendance is directly related to the students' success in academic work; benefits students socially, and provides opportunities for important communication between teacher, student and parents/guardians. Parents are encouraged to schedule appointments after school or during vacation periods whenever possible.

**Families must inform the school office by 8:20 on the day of the absence**, if your child is absent or tardy for any reason. This can be an email, a phone call, or a voice mail to the school secretary. Please give your child's name, grade and reason for absence. Please share symptoms if a child is ill. If we are not contacted by 8:20, families will receive a call from the school. This is to guarantee your child's safety.

## **Excused and Unexcused Absences/Tardies**

There are two types of absences/tardies – excused and unexcused. The school office staff has the final say on the type selected.

- *Examples of Excused Absences/Tardies:* Illness, funeral, doctor appointment, dentist appointment, orthodontist appointment, vacation when the school secretary is notified at least 24 hours in advance, family emergency
- *Examples of Unexcused Absences/Tardies:* Overslept, too tired, missed the bus, refused to go to school, attending or participating in a sporting event or activity. Note – unexcused absences may result in truancy; also the office may contact the family to create a plan to eliminate unexcused absence/tardies.

## **Absence due to illness**

- If a child is ill for one day, please do not call for make-up work. Let the child rest, recover and return to school to get any missed work the following day.
- If a child will be absent longer than one day, families should contact the child's Teacher. Teachers will decide which items may be given during the absence, which would be made up after the absence, and which things will be omitted.
- If your child has been ill for the day, they are not allowed to participate in after school activities.

## **Absence due to vacation**

- Vacations taken while school is in session are strongly discouraged.
- If a family takes a vacation while school is in session, the school office must be informed at least 24 hours before the planned absence.
- It is the practice of Mary of Lourdes School that teachers are not required to give out assignments in advance. It is at the teacher's discretion as to what will be sent ahead of time and what will be required to be completed upon the child's return.

## **Truancy**

Students who have unexcused absences and/or excessive tardiness are considered truant. Students with excessive unexcused absences/tardies may be referred to the county. The county may choose to file an Educational Neglect Petition. According to MN statute 120A.22 Compulsory Instruction, once a pupil under the age of seven is enrolled in kindergarten or a higher grade, the pupil is subject to the compulsory attendance provisions of this chapter and section [120A.34](#).

According to MN statute 260C Subd. 19, a student is considered 'habitually truant' if the child is:

1. In elementary school and is absent for 7 days in a school year without a valid excuse. For elementary students, it is likely to be addressed through educational neglect by Social Services and the County Attorney.
2. In junior high/high school, or a child who is 17 years of age or younger, and is absent 1 or more class periods on 7 different school days in a school year without a valid excuse.
3. 3 tardies will be equivalent to 1 unexcused absence.

#### Dismissal during the school day

Students with scheduled dental or medical appointments must present the note to his/her advisor/teacher or the office the morning of the appointment. The information will be printed on the attendance record for the day. Leaving school during the day is allowed only with a parent note, phone call or email explaining the reason. Parents or guardians must sign out their child when leaving from school and sign them back in when returning.

#### **Academic Testing**

Mary of Lourdes School administers the NWEA (Northwest Evaluation Association) Measures of Academic Progress in Reading and Math to grades 2-8 three times a year. The NWEAs are state-aligned computerized adaptive assessments that provide accurate useful information about student achievement and growth. Students in K-4 also receive AIMSweb benchmark testing in Reading and Math throughout the year to monitor progress.

#### **Accreditation**

Mary of Lourdes School is accredited, meaning we meet the guidelines designed to make our school effective and efficient. The Minnesota Non-public Schools Accrediting Association (MNSAA) accredits Mary of Lourdes School, and annual reports are submitted to this agency in order to meet their standards.

#### **Asbestos**

Mary of Lourdes has some asbestos-containing materials.

- As required by federal law, the condition of asbestos in our building is surveyed every 6 months as part of our ongoing operations and maintenance program. The asbestos is re-inspected every 3 years by a certified staff.
- Mary of Lourdes School has a complete and updated Management Plan for dealing with asbestos-containing building materials within the school building. The Director of Maintenance has a copy of the plan, and the plan is available for viewing by interested parties.
- If you have questions or concerns regarding our asbestos management plan, please address them to the Director of Maintenance.

#### **Birthdays**

We know birthdays are a special time for children, and we gladly celebrate these days with them. However, there are a few things to keep in mind.

#### Party Invitations

To reinforce a positive Christian atmosphere, we do not allow students to distribute party invitations at school unless all of the class is invited, or all the classmates of the same gender as the birthday child. Please also keep this in mind when making transportation arrangements for parties.

#### Birthday treats

Birthdays are a fun time for Mary of Lourdes students, and students and staff alike love celebrating the special day with them. Many students like to bring something for their friends on their special day. Edible birthday treats can be difficult due to health department requirements and student allergy issues. Families may want to consider sending inexpensive individual non-edible items such as pencils. The treats will be given to the students to bring home.

If families choose to send edible treats, the treats must meet these requirements to be distributed to the students.

- Purchased, not homemade

- Peanut/tree nut free, and not packaged in a facility that processes peanuts or tree nuts. This generally excludes donuts and all bakery items.
- Individually wrapped.
- Snack sized.

## **Bullying and Harassment**

Mary of Lourdes School, in partnership with families, provides students the opportunity to celebrate and grow in their Catholic faith, to discover their academic potential and to become concerned, respectful, and responsible citizens. This philosophy is the foundation of the Anti-Bullying Policy. The Anti-Bullying Policy exists to foster a climate of mutual respect among the students and staff at Mary of Lourdes School.

### **Bullying Definition**

- Bullying is defined as the intentional behavior by an individual or group that is intimidating, threatening, abusive, or harming.
- It may include conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property.
- It may include conduct that violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student.
- It may be directed based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic.

### **Harassment Definition**

Harassment is defined as the unwanted, inappropriate, and annoying actions of a person or group against another person or group. Harassment may include, but is not limited to, verbal abuse, implied or overt threats, and physical acts of aggression or violence.

### **Procedure for Dealing with a Bullying or Harassment**

1. Any student who believes they have been the victim of bullying, harassment or violence or any person with knowledge of or belief of conduct that may constitute such, shall report the alleged acts to a staff member. This report may be done anonymously if desired.
  - Any staff member who witnesses bullying or harassment or who has reliable information that would lead a reasonable person to suspect that a student is a target of bullying or harassment must make reasonable efforts to address and resolve the prohibited behaviors.
2. The staff member will forward the information to the principal as soon as possible.
3. Upon receipt of complaint the building principal will investigate the incident in a timely manner.
4. After completion of the investigation, the Principal will make the determination whether bullying or harassment has occurred and, if so, what disciplinary action and/or remedial response is appropriate.
  - Remedial responses are measures to stop and correct prohibited conduct and to protect, support, and intervene on behalf of the student who is the target of the prohibited conduct.
  - Discipline may include removal from class, suspension: both in school and out of school, referral for counseling, remediation and restitution, or expulsion.
  - Depending on the nature of the offense, law enforcement officials may be notified.
5. After the investigation is complete, the principal will record the pertinent information regarding this investigation and any remedial or disciplinary responses.

## **Busing**

Busing is provided through Little Falls School District. Students are expected to abide by the District Transportation Policy regarding expected bus behavior. Students are only allowed to ride the bus they are assigned. Bringing visitors or friends on the bus is not allowed. The school principals work in conjunction with the District to enforce bus discipline.

## **Before and After School**

1. There will be no supervision of students until 7:40 a.m. each day at MOL Middle School. Parents assume responsibility for their children before this time. Students are assigned a designated area in each school until school start time. MOL Elementary School has an Early Bird Program from 6:45 a.m. - 7:50 a.m. for students. It is an activities-based morning program supervised by a staff member. Parents pay a daily fee for this service. General school supervision at MOL Elementary School begins at 7:50 a.m. when buses drop off students.

2. All students are expected to go directly home after school unless they are involved in school sponsored activities. The school grounds are not supervised. Parents assume the responsibility for their children after dismissal. Mary of Lourdes does offer after school care from 3:00-5:30 pm each school day for students K-8. The program is located at the elementary and supervised by a staff member.

## **Code of Conduct**

### **Discipline / Suspension / Expulsion**

**A.** Parents are the primary educators of their children. We expect that they foster and support good discipline. This consists of effective use of time to promote positive or constructive discipline, wholesome ideals and develop desirable habits.

**B.** Parents must instruct children that a teacher has the obligation to establish good order in the classroom and anywhere in and around the building.

**C.** 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.

**D. 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:

<b>Behavior</b>	<b>Consequence</b>
Cheating	Failure of test/assignment, Detention
Inappropriate Language/Profanity	Warning/Detention/Suspension
Disruption to education process	Warning/Detention/Suspension/Expulsion
Defiance/Insubordination	Warning/Detention/Suspension/Expulsion, depending on situation
Vandalism	Detention/Suspension/Restitution/Report to Authorities
Assault (Physical)	3-5 day Suspension and possible police involvement
Assault (Verbal)	1-3 day Suspension (Harassment Policy)
Theft	1-3 day Suspension, Restitution and possible police involvement
Excessive Tardiness	Detention per tardy day over 3, Truancy (=3) report after 15
Possession of Electronic Devices: -cell phone, headphones, laser pointer, etc.	Warning/Detention and possible loss of device
Excessive display of affection	Warning/Detention/Suspension

**Behavior, cont.**

Violation of dress Code

Leaving school grounds

Possession or use of drugs

Possession or use of tobacco

Possession of a weapon

Violation of other rules deemed

Threats/Bullying

Hazing

**Consequence, cont.**

Warning/Detention/Suspension

Detention/Suspension

Report to Authorities/Suspension/Expulsion

Warning/Detention/Suspension

Report to Authorities/Suspension/Expulsion

Warning/Detention/Suspension

Warning/Detention/Suspension/Expulsion

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 teacher after class or phone call to the parent
2. Conference with the principal, teacher, parent, student.
3. Discipline referral to the office will result in a phone call to the parent.
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.

**Communication**

Good communication between home and school is essential.

Our Outreach Includes:

- Schoolspeak is our student information system.
  - Families will receive group emails from the system.
  - Report cards for all grades are recorded in this system for families to access.
  - If you are unable to access the system, please contact the office.
- Newsletters
  - Our school newsletter is sent weekly on Fridays, electronically. Please see this newsletter for upcoming events and recent happenings.
  - Several teachers also send classroom newsletters

Contacting Us:

Our staff do not have classroom phones or voice mail. The best way to contact a teacher is by email. There may not be an immediate response to your email but the teacher will be in touch within 24 hours. You may also call the office and a message will be given to the teacher.

**Computer and Internet Use**

While Mary of Lourdes School appreciates the value of the educational resources available on the internet, it is important that the access be monitored for appropriate usage.

The use of the Internet will be restricted to support education and research consistent with our school Mission and Philosophy.



All students using the internet will be closely supervised by a faculty member or assigned adult. Students must have a signed permission form from the parent/guardian before using the internet.

- Students may not give out personal information such as: name, address or phone number.
- The use of the internet is a privilege; inappropriate usage will result in cancellation of this privilege and/or suitable consequences.
- Inappropriate usage includes activities such as accessing violent or obscene material, using inappropriate language or vulgar communication, accessing chat rooms, playing games other than those assigned, violation of copyright laws, and attempting to access restricted files or programs.
- Any instances of “Cyber-Bullying” will be handled as a bullying situation by the principal.

### **Conferences**

Conferences are held twice a year for the purpose of discussing the educational progress of your child. Attendance at both conferences is required. Elementary conferences are scheduled with the teacher via SchoolSpeak. All conferences are professional and confidential. Parents or teachers may request additional conferences at any time during the school year.

### **Crisis Management Plan**

Mary of Lourdes School has a crisis management plan to address most emergency situations. Each staff member has one available in his/her work space. A copy is available in the school office if parents wish to review the plan.

Each building has a place to bring students if students and staff need to be removed from the building. Those sites are:

- MOLES: Fitness Connection 632-6704  
Initiative Foundation 632-9255
- MOLMS: Casey’s General Store / Gas Station: 320-632-3816  
Cass Gilbert Depot / Chamber of Commerce: 320-632-5155

### **Dress Code**

The development of self-respect, self-discipline, motivation, school unity and pride, modesty and other Catholic values are critical to the formation of students at Mary of Lourdes School. The dress code is a reflection of who we are as a community of Christians.

Students and staff 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 and staff 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, spaghetti straps (students must have undergarments covered), clothing that expresses obscene language, or symbols of sex, gangs, drugs, alcohol, or tobacco.**

The professional and support staff would be responsible to enforce policy. Students who are not dressed appropriately will be sent to the office. Parents will be called and students will be required to change clothes. Offensive jewelry or accessories will be confiscated. Repeat offenders will be subject to disciplinary consequences as deemed appropriate by building principal.

### **Educational Due Process**

#### **Procedures for Resolving Complaints:**

It is the intent of Mary of Lourdes School to follow Christian standards to promote fairness and justice in the timely resolution of conflicts and disputes. Due process therefore calls for the opportunity for issues to be understood by all parties involved, provides that all sides should be heard, and establishes procedures for adjudication and appeal which are agreed upon mutually between the parties involved. Complaints are defined as non-contractual problems or misunderstandings between individuals that ordinarily should be settled orally between parties. Such complaints can arise between parent and staff member or administrator, between staff member and administrator, between administrator and board or pastor.

The Christian objective is for the complaining parties to solve these problems on the informal level as soon as possible. If a satisfactory resolution of a complaint is not addressed in a timely manner after the oral discussion, either of the complaining parties may appeal to the Mary of Lourdes School Board. The appeal is delivered in writing through the administrator to the board, and the board hears the complaint in executive session with the parties and delivers its decision in open meeting.

### **Field trips**

Students need a permission slip each time the student participates in a field trip. Failure to return this form means that the student will not go on the field trip and must stay at school. The authorization must be in writing on our original form. This rule is an insurance regulation of the Diocese of St. Cloud. Field trips are privileges, not rights. If a student is falling behind academically and/or has not shown consistent, respectable behavior in the classroom, they may not be allowed on a field trip and will remain at school under appropriate supervision.

Parents/guardians participating on student outings, volunteering at school and/or chaperoning will be required to have the safe environment steps completed, including a background check and time for it to be reported back to the school. Please plan ahead! See the volunteer section of this handbook for more information.

### **Gun Free/Weapon Free Schools Act**

The Minnesota Legislature has adopted a “zero tolerance” policy to weapons, drugs and violence in all Minnesota schools. Students and non-students, including all adults and visitors, are prohibited from bringing weapons or a look-alike weapon or any type of personal or household gadget that, when used inappropriately, will cause danger or harm in the school community. These items may not be on school grounds, at bus stops, or in the area used to enter and depart from school. These items will be immediately confiscated and turned into the proper authorities. Disciplinary action may take place and/or referral to the police for a criminal filing.

### **Health Services**

Mary of Lourdes School is provided Health Services through Little Falls School District #482. A school nurse is available for health services at both MOL campuses every day.

### **Allergies**

Mary of Lourdes School has students and staff who have life threatening allergies to all peanuts and other types of nuts as well as latex. Food items sent with students for snack or cold lunch must be peanut and tree nut free, and must not be made in a facility that processes peanuts or tree nuts. Please do not send balloons for any reason unless they are non-latex. We ask that you carefully read all labels of items sent to school.

### **Immunizations**

State law requires that all students entering MOL must submit appropriate documentation showing all vaccinations required by state law have been received by the student within 30 days of your child’s enrollment date. If we do not receive the needed information, the child will not be allowed to attend classes. The law does allow certain exceptions to the immunization rule.

### **Injury/Illness**

If a student is seriously hurt or ill, he/she will be sent to the Nurse’s Office. At that time the parent/guardian will be notified to come and pick up the student. If we are unable to reach the parents, the student’s emergency contact person will be called. In the case that parents and emergency contacts cannot be reached, the family physician will be contacted for advice and his/her recommendation will be followed.

### **School Medication Procedure**

In providing for the safety of students, any medication your child may need to take during the school day, including over the counter medications such as Tylenol, Motrin, must be provided on a school medication form with the following:

- 1) original bottle
- 2) parent signature

3) physician signature on a school Medication Administration Authorization form.

Medications prescribed for 3 times/day (TID) should be given at home before school, after school and before bed.

### **When to keep 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.**

### **Yearly Screenings**

Vision K-5 and 7

Hearing K-5 and 7

Growth and Dev. Gr 4

Scoliosis Gr 5 and 7

### **Homework**

Homework assignments are given to students at the discretion of each teacher. Age, grade level, study time, work style and student's level of ability are determining factors in this decision.

### **Lockers**

Lockers are the property of the school. A school official may inspect the lockers for any reason, at any time without notice or consent from the student and without a search warrant.

### **Lost and Found**

If a student should lose something, check the lost and found area by the main office. If you do not find it there, ask for help from your teacher/advisor. If a lost article is discovered, please bring it to the main office.

### **Lunch Program**

Mary of Lourdes serves a nutritious and well-balanced lunch. The lunch menu is found on Schoolspeak. It can also be found on our school website. It is also heard on the local radio stations WYRQ and KLTF.

Mary of Lourdes School administration establishes the cost of the meal for the students each year. It is necessary for those families wishing to qualify for free and reduced lunches to send in the application immediately at the beginning of the school year. The applications and further information are included in the fall parent packs. All applications are kept confidential. You will receive notification when your application has been approved.

Students who bring cold lunch may purchase milk. Parents are encouraged to prepay for lunches and milk at the beginning of each month.

## **Mass**

Students will attend Mass once a week with their classmates. The elementary students will celebrate Mass on Wednesdays beginning at 8:30 am at St. Mary's Church. The middle school students will celebrate Mass on Thursdays beginning at 8:30 am at Our Lady of Lourdes Church. Special Masses may take place on feast days that do not fall on Wednesdays or Thursdays. Students are required to wear their Mass shirts with khaki or black pants/skirts for Mass.

## **Middle School Assignment/Student Handbook**

Each middle school student will be given an assignment notebook and a MOL Middle School Student Handbook. The student will be expected to have the assignment notebook with him or her at all times. Each student will use his or her assignment notebook as a hall pass. Any student who loses the notebook will be asked to pay \$10.00 to receive a new one.

## **Pest Control Materials**

The State of MN requires all schools to inform parents and guardians about application of certain pesticides or herbicides on school property. Mary of Lourdes School maintenance staff may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the US Environmental Protection Agency (EPA) and are selected and applied according to label direction.

The long-term health effects on children from the application of such pest controls or the class of materials to which they belong, may not be fully understood.

## **Planning Class Rosters**

It is politely asked that requests not be made for particular teachers for your child(ren) for the coming school year (except in extreme circumstances -- we will not fulfill requests as we believe all our teachers are very skilled competent educators) and it would be impossible to fulfill all requests. Thank you for your understanding.

## **Playground Rules**

Recess time gives the children an opportunity to be outdoors where they can exercise, recreate and learn group cooperation. Children will be expected to spend the recess period outdoors unless it is moved indoors, due to special event days or bad weather. If your child is unable to go outside for recess, please send a written request. Requests for more than one day will require a physician's signature.

For safety purposes at the elementary, the playground supervisor will place two barricades at the intersections of 5<sup>th</sup> Street and 3<sup>rd</sup> Avenue and 5<sup>th</sup> Street and 2<sup>nd</sup> Avenue to block off the parking lot during MOLE Recess. We ask that parents and delivery people approach the 5<sup>th</sup> Street parking lot with extreme caution at all times, but especially during the 11:30 a.m. to 12:30 p.m. time each day.

GR. K - 1	Recess from 11:30 am to 12:00 pm
GR. 2- 4	Recess from 12:00 pm to 12:30 pm
GR. 5/6	Recess from 11:37 am to 12:00 pm
GR. 7/8	Recess from 11:15 am to 11:37 am

Elementary supervisors bring the students to the edge of the 5<sup>th</sup> Street parking lot. Children need to cross in a group with the supervisor leading them across the street to the city playground. Students must stay within the boundary of the fence. Please keep the following guidelines in mind: Be respectful, responsible, and kind to others. Specific rules will be given to the student by the playground supervisor.

## **Progress Reports and Report Cards**

Parents will receive report cards via SchoolSpeak four times a year. In addition middle school parents will receive mid-quarter reports 4 times a year. Weekly progress of students at the middle school may be followed by parents on SchoolSpeak.

### **Promotion and Retention Policy #510**

Student progress toward satisfactory completion of the grade level outcomes/standards will be closely monitored by the classroom teacher/advisor. If a student is not achieving grade level outcomes/standards, the teacher will discuss his/her concerns with the building administrator and the student's parent(s)/ guardians(s) by April 15th. Parents should be included in the ongoing remediation efforts prior to and after formal notification of the possibility of retention.

The final decision to retain a student should be made by the building administrator, teacher(s) and parents. In the event the parents refuse to retain their child, there should be signed documentation placed in the student's cumulative file.

### **Records**

In accordance with state and federal laws, parents/guardians are entitled to see their child's records. An appointment with the principal should be made in advance. The principal must respond to the request in a reasonable amount of time. Records will be reviewed in the presence of the principal or designated personnel.

### **Right to Amend**

The administration retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

### **Replacement of Damaged Property**

Any school property damaged due to the actions of a student is the responsibility of the student and the student's parent(s). This includes any books damaged beyond normal wear and tear.

### **Scholarships**

Scholarships are available for qualifying families. Applications are available in the school office. The applications are processed through FAIR (Financial Aid Independent Review) in mid-May for the next year. Those that apply for FAIR may also be eligible for Support a Student scholarships. Support-a- Student scholarships processed by early October for the current year.

### **School Closings**

Mary of Lourdes School follows the schedule of District #482. Families will be notified of school closing via SchoolSpeak email and text messages.

School closings will be announced over Little Falls Radio.

Two-hour late start means that our school day will begin exactly 2 hours later than a regular day; Elementary 10:20 am and Middle School 10:13 am.

### **Special Education**

Special Education Services available to Mary of Lourdes School students through District #482 are: Speech, SLD, EBD, Adapted Physical Education, Hearing Consultant and Nursing services.

### **Sports and After School Activities**

Students have an opportunity to participate in after-school sports and activities sponsored by Community Services and Little Falls School District. Students are provided with transportation through Dist. #482.

### **Title I**

Students in grades K-3 who qualify for Title 1 services will receive supplemental skill building in Reading and Math by a Title 1 teacher provided by the Public School at our elementary building.

## **Tuition**

Mary of Lourdes School is supported by our Haven of Mercy Parishes. The parishes contribute about 50% of our income. Tuition that is paid for by the family covers about 40% of the cost to educate a child and the last 10% is from miscellaneous donations. We ask that all arrangements for tuition payment be made at the time of registration. The student(s) will not be allowed to begin the school year without these arrangements being made. There is a \$50.00 registration fee per Gr.K-8 family at the time of registration, due by April 1. After April 1, the registration fee is \$100.00 per family. ***\*All family accounts must be paid in full each year by June 30th.***

No family will be denied entrance to Mary of Lourdes School due to lack of finances, as long as they have established and followed through on both a payment and volunteer service plan approved by the administration.

Tuition statements will be issued via email on the 10th of each month.

## **Visitors**

Parents are welcome to visit the school at any time, please make arrangements with the classroom teacher prior to visiting. All visitors are to sign in at the Main office and inform the secretary of their presence.

## **Volunteers**

We want to provide safe and loving places for our children, youth and vulnerable adults to grow in their faith. No person will be allowed to work or volunteer until the Safe Environment training and background check are completed, and the results of the background check are reported to the St. Cloud Diocese. This must be completed every 5 years.

The Diocese of Saint Cloud contracts with Catholic Mutual Group and Selection.com for this purpose.

1. Go to <https://stcloud.cmgconnect.org>.
2. New staff and new volunteers should 'Register for a New Account.'

Those who have an account need to use it. If in doubt, or if you forgot your username or password, check with either school office administrative assistants.



## 2023 Mary of Lourdes Parent Partnership Agreement (Family Copy)

*Per the 2023-2024 Family Handbook, parents and students are expected to adhere to expectations and uphold policy.*

### **Enrollment**

This agreement applies to parents, guardians, caregivers, volunteers and visitors who interact with our school. It also applies to parents, caregivers, volunteers, and visitors who are present at school and school-sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers and visitors, there is an expectation of support for the vision and mission of Catholic Education at Mary of Lourdes School.

### **Responsibilities**

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents, guardians, caregivers, volunteers and visitors model acceptable behavior always within the school setting, at school sponsored events/activities, or when the school can be involved in social and professional media. “Among the means to foster education, the Christian faithful are to hold schools in esteem; schools are the principle assistance to parents in fulfilling the function of education. Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations for meetings are to be established and highly esteemed.” (The Code of Canon Law, 796).

### **Right of Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- To be treated with respect and courtesy by staff, students and other parents.
- To be heard and clearly communicated with by the school regarding your child/ren’s education and development.
- To have confidentiality over sensitive issues respected by faculty/staff.
- To be treated in a caring, polite manner.
- To have a timely response to concerns raised, usually within 24 hours.
- To be treated with professionalism by all faculty/staff members in school and parish.

### **As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor we ask that you:**

- Support, in words and actions, the philosophy of Catholic education.

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Respect the decisions made by the school and parish administration, even if you disagree with them.
- Work in trust with the school for the common goal of achieving what is best for all.
- Communicate with the school and parish in a supportive manner, which does not interfere with the administrative functioning of the school.
- Support your child/ren in all educational endeavors with praise, encouragement, and interest.
- Understand and model the importance of a parent/child/school relationship and communicate any concerns to the school in a constructive, appropriate manner.
- Observe, support, and adhere to the school policies as outlined in the Family Handbook.
- Support the school in its efforts to maintain a positive teaching and learning environment.
- Refrain from engaging in gossip and hearsay by communicating with the school and always modeling good manners for your child/ren.
- Encourage and model community building, positive relationships, and interactions.
- Value the school community and its reputation, especially when engaging with social media.

*Defamatory, offensive or derogatory comments regarding the school or any of the students/parents/parish or school staff on Facebook or other sites will not be tolerated.*

### **Online/Social Media Conduct**

Before you post, we ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school or parish staff, school or parish administrators, parents, children or parishioners. Social media is not to be used as a medium to air concerns or grievances about the school, parish, students or any staff. Inappropriate use of social media by a parent to publicly humiliate or criticize another parent, member of the parish or school staff or administration, or child will not be tolerated.

- *Defamatory, offensive or derogatory comments regarding the school or any of the students/parents/parish or school staff on Facebook or other sites will not be tolerated.*
- *Using social media to publicly challenge school or parish policies or discuss issues about individual children or members of parish and school staff will not be tolerated.*

### **Potential Corrective Actions**

As part of the partnership of educating our children, parents are expected to uphold and follow the policies and procedures that have been laid forth in this partnership agreement and Family Handbook. The school administration, pastor and school board will review behaviors contrary to this agreement and the Family Handbook and will choose the most appropriate corrective action on a case by case basis. Listed below are the potential corrective actions.



- Verbal and written warning
- Removal from premises by authorities
- Banning of individual(s) from entering/being on school grounds
- Termination of enrollment of parent's child(ren)

**Acknowledgements**

Our family understands that our partnership with Mary of Lourdes School is contingent upon our cooperation with the philosophy, policies, and procedures of the school as they may be amended from time to time. I have received and reviewed the Family Handbook that contains the school's policies and understand that adherence to the policies is a condition for admission and continued enrollment of the student. I understand that MOL reserves the right and will notify families of any changes to the Family Handbook, program content, materials, or schedules it deems necessary. I understand that this agreement is for the 2023-2024 school year.

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Signature

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Date



## 2023 Mary of Lourdes Parent Partnership Agreement *(School Copy - Please Sign & Return by 9/8/23)*

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Signature

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Date

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Print Name