



# **KINDERGARTEN-GRADE 8 Family Handbook**

4690 Bald Eagle Avenue  
White Bear Lake, Minnesota 55110  
651-429-7771 Option 2  
651-429-9539 (fax)  
[www.frassati-wbl.org](http://www.frassati-wbl.org)

## **Table of Contents**

### **Memo to Parents—page 4**

Accreditation, Vision Statement, Mission Statement, Philosophy Statement

### **School Office Hours, Daily Schedule, Contact Information—page 5**

### **Admissions and Enrollment—page 6**

Admissions Policy, Enrollment, Waiting List

### **Communication—pages 6-9**

Guidelines for Effective Communication, Communication Expectations, Change of Address/Phone Number, Conferences, Email, Messages, Non-Custodial Parents

### **Attendance—pages 9-10**

Attendance, Arrival and Dismissal, Tardy, Reporting Absences, Truancy, Pick-up During School Hours, School Closings

### **Transportation—pages 11-12**

Buses, Drop-off/Pick-up by Car, Change in Transportation, Field Trip Transportation

### **Dress Code and Uniform Policy—pages 12-14**

Dress Code Expectations, Dress Code for Boys, Dress Code for Girls, Non-Uniform Days, Uniform Noncompliance, Vendors for Uniforms, Winter Clothing

### **Lunch—page 14-15**

Family Lunch Accounts, Free and Reduced Lunches, Lunchroom Behavior

### **Health and Safety—pages 15-20**

Wellness Policy, Health and Emergency Cards, Health Records, Health Services, Illness and Injury, Immunizations, Health Concerns/Allergies, Medication, Indoor Air Quality Notice, Asbestos Notification, Pesticides, Pets, Mandatory Reporting of Child Abuse/Neglect, Safety Drills, Security, Visitors

### **Academics—pages 20-23**

Class Placement, Class Size, Curriculum, Exceptional Math Performance Plan, Learning Assessment, Grading Scale for Grades 4-8, Honor Roll, Student Records-Family Access, Field Trips, Middle School Trips, Spirituality, Standardized Testing-NWEA MAP Assessment

### **Assignments—pages 23-24**

Homework, Homework Policy, Study Habits

### **Code of Conduct—pages 24-28**

Minor Misconduct, Major Misconduct, In School Suspension, Expulsion, Positive Reinforcement, Conflict Resolution/Grievance Policy

### **School Environment—pages 28-34**

Students, Parents/Guardians, Staff and School Community, School Advisory Committee, Weapons, Drugs and Alcohol, Harassment Policy, Bullying Policy, Electronic Devices, Recess/Playground, Frassati Catholic Academy Activities

**Student Life—pages 34-36**

Assemblies, Athletics, Band, Birthday Treats, Party Invitations, Extended Day, Preschool, Promotion/Retention, Student Ambassadors, Safety Patrols, Service Projects, Student Academic Records, Textbooks/Instructional Materials

**Property—page 36-37**

Care of Property, Lockers, Lost and Found, Valuables

**Miscellaneous—page 37**

Elevator Use, Vending Machine

**Finances—page 37-39**

Tuition and Fees, Volunteer Hours and Fundraising Requirement, Tuition Assistance, Tuition Payments, Delinquent Tuition and Fees Payment Policy

**Government Programs—page 39**

Bus Transportation, Textbook Aid, Health Aide and School Nurse, National School Lunch Program, Special Education Services

**Volunteer Handbook—pages 40-42**

*The goal of the Family Handbook  
is to promote understanding, cooperation,  
and a spirit of support within the school community.*

## **Memo to Parents**

Welcome to Frassati Catholic Academy! We look forward to working with you and your child/ren in providing an exceptional Catholic education.

This handbook provides valuable information and outlines important school policies and procedures. We hope it will promote understanding, cooperation, and a spirit of support within the Frassati Catholic Academy community.

Please read this handbook and familiarize yourself and your children with the information it contains. After you have reviewed the *Family Handbook*, please sign and return the Acknowledgment Form to the school office.

The principal retains the right to amend this *Family Handbook*. Parents and guardians will be notified in writing of any such changes during the year. Please keep all notifications with this handbook for easy reference.

## **Accreditation**

Frassati Catholic Academy is accredited by the Minnesota Non-Public School Accrediting Association (MNSAA) and submits annual reports to this agency in order to meet accreditation standards. An on-site visit by MNSAA team members occurs every 7 years to assure that FCA is meeting the accreditation standards designed by MNSAA. Frassati Catholic Academy will have an on-site visit in the 2023-2024 academic year.

## **Vision Statement**

Frassati Catholic Academy will provide an exceptional Catholic education to the children of today while inspiring them to be the virtuous leaders of tomorrow.

## **Mission Statement**

Frassati Catholic Academy is dedicated to educating students in a nurturing and encouraging environment grounded in the Catholic Tradition, inspiring a love of learning, and empowering students to grow in faith while sharing their gifts for the common good.

## **Philosophy Statement**

### **We believe in an education grounded in the Catholic Tradition**

We empower students to develop a strong foundation in Christ.

### **We believe in Academic excellence**

We provide a challenging learning environment based on the STREAM (Science, Technology, Religion, Engineering, Art and Math) curriculum to prepare students for tomorrow's world.

### **We believe in a nurturing and encouraging environment**

In partnership with families, we provide a safe, positive, and caring Catholic environment with clearly defined behavioral expectations.

## **School Office Hours**

Monday-Friday 7:00AM-3:00PM

## **Daily Schedule**

Doors Open/Students Enter 7:10 AM  
Classes Begin 7:30AM

Dismissal 2:15 PM

## **Contact Information**

School Office 651-429-7771 - Option 2

Principal Mary Kay Rowan  
[mkrowan@frassatiwbl.org](mailto:mkrowan@frassatiwbl.org)

Reporting an Absence 651-429-7771 - Option 2  
[contactus@frassatiwbl.org](mailto:contactus@frassatiwbl.org)

Extended Day 651-429-7771 - Option 2  
[nicolette.olson@frassatiwbl.org](mailto:nicolette.olson@frassatiwbl.org)

Fax 651-429-9539

WBL Bus Transportation 651-407-7538

Address 4690 Bald Eagle Avenue  
White Bear Lake, MN 55110

Website [www.frassati-wbl.org](http://www.frassati-wbl.org)

## **Admissions and Enrollment**

### **Admissions**

Frassati Catholic Academy complies with state and federal laws prohibiting discrimination to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender or age. Frassati Catholic Academy admits students of any race, color, creed and national or ethnic origin. Students must be 5 years of age by September 1<sup>st</sup> to enter Kindergarten.

### **Enrollment**

Student enrollment occurs in late January or early February each year and is completed online through family accounts on Sycamore. Enrollment is first open to current Frassati Catholic Academy families (PS-8). Priority is then given to members of the sponsoring parishes, then to families from other Catholic parishes and finally, to all others.

Enrollment is considered complete when the online enrollment is completed, a tuition payment contract has been submitted and the non-refundable enrollment and technology fees are paid via Sycamore Education. Any families not enrolled by July 1st will no longer have access to Sycamore.

### **Waiting List**

A waiting list will be kept for grades that have reached maximum enrollment.

## **Communication**

### **Guidelines for Effective Communication**

The teachers and staff of Frassati Catholic Academy welcome you and your family to Frassati. We are grateful for the opportunity to collaborate with you in the education and formation of your child. We recognize you as the primary educator of your child and desire to work with you in helping your child become the person God created them to be. A successful collaboration requires timely and effective communication between the school and the parents. We have adopted the following guidelines to facilitate that communication. These guidelines describe the communication efforts of the administration and teachers, including the schedule and means of those communications. This document also outlines the process to be followed should you have questions or concerns about the life of your child at Frassati or the activities of the school.

#### **A. All School Communications**

- Mrs. Rowan – Principal  
Mrs. Rowan and the administration will send 2-3 email announcements each week and other communications to the Frassati community as needed throughout the year.
- Mrs. Kroll – Administrative Assistant  
Manages the front desk/daily operations in addition to managing tuition/billing/Sycamore and serves as our health aid and certified food protection manager. Reminders and messages regarding attendance, accounts, health news and more will come from Mrs. Kroll.
- Mrs. Hoffman – Development Director  
Leading school fundraisers and events, coordinates volunteers and manages our

Virtus and Essential 3 system. She will also be working diligently on this years' MNSAA accreditation. Reminders and messages regarding events, volunteerism, compliance, and more will come from Mrs. Hoffman.

- Pastors  
Fr. Allan Paul Eilen of St. Mary of the Lake – School Moderator  
Fr. TJ McKenzie of St. Pius X – School Chaplain
- Board of Directors  
The members of the Frassati Board of Directors may communicate with you during the year through letters or parish bulletin articles.
- School Advisory Council (SAC)  
The School Advisory Council is scheduled to meet via Google Meet or in-person on the first Tuesday of each month (except July and August). The minutes of the monthly SAC meeting will be posted on the school website after being reviewed and accepted at the next month's SAC meeting.

**B. Grade Level Communications**

- Preschool  
A bi-weekly newsletter will be sent home with students in their backpacks.
- Kindergarten  
A weekly newsletter will be emailed home to parents on Friday.
- Grades 1-4  
A weekly newsletter will be emailed home to parents on Friday.
- Grades 5-8  
A weekly Google Doc "Middle School Classroom Newsletter" with a summary of tests, projects, and activities will be posted on Friday.

**C. Other Means of Communication**

- Sycamore Education
  - Administration - Emergency communications will be sent via Sycamore Education
  - Faculty - All grade level email communications, individual communications, and electronic grade book will be updated on Sycamore Education by Monday night.
- Some teachers may use the Sycamore Education Calendar or a personal classroom website
- School website – [www.frassati-wbl.org](http://www.frassati-wbl.org)
- Facebook
- Instagram
- Parish bulletins of St. Pius X and St. Mary of the Lake
- Open House and other school events
- Parent and Volunteer Handbooks

Parents are encouraged to use the Facebook pages of the school to communicate news and photos with each other about life at Frassati. Parents are requested to respect the privacy of other children and families at Frassati and not use the pictures and names of children in activities at Frassati without the permission of the parents. Frassati reserves the right to remove inappropriate photos or photos for which permission was not obtained and to remove postings that do not further the mission of the school.

## Communication Process

**Classroom Communication** – Most of the information regarding your child will come from the classroom teacher(s). You are encouraged to be in regular contact with your child's teacher(s). If you have a question or concern about your child's classroom activity or performance, you are asked to communicate as follows: Please contact your child's teacher first regarding classroom issues. The expectation is that the teacher will return a phone call or email from a parent within 48 school hours. A school day is defined as 7:15 AM to 2:15 PM (M-F). Parents may send an email outside those hours, but should not expect a response for 48 hours, unless it is an emergency. We hope that most questions and concerns will be resolved between the parent and the teacher. Parents are encouraged to meet personally with the teacher.

- A. If a meeting between the parent and teacher does not resolve the issue to your satisfaction, then you are encouraged to contact the principal during normal school hours, unless it is an emergency.
- B. If the matter is not resolved by the principal, then the parent is encouraged to contact the Moderator, Fr. Allan Paul Eilen, during regular school hours. In the case of an after-hours emergency, please call 651-429-7771 option 1 and request to speak with Fr. Eilen.

Our goal is to respond to your question or concern in a timely fashion, clearly identify the issue, and then work with you to resolve the issue in a way that best serves your child and Frassati.

## Change of Address/Phone Number

Changes in address, telephone number, or emergency contacts should be reported to the school office immediately. Up-to-date records are important in handling emergency situations.

## Conferences

Student progress is reported through parent/teacher/student conferences throughout the year. Since the student is the focus of the conference, he/she is expected to attend. Our goal is to have student-led conferences with students in grades 3-8. If a parent wishes to discuss something without the child present, please call the teacher to make arrangements to do so. Conferences are a time for each child to sit down with his/her teacher and parent/guardian(s) to discuss progress, successes, and areas that need improvement. Additional conferences may be scheduled with individual teachers. Parent concerns with classroom policies, procedures and academics should initially be directed to the teacher. See Communication Process.

## Email

All teachers and most staff have email accounts available to communicate with parents. Email addresses are posted on the school website. Teachers and staff do their best to respond within 48 hours of receipt of an email. Any urgent matters should be phoned into the school.

Frassati Catholic Academy cannot guarantee the privacy of any email sent to teachers and/or staff. It is recommended that teachers and parents do not convey sensitive or personal information via email. It is best shared during a scheduled conference or private phone call. Email should only be used for general questions and to share non-sensitive comments and concerns.

## Messages

Relaying messages to students is an interruption of the educational process. Cell phones and other Smart devices are not allowed on the student's person during the school day. Therefore, only emergency messages should be called into the office. Calls for teachers during the school



day are directed to voicemail via the administrative assistant. Teachers check for messages at least once daily.

### **Non-Custodial Parents**

Frassati Catholic Academy provides non-custodial parents access to academic records and other school related information regarding their child. If there is a court order specifying that no information is to be given, the custodial parent must provide the school with an official copy of the court order that outlines the rights and restrictions of the non-custodial parent.

## **Attendance**

### **Attendance**

Regular attendance and punctuality are essential. Make-up work cannot replace participation in class discussions and projects. Please make every effort to schedule family trips outside of school time. Trips often create instructional gaps that cannot be compensated for when the child returns. Homework assignments will be given to students who are absent AFTER they return to school. Teachers do not provide homework prior to a vacation.

\*A student who is absent from school for a half day or more may not participate in an athletic practice or game or attend an extracurricular activity on that day.

\*Please see Homework Policy on page 23

### **Arrival and Dismissal**

Supervisors are present for the arrival and dismissal of students.

Once children are dropped off at school they should proceed to their classrooms. At the end of the day, students should be picked up promptly. K-8 students in the building after dismissal will be expected to attend the Extended Day Program. Any student that has not been picked up by 2:30 pm (with the exception of those that attend Extended Day), will be sent to the Extended Day program and parents will be charged \$20.

### **Tardy**

It is the responsibility of each family to develop a system so that students arrive on time for school. Students who consistently arrive late for school are deprived of social interaction, morning prayer/announcements and time to get organized. If a student arrives late, the student must report to the office before entering the classroom.

Classes begin at 7:30 AM. Students should be in their homerooms/classrooms by 7:30 AM or they are considered tardy.

#### **Tardy Procedures:**

- 1 – 4 times: Warning
- 5 – 10 times: Parent Letter
- 11 times: Mandatory conference with the school principal. Students will not be allowed to return to school until the parent/principal conference is held.
- 12 or more times: Family may be referred to the Ramsey County Attorney's Office-Truancy Division.

## Reporting Absences

Students must be reported absent by 8 a.m. by calling 651-429-7771 option 2 or emailing coralie.kroll@frassatiwbl.org. If absence is due to travel or some other non-health reason, the parent/guardian should notify the school prior to the absence. School personnel will call parents/guardians if a child is absent or late and the school has not been notified. The school should be called each day that a child is absent.

## Truancy

Parents and school officials have the duty (according to Minnesota Compulsory Attendance Law) to see to it that a child attends school. Under Minnesota State Law, a student who has three or more days of unexcused absence is considered truant. The burden of proof of a child being excused from Frassati Catholic Academy is placed on the parent/guardian of the child. Frassati Catholic Academy has the right to accept or deny parents' requests for excused absences.

Excused reasons for absence include:

- Illness (Frassati Catholic Academy may request doctor verification or that the child be brought to school to be seen by our health aide)
- Doctor's visit – includes mental health
- Religious holidays
- Family emergencies (e.g., death in the family, house fire, etc.)

Unexcused reasons for absence include:

- Staying home to baby-sit
- Overslept
- Too cold
- Needed at home
- Working/Employment
- Family Vacation

## Pick-Up During School Hours

Parent/guardian must sign the student out at the school office before the student is allowed to leave during normal school hours. It is helpful if a note or an email is sent informing us that your student will be picked up during the school day.

## School Closings

Early dismissals and school closures are reported to **WCCO**. In addition, families will be notified of delays or school closings via the Sycamore information system. If White Bear Lake Public School District 624 is dismissed early or closed for the day, Frassati Catholic Academy (Preschool-Grade 8) and Extended Day are also closed.

In the event of an early dismissal due to weather or emergency, the school will contact families. If no one can be reached, the child/ren will be supervised until alternative arrangements can be made.

## **Transportation**

### **Buses**

Frassati Catholic Academy does not receive morning busing services from the White Bear Lake School District. Afternoon busing is available at 3:45 PM for eligible students. An eligible student is one who attends our extended day program and is registered for bus service through the school district. Any questions regarding the buses should be directed to the White Bear Lake Transportation Office at (651) 407-7538.

Each student is expected to follow all busing and school rules as listed below:

- Keep all body parts inside the bus at all times.
- Be considerate of other people and their property.
- Ride quietly and use appropriate language.
- Listen and follow the bus driver's directions.
- Follow the safety rules and remain in your seat.
- Follow seating arrangements directed by the driver or school faculty and staff members.

Violations of any of these rules may be referred by the driver to the school principal. Upon receipt of a referral:

- A contact with the student and parents will take place.
- Upon subsequent referral for any violation of bus regulations, the student may forfeit his/her right to transportation for one week or any part thereof.
- Repeated violations may lead to discipline including, but not limited to, forfeiture of bus riding privileges for an additional time period, up to and including the rest of the year.

Bus transportation is a privilege and therefore, the administration reserves the right to suspend any student, on first offense, for conduct which could threaten the safety of other students on the bus or any other conduct which is determined serious enough to warrant such action. It is the parents' responsibility to arrange for transportation during a bus suspension. Bus transportation is provided as a convenient and safe way to transport students to school and on field trips. Students who cannot or will not obey the School District bus rules and regulations may forfeit their right to the services.

### **Drop-off/Pick-up by Car**

Students driven to and from school are dropped off and picked up in the bus-loading zone.

For the safety of students, please do not stop in front of the main entrance to drop-off or pick-up students. Please remain in your car at all times and move forward as directed by staff greeters, approximately eight cars at a time.

*In the morning*, please unload quickly. Students exit vehicles curbside and use the sidewalk.

*In the afternoon*, car riders are picked up in the bus loading zone. Students enter vehicles curbside only. Be alert and drive slowly! No cell phone use please!

### **Change in Transportation**

Teachers document the means of transportation used by students in their class. Changes in transportation need to be sent in writing to the school office even if the change is only for one day. Please write this note on a separate piece of paper or email Mrs. Kroll, in the school office,

rather than writing it in the child's assignment notebook.

Any last minute change (after 12 noon) to afternoon transportation for a student due to family emergency must be phoned into the school office. No email or voicemail will be acknowledged. This policy applies to all students.

### **Field Trip Transportation**

Other than walking, commercial carrier or contracted transportation is the only method used for transporting students to and from field trips. The use of private passenger vehicles is not allowed. Students are expected to follow all busing and school rules as stated in the buses section above.

## **Dress Code and Uniform Policy**

### **General Dress Code Expectations**

Frassati Catholic Academy requires students in grades K-8 to wear a uniform and adhere to the following dress code:

- Uniforms must be clean and neat in appearance.
- Clothing must be size appropriate.
- Cargo, carpenter, and flare pants are not acceptable.
- Hair must be worn neatly and be well groomed. Natural hair color only. No Mohawks, shaved symbols, or dyed hair.
- Walking shorts, jumpers, skirts and skorts must be a modest length, no more than 3 inches above the knee
- Shirts must be tucked in at all times.
- Students in grades K-5 may not wear makeup.
- Students in grades 6-8 may wear light makeup that does not draw undue attention.
- Females are permitted to wear earrings that do not hang more than one (1) fingernail length below the earlobe. Large earrings create safety issues.
- Males are not permitted to wear earrings while at school or participating in school activities.
- Tattoos and body piercing are prohibited.

The uniform policy will be reviewed on a five year cycle (next review Fall of 2024). Parents with suggestions will submit a request to Administration to be on an ad hoc committee to discuss ideas and report to SAC at the November meeting. Final decisions will be made by SAC recommendation to the Board of Directors at the December SAC meeting.



**\*\*THE ABOVE LOGO IS THE UNIFORM LOGO AND IS THE ONLY LOGO TO BE WORN AS PART OF THE UNIFORM\*\*\*\***

### **Dress Code for Boys – Grades K-4**

- Khaki pants or shorts
- Black polo shirt with \*UNIFORM logo
- Black fleece quarter zip with \*UNIFORM logo
- Shoes should have non-marking soles and closed toe/heel. Athletic shoes are acceptable.
- Socks must be worn.
- No crocks, flip flops or sandals.

### **Dress Code for Girls – Grades K-4**

- Plaid #70 jumper with white Peter Pan blouse
- Plaid #70 skirt/skort with black polo shirt with \*UNIFORM logo
- Khaki skirt, skort, shorts or pants with black polo with \*UNIFORM logo
- Black fleece quarter zip with \*UNIFORM logo
- Black leggings can be worn under skirts/jumpers. Black leggings must be worn under any skirt that is more than 3 inches about the knee
- Shoes should have non-marking soles and closed toe/heel. Athletic shoes are acceptable.
- Socks must be worn.
- No crocks, flip flops or sandals.

### **Dress Code for Boys – Grades 5-8**

- Khaki pants or shorts – no joggers or sweatpants
- White or black polo shirt with \*UNIFORM logo
- Black fleece quarter zip with \*UNIFORM logo
- Shoes should have non-marking soles and closed toe/heel. Athletic shoes are acceptable.
- Socks must be worn.
- No crocks, flip flops or sandals.

### **Dress Code for Girls – Grades 5-8**

- Plaid #70 skirt with black shorts or leggings (no more than 3" above the knee)
- Khaki skirt with black leggings
- Khaki pants or shorts – (no more than 3" above the knee)
- White or black polo shirt with \*UNIFORM logo
- Black fleece quarter zip with \*UNIFORM logo
- Black leggings can be worn under skirts/jumpers. Black leggings must be worn under any skirt that is more than 3 inches above the knee
- Shoes should have non-marking soles and closed toe/heel. Athletic shoes are acceptable.
- Socks must be worn.
- No crocks, flip flops or sandals.

### **Non-Uniform Days**

Periodically, students are allowed to be out of uniform. These days are often associated with holiday celebrations or other special events. The guidelines for these days are as follows:

- Out of uniform passes may not be used on days when students attend Mass or participate in field trips.
- Out of uniform passes are not transferable between students.
- Attire must be neat with no inappropriate logos or terms.
- Clothing must not be ripped or torn.
- Hats and sunglasses may not be worn indoors unless specified.
- Shoes should have non-marking soles and closed toe/heel. Athletic shoes are acceptable.
- No crocks, flip flops or sandals
- Clothing must cover undergarments
- No bare midriffs or back sides, no low-cut tops, or spaghetti straps are allowed. Shoulders must be covered (2-3 inch wide straps)
- Shorts and pants must be an appropriate length and style for the educational setting (inseam no less than three inches as shown). No tight fitting shorts.



### **Uniform Noncompliance**

Students are expected to be in uniform according to the guidelines. Students not following these guidelines will be corrected and parents will be called to bring clothing to correct the clothing worn in error.

### **Vendors for Uniforms**

Uniforms can be purchased at Donald's Uniform Store or Land's End. Please be attentive to the khaki color of the uniform.

### **Winter Clothing**

Students in grades K-8 are expected to go outside for a daily recess unless the temperature or wind-chill is unsafe (below 0). K-8 students are required to have boots, hats, gloves/mittens and snow pants when there is snow on the ground. Students who are not adequately dressed for the weather will still be expected to go outside; however, they will be restricted to a limited area of the playground.

### **Lunch**

Frassati Catholic Academy provides breakfast and hot lunch daily through a private vendor at no cost to students. If a student brings a cold lunch or if a student wants a second milk with his/her lunch s/he will be charged 60 cents and it will be deducted from his/her lunch account in Sycamore. If you know that your child will use these services instead of ordering a hot lunch, please put funds into your Sycamore account at the beginning of the school year.

## **Free and Reduced Lunches**

While hot lunch is now free to students, information on how to apply for free and reduced student lunches will continue to be distributed to families in August of each year. Families that may qualify are encouraged to apply. This helps the school to qualify for additional funding in other areas. A family can apply anytime during the year if family size or income changes.

## **Lunchroom Behavior**

Students are expected to wait patiently in the cafeteria line, remain seated at the tables, practice good table manners, use an “indoor voice” and clean up after themselves. Children are not allowed in the kitchen and serving areas. Food may not be shared due to allergies. Specific tables will be designated as “peanut/nut free zones”.

## **Health and Safety**

### **Wellness Policy**

*Wellness Policy Purpose* – The purpose of this policy is to assure a school environment that promotes and protects students’ health, well being, and ability to learn by supporting healthy eating and physical activity.

*Wellness Policy General Statements* – Frassati Catholic Academy:

- A. Recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. Believes that the school environment should promote and protect students’ health, well being, and ability to learn by encouraging healthy eating and physical activity.
- C. Encourages the involvement of students, parents, employees and other interested persons in implementing, monitoring, and reviewing its nutrition and physical activity policies.
- D. Believes that children need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive.
- E. Provides all students with opportunities, support and encouragement to be physically active on a regular basis.
- F. Provides students access to affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. (Students will be provided adequate time to eat in a clean, safe and pleasant setting.)

### *Wellness Policy Guidelines*

- A. Foods and Beverages- – Students’ lifelong eating habits are influenced by the types of food and beverages available to them. Schools have a responsibility to help students establish and maintain lifelong healthy eating patterns.
  - a. All foods and beverages made available to students during the school day will be consistent with the current USDA Dietary Guidelines for Americans.
  - b. Foods and beverages sold individually during the school day will meet the following guidelines: Have no more than 9 grams of fat per serving. (excluding entrees, nuts, seeds, peanut butter and other nut butters) Contain 15 grams or less of sugar per serving excluding sugars occurring naturally in fruit, vegetables and dairy products. Milk will be 1% or fat free. Juices will contain 50% or more real fruit or vegetable juice.
  - c. School personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state and local laws and guidelines.
  - d. FCA will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
  - e. FCA will make every effort to provide students with sufficient time to eat and will

- schedule meal periods at appropriate times during the school day.
- f. FCA will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
- g. FCA will encourage school sponsored events and programs outside of the school day to be supportive of the Wellness Policy and guidelines.
- h. Beverage and food vending machines are not available at FCA during the school day.
- B. School Nutrition Program/Personnel
  - a. FCA will provide a healthy and safe school meal program that complies with all federal, state, and local statutes and regulations.
  - b. The FCA principal will see to it that nutrition guidelines and procedures for the selection of foods and beverages are consistent with current USDA Dietary Guidelines for Americans.
- C. Nutrition Education and Promotion – The primary goal of nutrition education is to positively influence students' eating behaviors.
  - a. FCA will ensure that students in K through grade 8 receive nutrition education that provides the knowledge they need to adopt healthy lifestyles. Nutrition education should include instruction that helps students learn about the importance of various food groups; caloric sugar and fat intake; healthy cooking methods; recognition of the role media play in marketing and advertising foods and beverages; and the relationship of a balanced diet and regular exercise to a healthy lifestyle.
  - b. FCA will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold at concession stands, student stores, etc.
  - c. FCA discourages the use of food or beverages as reward or punishment for academic performance or good behavior.
  - d. FCA will provide educational information and encourage healthy eating and physical activity for families. Family members should be engaged as a critical part of the team responsible for teaching children about health and nutrition. Nutrition concepts are reinforced by all school personnel.
- D. Physical Activity – The primary goal for a school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities; maintain physical fitness; regularly participate in physical activity; and understand the short and long term benefits of a physically active lifestyle.
  - a. Students in kindergarten through grade 8 will receive scheduled, developmentally appropriate physical education.
  - b. Physical education classes are designed to guide interest and proficiency in the skills, knowledge and attitudes essential to a lifelong physically active lifestyle. It includes providing information, fostering a positive atmosphere, encouraging self-discipline, developing motor skills, and promoting activities that can be carried over the course of students' lives.
  - c. Students are encouraged to participate in physical activities outside of the school day.
- E. Communication with Parents – It is important that students receive consistent messages throughout school, home, community and media regarding good nutrition and healthy lifestyles.
  - a. FCA recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well being. FCA will support this role and provide educational materials that will assist families in making healthy choices related to nutrition and physical activity.



- b. FCA will support parents' efforts to provide a healthy diet and daily physical activity for their children.
- c. FCA will encourage parents to pack healthy lunches, snacks, treats and beverages. Parents will be provided with information that will offer suggestions for healthy snacks and lunches.
- d. FCA will provide information about physical education and other physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.
- e. FCA will make its wellness policy available in the office and on the website for parent review.

#### *Wellness Policy Implementation and Monitoring*

- A. The wellness policy will be implemented and annually reviewed.
- B. The principal of FCA will ensure compliance with the wellness policy and will provide a report of its compliance to parish leadership as requested. \*This institution is an equal opportunity provider.

### **Health and Emergency Cards**

At the beginning of the school year, a health and emergency card must be verified for each child. This card has the home phone number, parent/guardian work number and phone numbers of friends and relatives who may be contacted in an emergency. It is essential that this record be kept current. Please notify the office of any change in address or phone number.

### **Health Records**

Health records are maintained for each student and the health record includes a copy of the birth certificate, results of required health exams, screenings, immunizations and specific health concerns or conditions. Kindergarten students are required to have a physical exam prior to starting school. It is highly recommended that students have a physical before entering seventh grade.

### **Health Services**

A health aide is onsite during school hours. Office personnel cover the health office when the health aide is unavailable. The health aide will administer first aid in emergencies, contact parents of sick children, maintain health records, and do annual vision and hearing screenings.

### **Illness and Injury**

The health aide or administrators approve the dismissal of a student who becomes ill or hurt during the school day. Parents/guardians are notified when the illness/injury is reported. If parents/guardians are unable to come for the student, they must make arrangements for a relative or other authorized person to pick-up the student at the school office.

Parents will always be contacted about serious injuries and all head injuries. In cases of emergency, the school attempts to reach the parent/guardian before taking any action; however, the immediate safety of the child is given first consideration in any action.

If a child is ill or injured and unable to participate in Physical Education activities, please send a note stating the reason and the length of time the child will be unable to participate. Students are expected to participate in PE classes unless a note is received from the student's physician.

Children must be kept home if they have any of the following symptoms:

- Fever

- Diarrhea
- Vomiting
- Rash that is spreading
- Eye drainage
- Difficulty breathing
- Uncontrolled coughing

**\*\*Students are able to return to school when they have been healthy for 24 hours (fever free, no vomiting/diarrhea)**

## **Immunizations**

Before children attend a Minnesota school for the first time, they must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, hepatitis B, varicella and rubella. Students entering grade 7 have additional immunization requirements. These requirements can be waived only if properly signed medical or conscientious exemption is filed with the school. School admission may be revoked if this requirement is not fulfilled (Minnesota Statutes Section 123.70). Parents and guardians are responsible for keeping health and immunization information current.

## **Health Concerns/Allergies**

Parents/guardians are responsible for disclosing any known allergies and/or health concerns to the school health aid. Proper documentation of medical conditions, allergies and allergy action plan should be provided prior to the first day of school or immediately following diagnosis. Medications should be provided be kept in the health office following these procedures:

**Medication Procedure:** The purpose of administering medications in school is to assist students who require medication be taken during school hours to maintain an optimal state of health, therefore, enhancing their educational program. The intent of this procedure is to assure safe administration of medications in school for those students who require them. This procedure applies to both prescription and over-the-counter medication. A written statement shall be required annually.

**Long-term Medications:** Prescribed for more than two weeks.

1. A written statement is required: a. from the physician indicating the name of the medication, the route, the dosage, frequency and time of administration, reason the medication needs to be given (diagnosis), possible side effects, and termination date. b. from the parent requesting and authorizing the school to give the medication in the dosage prescribed by the physician.
2. Parents / guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student's name, name of medication, dose to be given, frequency and time it is to be given, the name of the prescribing physician and the date the medication was obtained.

**Short-term Medications:** Prescribed for less than two weeks.

1. A written statement will be required from the parent / guardian giving permission to give the medication in school. The statement must include: the name of the medication, the reason for the medication, the route, the dosage, the time and date the medication is to be given.
2. Parents / Guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student's name, name of the medication, dose to be given, frequency and time it is to be given, the name of the prescribing physician, and the date the medication was obtained.

### **Indoor Air Quality (IAQ) Notice**

Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily make decisions and perform activities that can have an effect on the quality of air we breathe.

Frassati and St. Mary of the Lake work with MacNeil Environment to keep in compliance with the federal and state government rules. A copy of the written plan at the school office. The IAQ contact person is Greg Mortenson, Director of Maintenance. If you have questions or concerns about the IAQ program, please contact the office at 651-429-7771.

### **Asbestos Notification**

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete stringent inspections for asbestos and to develop a plan of management for all asbestos-containing building materials. Frassati Catholic Academy is in full compliance with this law. St. Mary of the Lake, which leases the building to Frassati Catholic Academy, is also in full compliance with this law. Frassati Catholic Academy shall continue to maintain a safe and healthy environment for youth and employees.

Frassati Catholic Academy conducts the following with respect to its asbestos containing building materials: All asbestos containing materials were maintained under the operations and maintenance program.

### **Pesticides**

Frassati Catholic Academy abides by Minnesota State Law requiring schools to inform parents and guardians if pesticides are applied on school property and the long-term health effects on children from a pesticide application or the class of chemicals to which they belong. It is school policy not to apply pesticides while children are present. If a situation arises that warrants an application of a pesticide, parents will receive notification prior to an application of the pesticide and the class of pesticide.

### **Pets**

Frassati Catholic Academy follows the Minnesota Department of Health recommendations regarding pets/animals in school classrooms. No pets should be brought into the school without proper approval from the principal.

### **Mandatory Reporting of Child Abuse/Neglect**

School staff is legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and abuse, which may be summarized as follows:

Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.

**Neglect** is defined as failure to provide food, clothing, shelter or medical or mental health care. **Abuse** can be physical, sexual abuse or mental/emotional abuse.

### **Crisis Management Plan and Safety Drills**

An emergency response folder is kept in every room in the building. This folder contains emergency procedures to address potential violent crisis situations. Students participate in safety drills to learn to quickly evacuate the building or go to a place of safety. During drills, students are expected to walk and observe silence at all times. Five (5) fire and five (5) lock-down drills are held during the year to make safety procedures a familiar routine. One tornado drill is held annually in the spring. The school does not answer phone calls during a tornado warning. In the event of a bomb threat, the fire drill evacuation plan is followed. Teachers have access to emergency weather warnings through their computers/phones. The tornado siren is located across the street. In the event of an emergency within the building, students are escorted by faculty and staff members to St. Mary of the Lake Church located one block away.

## **Security**

In order to provide for the safety of students and staff the following procedures are followed:

- All employees must wear proper identification.
- All entrances (with the exception of the main entrance) are locked at all times.
- Visitors can gain access to the building through the main entrance off the parking lot.
- All visitors must report to the office reception area to sign-in, present a valid form of identification if requested and pick-up a visitor's badge to wear.
- Children must be checked in and out by parents or guardians once the school day has officially started.
- Staff and students will be actively involved in identifying the people in the building and instructed how to respond if they see someone without proper identification.

## **Visitors Policy**

All visitors, (including parents and guardians) shall enter through the main entrance, sign-in at the school reception desk during school hours and receive a visitor's badge. No visitors, including parents and guardians, will be allowed to interrupt instructional time in the classrooms. We ask that parents do not bring forgotten items to school.

## **Academics**

### **Class Placement**

Administration and the previous year's teachers spend considerable time in assigning students to classrooms. The goal is to balance classes according to boy/girl ratio, academic ability, social-emotional needs, work habits and special learning needs. If a parent/guardian believes there is information the principal should have about his/her child, such written communication should be provided to the principal before the end of the school year. This communication should identify specific educational concerns, not a request for a specific teacher.

### **Class Size**

School administration will be responsible for establishing class sizes that ensure that the educational needs of the students are met with high quality. Frassati Catholic Academy will maintain class sizes of 25 students or less as directed by the Board of Directors.

### **Curriculum**

A variety of teaching strategies and materials are used to meet the individual differences and learning styles of children. Curriculum offerings include:

### Kindergarten-Grade 4

Religion, mathematics, language arts (reading, writing, spelling, speaking and listening), handwriting, social studies, science, health, art, physical education, reference skills, technology (computer literacy and word processing), Spanish and music.

### Middle School (Grades 5-8)

Religion, mathematics, social studies, earth science, physical science, life science, language arts/English (grammar, literature, spelling, writing, vocabulary development), art, technology, physical education and Spanish. Electives such as music, band or study skills may be chosen by families and could come with additional cost.

### Exceptional Math Performance Plan (Grades 6-8)

If a student shows exceptional aptitude in mathematics as determined by the three criteria listed below, Frassati Catholic Academy will follow the Exceptional Math Performance Plan:

1. Student must have attained 95<sup>th</sup> percentile on their fifth or sixth grade Spring NWEA MAP Math Assessment.
2. Student must have attained a cumulative 3.75 GPA in Math for the entire school year during fifth or sixth grade.
3. Student is self-motivated and an independent learner as determined by their teachers and parents.

#### Process:

1. A team meeting with school administration, faculty, and parents will be scheduled to discuss a plan to best meet the needs of the student.
2. If deemed appropriate, the student will be assigned a customized online math course. The student will be responsible for completing the assigned course material with 95% accuracy on all summative assessments.
3. The student online math course will be monitored by the math teacher assigned to that grade level.
4. The student will receive assistance during work time as do all students in the class.
5. Additional support will be provided as needed.
6. No additional tuition will be charged if an Exceptional Math Performance Plan is implemented.

Questions regarding the math curriculum or your child's individual situation should be directed to the principal.

### Learning Assessment

Student progress is monitored and assessed through:

- Portfolio assessments
- Self-assessments
- Subject area developmental scales
- Health related fitness tests
- Teacher designed tests and checklists
- Interviews and conferences
- Teacher observation and reflection
- Standardized tests (grades 3-8) NWEA MAP Assessment (Fall, Spring)
- Trimester interim and progress reports

### **Grading Scale for Kindergarten - Grade 4**

The grading scale for students in kindergarten through grade 4 is standards-based. Students are evaluated on their abilities based on appropriate grade-level standards. Teachers grade based on observation, student work, and assessment. The following grades describe the student's ability in relation to each standard:

4	Exemplary understanding of the standard with advanced work.
3	Proficient understanding of the standard with consistent work.
2	Developing an understanding of the standard with effort in work.
1	Emerging understanding of the standard with work not meeting grade level standards.

### **Grading Scale for Grades 5-8**

The grading system for students in grades 5-8 takes into account homework, class work, tests, quizzes and class participation. Students accumulate points each trimester for each component. The percentage of points achieved in each class is rounded to the nearest whole percent to assign a letter grade as follows:

A	93% - 100%
A-	90% - 92%
B+	87% - 89%
B	83% - 86%
B-	80% - 82%
C+	77% - 79%
C	73% - 76%
C-	70% - 72%
D+	67% - 69%
D	63% - 66%
D-	60% - 62%
F	59% and below

### **Honor Roll**

Frassati Catholic Academy believes in recognizing and rewarding academic accomplishment. The Honor Roll is based on report card grades and is posted each trimester for grades 6-8

#### Criteria for Honor Roll:

High Honors:	3.7 and higher
Honors:	3.0-3.6

### **Student Records - Family Access**

Frassati Catholic Academy maintains a locked cabinet with student records necessary for the operation of the school. Student files are kept in a storage area outside of the administration office. It is the responsibility of the teachers, secretary, and administration to maintain and contribute items for each student's file in order to keep files accurate and up-to-date. The school follows MN Statute 120A.22 in accessing student records to ensure Family Educational Rights & Privacy Act is met.

### **Field Trips**

Field trip experiences are designed to support the curriculum and introduce the students to

community resources. Students are expected to participate in field trips, exhibit appropriate behavior and wear uniform attire. Notification is sent to parents/guardians if students need to wear clothing other than the uniform.

Archdiocesan insurance regulations require the use of the parent and guardian authorization form **each time** students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must remain at school. Phone calls to or from parents and guardians do not fulfill authorization requirements for participation (Archdiocesan Guideline #6630, Catholic Mutual Form). A fee is associated with most field trips. Refunds are not provided for missed trips.

For safety reasons, siblings or other children may not accompany chaperones on field trips.

### **Middle School Trips**

The middle school students may participate in a variety of field trip experiences:

- ELC – Sixth graders may attend an Environmental Learning Center (ELC).
- Washington, D.C. – Seventh and eighth graders may visit Washington, D.C. in alternate years beginning spring 2020.

### **Spirituality**

Frassati Catholic Academy fosters the spiritual development of students through instruction in Catholic faith and traditions, varied prayer experiences, weekly Mass and service opportunities at school, as well as, the local and global community. It is school policy that all students, including non-Catholics, attend religious instruction and liturgies.

### **Standardized Testing – NWEA MAP Assessment (Grades 3-8)**

Standardized testing is essential to assessing student progress. It is important that students be present during testing. Please do not make any appointments for your children during testing weeks. Check the school calendar for testing dates and plan accordingly.

## **Assignments**

### **Homework**

Homework assignments are part of the learning process. Homework serves to reinforce, expand, and enrich lessons covered in the classroom.

Teachers are expected to:

- Communicate homework goals and expectations.
- Set clear and concise expectations concerning assigning, returning, and evaluating homework.
- Coordinate homework assignments with other teachers.

Students are expected to:

- Know and understand the purpose of the homework assignment.
- Record homework into their daily planner.
- Understand directions and what is required for completion of the assignment.
- Complete and return assignments on time.
- Always do quality work.

Parents/Guardians are expected to:

- Know the homework policy and individual teacher requirements.
- Notify the teacher if the child frequently has trouble understanding directions.

- Review the assignment for completion and quality (K-5).

### **Homework Policy**

- Students are expected to turn in all assigned work on the required due date at the start of class.
- If a student is present for any part of a school day, they are required to turn in their assignments when they arrive or before they leave.
- In the case of an absence, parents may request schoolwork directly from the teacher.
- Due to teachers' differentiating instruction, students will receive homework assignments after returning from family vacations.
- Students will have the same amount of time to make up their work as they are absent for illness, vacation or other reasons.
- Grade value of late work will be reduced appropriately by faculty. (Maximum 15% reduction.)
- (Grades 4-8 Only) All missing assignments must be turned in prior to the end of the unit to receive credit. After that time missing work will be recorded as an F in the grade book.

### **Study Habits**

Specific skills and techniques can make learning easier and more enjoyable for students. The following are student guidelines for achieving good study habits:

- Be prepared for class with pencils, paper, daily planner (grades 1-8) and needed materials.
- Be an active participant in class—listen well and take part in discussions and activities.
- Ask clarifying questions.
- Plan your day and schedule time for homework.
- Apply what is learned to new situations.
- Strive to do the very best work possible.
- Set high goals—just “getting by” is not a worthwhile goal.

### **Code of Conduct**

In order to maintain a Catholic learning environment, it is necessary to have a “Code of Conduct” which provides a safe and secure setting for students, faculty, staff and administration. Students are given clear and specific expectations as they are led toward becoming self-disciplined individuals. Students are responsible and accountable for their behavior and must accept the consequences of their actions. Age appropriate policies are in place. Teachers will provide parents/guardians and students with age – appropriate policies for their classes at the beginning of each school year.

### **Minor Misconduct**

**Level 1** behaviors are actions that disrupt the learning environment spiritually, physically, and/or mentally during a class period. Discipline may result in a verbal warning and/or discussion in which the teacher will encourage the student to make better choices. If a student continues the disruptive behavior during a class period, s/he will move to a level 2 offense.

Examples of **Level 1** inappropriate behavior includes but are not limited to:



- Coming unprepared for class
- Being out of uniform
- Chewing gum/candy during class
- Conducting off- task behavior- talking out of turn, being disruptive etc.
- Disrespectful behavior
- Not following directions
- Treating others rudely
- Tardy (3 tardies in a class during a trimester will result in a level 2 offense)

**Level 2** behaviors are offenses that significantly disrupt the learning environment during a class period. These behaviors will result in the student receiving a “*Behavior Think Sheet*” form and a lunch detention to be served the next day. A copy of the “Behavior Think Sheet” form will be sent home for a parent’s signature. During the lunch detention the student will write an apology letter, when appropriate, using the correct format. The lunch detention will be for 30 minutes.

Examples of **Level 2** inappropriate behavior includes but are not limited to:

- Multiple level 1 violations in one class period
- inappropriate language
- insubordination
- Irreverence at Mass

**Level 3** behaviors are offenses that greatly affect the learning environment and the safety of self and others. This may lead to the intervention of the principal and school counselor. This behavior will result in the student receiving a “Behavior Think Sheet” form, notification to parent, an apology letter being written (if appropriate), after school detention (45 minutes) and/or administrative intervention. Parents are responsible for picking up the student at 3 pm.

Examples of **Level 3** inappropriate behavior includes but are not limited to:

- Multiple level 2 violations
- Destruction of others’ property
- Academic dishonesty
- Violation of Technology Policy
- Aggressive behavior toward others
- Communicating threats
- Obscene language/gestures
- Taking another’s property without permission

## **Major Misconduct**

**Level 4** behaviors are offenses that extremely affect the learning environment, safety of self and others, or property. This will lead to the intervention of the principal, school counselor, and or other authorities. Student behavior, which constitutes major misconduct, **will result in removal of the student from class or activities, in-school suspension, out-of-school suspension or expulsion.** The faculty and staff reserve the right to make the determination of severity based on the information received during the investigation of the matter.

Time spent in the school as a disciplinary consequence within the regular school day. In-school suspension is served, as directed by the teacher, during the lunch hour of the following two (2)

school days and during special area classes and/or special events held during those two (2) days.

Process for In School suspension:

1. The teacher will conduct an investigation, including an informal conference with the student to inform the student about the violation. The conference will not be held if it appears to the school that the student will create an immediate and substantial danger to himself, other persons or property.
2. Prepare written "Suspension Notice" that outlines grounds for suspension and period of suspension.
3. Provide the student with a written "Suspension Notice" at or before the time of the suspension is to take effect.
4. Parents/guardians will be notified in a phone call and in writing of the student's violation and resulting suspension.
5. Conference will take place with the student and parent/guardian to discuss the incident as needed.
6. The principal will be notified of the nature of the misconduct.

Examples of **Level 4** inappropriate behavior includes but are not limited to:

- Multiple violations of level 1-3
- Theft
- Property destruction or vandalism
- Bullying
- Leaving the school grounds without permission
- Fighting
- Inappropriate or profane language
- Any willful or repetitive behavior which violates the school rules of conduct
- Any **serious** willful conduct that disrupts or threatens to disrupt the ability of another to obtain an education
- Any willful act that endangers or has the potential to endanger the student or other students, faculty, administration or the property of the school
- Other conduct or behavior on the part of the student which, in the opinion of the school, adversely affects the desirability of continued enrollment
- Cheating
- Use of tobacco by a student at any time on any school grounds, in the building or on the school bus is prohibited
- Possession and/or use of alcohol, chemical or illegal drugs at any time by the student on any school grounds, in the building or on the school bus are prohibited.
- False fire alarm
- Gambling
- Plagiarism
- Inappropriate internet use (failure to follow the school's technology policy)

**Level 5** behaviors are offenses that are extremely dangerous and affect the learning environment, safety of self and others, or property. This will lead to the intervention of the principal, school counselor, and/ or other authorities. These behaviors could lead to an out of school suspension, or expulsion. The out -of-school suspension process will result in the school principal completing the following steps.

The school principal will:

1. Conduct an investigation, including an informal conference with the student to inform the student about the violation. The conference will not be held if it appears to the school that the student will create an immediate and substantial danger to himself, other persons or property.
2. Prepare written "Suspension Notice" that outlines grounds for suspension and period of suspension.
3. Provide the student with a written "Suspension Notice" at or before the time of the suspension is to take effect.
4. Notify parent/guardian in writing of the student's violation and resulting suspension.
5. Schedule a conference with the student and parents/guardians to discuss the incident.
6. Work in conjunction with the faculty and staff regarding the student misconduct.

**Expulsion** is the action taken by the school to prohibit an enrolled pupil from further attendance at the school.

The school principal will:

1. Conduct a prompt investigation.
2. Notify the student and the student's parents/guardians in writing of the punishable violation, proposed expulsion and date, time and place of hearing on expulsion. (Must be scheduled within ten (10) days of notice.)
3. Arrange a consultation with appropriate school personnel. (Teachers, counselors, etc.)
4. Record statements; examine witnesses and documents at a hearing. The student will not be required to testify. Make recommendation(s) to the pastor or canonical administrator.
5. Take action or recommendation within two (2) days of hearing.

Examples of **Level 5** inappropriate behavior includes but are not limited to:

- Multiple violations of level 3 and 4
- Bomb threat
- Threats to students, faculty, and/or staff well-being whether written, verbal, or electronic
- Assault or violence
- Sexual harassment (refer to Archdiocesan policy #3750)
- Possession of weapons/explosives/dangerous items (refer to Archdiocesan Policy #5610)

### **Positive Reinforcement**

Using the "Behavior Think Sheet" as a tool of tracking behavior that is not conducive to learning, those students who have 2 or fewer per trimester will be rewarded. Rewards will be chosen by faculty and include a group activity within 2 weeks of the end of the trimester.

Students who have received a "Behavior Think Sheet" may have the opportunity to amend the receipt of said sheet by displaying positive, impactful behaviors. Such behaviors may include but are not limited to:

- Being named to the Honor Roll
- Unsolicited help to a Faculty or Staff Member

- Other student suggested activities that positively impact the community

### **Conflict Resolution and Grievance Policy**

If a grievance between parent/guardian or a student and a teacher or school principal should arise, the following grievance procedure shall apply.

1. The parent/guardian or student (grievant) will meet with the teacher or principal (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school principal (if the grievance involves a teacher) or with a person designated by the pastor (if the grievance involves the school principal).
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three (3) persons: one (1) designated by the pastor, one (1) designated by the respondent and one (1) designated by the grievant.
5. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, verbal or both.
6. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
7. The pastor or his designate, after reviewing the committee's recommendation, will then decide the solution to the alleged grievance.
8. The grievance procedure should be completed within thirty (30) days of step 1.
9. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

## **School Environment**

### **Students**

Student responsibilities for achieving a positive learning environment at Frassati Catholic Academy or academy-related activities will include, but are not limited to:

- Believe in your unlimited possibilities for greatness.
- Build and maintain positive, trusting relationships with school staff.
- Plan and organize your daily routines in order to be successful throughout your day.
- Observe and follow school rules and procedures.
- Be responsible for your behavior and accountable for your actions.
- Show respect to other students, their parents/guardians, and all staff.
- Tell an adult when you need assistance or feel in danger.

### **Parents/Guardians**

Parent/Legal Guardian responsibilities for working in partnership with Frassati Catholic Academy to ensure educational excellence shall include, but are not limited to:

- Believe your child has unlimited possibilities for greatness and help them achieve it.
- Establish and maintain a positive working relationship with teachers and administrators.

- Work with staff in a mutually respectful process focusing on the success of your child.
- Respect and support the learning environment and emphasize the importance of being prepared for the day.
- Be aware of your child's academic progress by taking an active interest in your child's homework.
- Make sure your child arrives at Frassati Catholic Academy on time each day.
- Encourage your child to adhere to the Student Code of Conduct and support the procedures described.
- Adhere to the Grievance Policy for Students and Parents.
- Be actively involved in the life of the school.
- Attend parent-teacher conferences.
- Promote Frassati Catholic Academy and speak well of it to others.

### **Staff and School Community**

Administrator/Teacher responsibilities to help students reach their maximum potential shall include, but are not limited to:

- Believe that all students have unlimited possibilities for greatness.
- Build and maintain positive, respectful relationships with students and their parents/guardians.
- Communicate regularly with parents/guardians.
- Develop a community and learning environment that provides for the social, spiritual, emotional and academic growth of each child.
- Create a warm, welcoming, safe, and faith filled environment.
- Provide engaging and academically appropriate instruction.
- Have consistently high academic and behavioral expectations for all students.
- Support and administer the Student Code of Conduct in a fair and consistent manner.
- Model professional behavior in handling difficult situations and use de-escalation strategies.

### **School Advisory Committee (SAC)**

The primary purpose of the School Advisory Committee is the advancement of the school in accordance with the school's mission. The School Advisory Committee is composed of members from the school families and the parishes. Adults interested in joining the School Advisory Committee should reach out to the school office for further information.

### **Weapons Policy**

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit or use an instrument that is considered a weapon or look alike weapon in school, on school grounds, at school activities, at the bus stop, on school busses, school vehicles, or school contracted vehicles, entering or departing school property or events. Students who violate this policy will be subject to mandatory expulsion. Non-students (with the exception of law enforcement officers) and students who violate this policy will be reported to the local law enforcement agency. Frassati Catholic Academy takes the position of zero tolerance on real and look-alike weapons, including, but not limited to:

- All firearms (whether loaded or not), firearm muffler or firearm silencer
- Other guns of all types including pellet, starter or BB
- Switchblades or pocket knives
- Explosives including firecrackers or live ammunition and any other destructive devices

### **Drugs and Alcohol Policy**

Frassati Catholic Academy is a learning community. The best environment for learning is one that promotes and supports healthy and responsible behavior. Frassati Catholic Academy recognizes that alcohol and drug use and dependency are a source of potential problems for students and can interfere with their behavior, learning, and fullest possible development. Frassati Catholic Academy is committed to providing a positive educational environment and addressing chemical abuse and dependency issues as appropriate. Students in grade 5 participate in DARE Education via the White Bear Lake Police Department.

No student shall possess, use, sell, distribute, deliver, supply or be under the influence of alcohol, tobacco, or other substances, including unauthorized prescription drugs, at any time, any place, on or off school property. Prescription drugs or any over the counter medications for a student need to be provided to the school health aide with a Medical Care Plan.

### **Harassment Policy (Archdiocesan policy #3750)**

Frassati Catholic Academy shall maintain a learning and working environment that is free from harassment. This policy applies to all students, faculty, staff, principal, members of the school advisory committee, parents/guardians, vendors, volunteers, coaches, guests and others who act on our behalf. It applies whenever and wherever a school and/or catechetical program takes place. Anyone who violates this policy is subject to appropriate disciplinary action which may include separation from the school or activity.

- Harassment issues should be referred to the principal for investigation.
- Violations of the harassment policy by students will result in a suspension.
- Repeated violations of the harassment policy will result in the termination of enrollment.

Frassati defines harassment as unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class, age, sex, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender and sexual orientation. One particular category of harassment – sexual harassment – consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conductor communication of a sexual nature, which substantially interferes with an individual's working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to a member of the same or opposite sex.

Sexual harassment may include, but is not limited to:

- Teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors or making derogatory or dehumanizing sexual remarks.
- Subtle pressure for sexual activity.
- Intentional brushing against a person's body.
- Display offensive pictures, posters or other graphics.

- Leering, inappropriate patting or pinching, and other forms of unwelcome touching.
- Otherwise creating a hostile, intimidating, or offensive environment.

## **Bullying Policy**

At Frassati Catholic Academy, we strive to eliminate bullying by creating a safe environment for all. It is understood that this policy is part of the discipline policy for the school, and, as such, progressive consequences will be used to improve behavior. Bullying carries a lasting impact on everyone involved. To ensure the best long-term results, parents should become involved at the earliest possible time, and teachers should be notified of bullying incidents immediately.

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

**Policy** – In order to protect and respect each child, we will promote and support respectful, Christ-like behavior, self-worth, social skills, peace, safety, and responsible behavior. Bullying will not be tolerated under any circumstances. It will evoke an immediate consequence, with a consistent response and follow through for all involved.

**Definition** – Frassati Catholic Academy has adopted a definition of bullying from PACER's National Bullying Prevention Center®: "Bullying is when someone aggressively uses their "power" to target another individual with repeated, unwanted words or actions, hurting them physically and/or emotionally."

**Types** of bullying may include but are not limited to:

- Physical bullying – when a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, pinching, or holding the student down. Physical bullying also includes taking or breaking a student's belongings or stealing or extorting money.
- Verbal bullying – when a student uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, putdowns, and ridicule. It also includes hostile gestures such as making faces, staring, eye-rolling, and spitting at the student.
- Relational bullying – when students disrupt another student's peer relationships through intentionally leaving them out, gossiping, whispering, and spreading rumors. It includes circumstances in which students turn their back on, give the silent treatment, ostracize, or scapegoat another student.
- Cyberspace bullying – when cellphones, text messages, e-mails, instant messages, web blogs, and/or postings are used to bully another student in any of the ways described above. Examples of cyberspace bullying are sending threatening or insulting messages by phone and e-mail and spreading destructive rumors.
- Bullying is also harassment when the bullying is a part of a continuum of student violence, and may at times, amount to harassment. Harassment occurs when a student is the recipient of threatening, disturbing, or unwelcome behaviors because of a particular characteristic.

**Responsibility:** The community will be trained in effective methods to report and respond to bullying behavior. The entire school community: students, parents, teachers, staff, and administration, will be responsible for implementing and enforcing this policy.

If an incident occurs:

- The bullied person will:
  - Tell a trusted adult or friend every time it happens.
  - Honestly report the details to a trusted adult immediately.
- Witnesses to bullying will:
  - Support the targeted person, and if it is safe, try to stop the bullying.
  - Honestly report the details to a trusted adult immediately.
- Parents/trusted adult will:
  - Ask questions: What happened? What have you said to the person who has bullied you? Who have you told?
  - Report to the homeroom teacher, even if the child does not want them to report.
  - Praise the child for being brave enough to tell.
- The school employee will:
  - Investigate the incident within 24 hours.
  - Take proper action as outlined in the consequence section below.
  - Communicate progress of investigation and outcome of action taken back to involved children's parents/guardians and school personnel involved in the child's education.

**Consequences:** Bullying behavior will result in the steps as outlined in the school discipline policy, including receiving a "Suspension Notice" for abusing power and/or for repeatedly and intentionally causing physical or emotional pain to others. In addition to the discipline policy steps for a "Suspension Notice", the following actions will take place:

- A student engaged in bullying behavior will present a letter of apology to the targeted student, which states an understanding of how the behavior hurt the student and demonstrates an understanding of how the targeted student felt. The letter of apology must show accountability for the behavior, and reflect an age-appropriate response and understanding.
- A meeting will be held where the letter will be presented in person to the student, if the targeted student is willing.
- A student who receives a major misconduct notice for bullying behavior must attend a meeting with all of the following: his or her parent(s), all relevant teachers, and the principal. An individual positive behavior support plan must be developed together at the meeting, with a plan to change the behavior. Repeated verbal and physical harassment and/or bullying may result in expulsion.

Frassati Catholic Academy takes all reports of bullying and harassment seriously. The school reserves the sole discretion to determine the scope and adequacy of the investigation. Results of the investigation will be delivered by the Principal or her designee. Further questions about the investigation should be directed to the Principal.

### **Cell Phone/Smart Watch/Electronic Device Policy**

- Students are expected to have their cell phones and Smart devices turned off and stored in lockers daily from 7:15 to 2:15 pm.
- Cell phones and personal electronic devices are not allowed to be used at any time during the school day. Earbuds/headphones may be used during a specific class as allowed by the teacher.
- Making a video or taking photos during the school day is prohibited and subject to confiscation of the device.



- Cell phones may never be used in bathrooms or locker rooms, and the use of devices in these areas warrants confiscation of the device.
- Cell phones may not be brought on field trips.
- Students found to have a cell phone/device during a test or exam will face a serious academic penalty.
- Parents have the option to provide a padlock for their student's locker if they have concerns about security. Providing the padlock combination to school staff is optional but recommended.

If a student is found using any type of device during school hours, the device will be confiscated, and the following consequences will apply:

1. First offense: The student will turn in the device into the school office for the remainder of the day and will be responsible for retrieving it from the principal at the end of the day. Parent will be notified by the teacher that confiscated the device.
2. Second offense: The student will turn in their device to the school office each morning before the first class for 3 days. The student will be responsible for retrieving the device at the end of the day.
3. Third offense: The student will turn in their device to the school office each morning before the first class for 5 days. The student will be responsible for retrieving the device at the end of the day.
4. Fourth offense: The student and parent(s)/guardian will meet with the principal regarding more serious disciplinary action.

### **Recess/Playground**

To ensure the safety of students using the playground, the school has scheduled supervisors to monitor the play. Students are expected to know and follow the playground safety rules. Disciplinary action may be taken by any staff member for infractions of the rules. It is the responsibility of supervising staff members to handle and report any inappropriate behavior.

Student responsibilities on the playground are designed for cooperative play.

- Students must stay within playground boundaries. At no time are students allowed to leave the playground boundaries. If equipment lands outside of the playground boundaries, a student must tell a playground supervisor.
- Be respectful and invite others to join in games.
- Play in a safe and enjoyable manner.
- Resolve conflicts or differences of opinion in peaceful, kind, and respectful ways.
- Students will remain indoors and have supervised activities if the temperature or wind-chill is below 0 degrees Fahrenheit, if it is raining, or at the discretion of the administration.
- Individual students are allowed to stay inside the school building during recess under supervision, only with permission from their teacher, a school healthcare staff, or a note from their doctor.

### **Frassati Catholic Academy Activities**

At all assemblies/programs/sporting events, whether after school or during the day, on or off school property, students are expected to:

- Follow the same rules of courtesy, conduct, respect, listening, and kindness expected in school.

- Follow the directions given at the event.
- Respond in a courteous and encouraging manner.
- Respect all school property.
- Assist others who may need help or direction.
- Remain in the designated area of the event and students must remain in the same area as their parent/guardian.
- Arrange for transportation to arrive and leave at the appointed times.

## **Student Life**

### **Assemblies**

Assemblies are planned periodically as special events on the school calendar. Some typical assemblies include plays, concerts, speakers, cultural presentations, etc. Special attention to etiquette and good citizenship and Christian hospitality is expected of all participants. Parents are welcome to attend assemblies when approved by administration.

### **Athletics**

Frassati Catholic Academy Athletic Department participates in the Catholic Athletic Association (CAA). Middle School and fifth grade students may participate in three different sport seasons. Fall sports include soccer and volleyball. Basketball and swimming are available in the winter and baseball and softball in the spring. Swimming is open to students in grades K-8. Frassati Catholic Academy may also participate in the CAA golf tournament. Frassati's ability to offer a particular sport will be based on interest.

To participate in any of the sports, a student must have a sports physical (valid for three years) on file at school. There is a monetary fee per sport to join. Such fees cover the entry, uniform and equipment costs.

Parents may choose to acknowledge their coach/activity advisor at the end of the "season". Any monetary collections &/or gift procurements are the responsibility of the parent group. The school office will not be involved. Should a team desire a space for a gathering on campus, the St. Mary of the Lake parish office should be contacted to make a reservation.

As a parent or legal guardian of a Frassati Catholic Academy participant, parents agree:

- It is a privilege, not a right, for our child(ren) to represent Frassati.
- Sportsmanship, teamwork and fair play are essential to the group.
- Sportsmanship, teamwork and fair play are the most important skills that our child(ren) can possibly gain from participating in extracurricular activities.
- Our child(ren) learn from our example, so we as parents need to exemplify the highest level of sportsmanship by supporting all players, coaches/activity advisors, team managers, officials and parents.

### **Band/Orchestra**

Band and orchestra lessons are provided by an outside vendor for students in grades 4-8. Parents are billed and make payment directly to the vendor.

### **Birthday Treats**

Birthdays are celebrated at Frassati Catholic Academy. Students have their names announced over the PA system on the morning of their birthday or the following Monday, if the birthday is on

the weekend. Individual classrooms may have traditions to honor birthdays and to make our students feel special. Families are not required to send birthday treats for the classroom. If a family would like to send a small item to share, we strongly encourage families to send non-edible treats. If this is something they choose to do **the following must occur:**

- Parents must contact the school health office one week prior to sending an edible treat, to inquire about potential food allergies/dietary concerns in their child's class.
- Edible treats must be small, store-bought items that can be consumed without adult assembly or assistance.
- Edible treats must be consumed in the cafeteria at lunch time after the students have finished their meal.

### **Party Invitations**

Party invitations should not be distributed in school unless a boy decides to invite all the boys in his class and a girl decides to invite all of the girls in her class or a child decides to invite **all** classmates. Thank you notes should not be sent to school.

### **Extended Day**

Frassati Catholic Academy provides an on-site after school childcare program on all regular school days. The after school hours are from dismissal until 6:00 PM. Extended Day services are not available on school holidays or days when school is closed due to inclement weather. Refer to the Extended Day Handbook for additional information and guidelines.

### **Preschool**

Frassati Catholic Academy operates a preschool licensed and accredited by the state of Minnesota and MNSAA for children ages 3-5 years.

### **Promotion/Retention**

Promotion or retention is based on academic achievement and physical, emotional, psychological and developmental maturity. Parents/guardians are notified of a child's progress on a consistent basis. If a recommendation to retain a child in a grade is rejected by parents/guardians, they must sign a written acknowledgment of the school's recommendation.

### **Student Ambassadors**

This group will function as a coordinator and liaison with regard to Frassati students serving our school, our parishes and our greater community.

Student Ambassadors will function as a governing and leadership body to organize events within Frassati Catholic Academy.

Sixth through eighth grade students are eligible to apply to be ambassadors. Middle school students take part based on their application. The make-up of the group will be a president, a vice-president, a secretary, and a grade representative from each grade six through eight.

### **Safety Patrols**

Middle School students in grade six serve on the Safety Patrol. These students assist walkers in crossing the intersections between school and church on Mass days.

### **Service Projects**

Students have several opportunities to participate in service projects on a class-wide and/or school-wide basis. Through participation in service projects, students learn that they can have a

positive impact on the people and the world around them. School service projects help to develop problem-solving skills and social cooperation that promote the values of courtesy, respect, kindness and giving. Some examples of service projects include Birthday Boxes, food drives, and Advent/Lenten outreach projects.

### **Student Academic Records**

Records are maintained for each child attending Frassati Catholic Academy. These records are regularly updated in order to keep the child's educational history and progress current. The records are stored in a secure location within the school office.

If a family wishes to have records transferred to another school, the family must sign a "record release" form at the new school. Frassati Catholic Academy will forward student records to the requesting body within 5 academic days. No records are transported via the family.

### **Textbook and Instructional Materials**

Textbooks and instructional materials that the students use are the property of Frassati Catholic Academy or the White Bear Lake Public School District 624. The students are responsible for maintaining the proper condition of these books and materials. Parents/guardians of students who lose or damage textbooks or school materials are responsible for replacement costs.

## **Property**

### **Care of Property**

Each student and adult is expected to take care of school property. Destruction and/or defacing of school property will not be tolerated. Damaged property caused by carelessness or misuse will result in monetary and/or work restitution.

### **Lockers**

Lockers are the property of Frassati Catholic Academy and are assigned for school use only. It is the responsibility of the student to keep their locker in neat order. It is recommended that students in grades 5-8 use combination locks to secure the lockers, with a copy of the combination being kept in the school office. For the safety and benefit of all students, school officials reserve the right to inspect lockers at any time including by force if a lock combination is not available. Care of school lockers includes but is not limited to:

- Keep lockers free of garbage and debris including uneaten breakfast and lunch.
- Keep inside and outside of lockers free of stickers.
- Keep lockers tidy, not overfilled to prevent jams.
- Keep open beverages out of lockers.
- Bring clothing items home regularly to be laundered.

### **Backpacks and Bags**

All backpacks and bags should be kept in lockers or cubbies during the entirety of the school day based on the storage provided for the student's grade level.

### **Lost and Found**

The lost and found area is located in a conference room near the school office. Students are encouraged to check for lost items when something is missing. Items will be displayed during school conferences. All lost and found items that remain after conferences and at the end of the year will be donated to an appropriate charity. Please label your child's property.

## **Valuables**

The school staff and administration are not responsible for valuables students bring to school. If a special circumstance makes it necessary for a student to bring things of value to school, these items can be left in the school office.

## **Miscellaneous**

### **Elevator Use**

Elevator use is for handicap accessibility. Students use the stairs unless an injury makes that impossible or they are directed to use the elevator.

### **Vending Machine**

A beverage vending machine is located near the gymnasium. Use of vending machines is limited to after school hours. The school is not responsible for cash brought to school for use of vending.

## **Finances**

### **Tuition and Fees**

The Board of Directors sets an annual tuition rate. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising, grants, and state funds provide the remainder of funding toward the per pupil cost.

Tuition and fee schedule for 2023-24:

K-8 Tuition: \$5435 + Fees

#### **Fees applicable to all students**

Enrollment \$100 per child

Gr. K-3 Technology \$150 per child

Gr. 4-8 Technology \$175 per child

\*Fees are non-refundable.

### **Volunteer Hours and Fundraising Requirement**

As part of their tuition package, each family is expected to:

- Offer 20 hours of volunteer time yearly, or be billed \$12.50/hour at the end of the year. Many opportunities to volunteer are offered to families throughout the school year and are communicated through our biweekly announcements. Families may count 5 hours of volunteer time for participating in the fall 5K and 5 hours for participating in the spring Gala. \*Families are responsible for recording their volunteer hours in Sycamore.
- Contribute \$500 toward fundraising efforts. Donations raised during our fall 5K and spring gala (direct donations, sponsorships, donations to Fund A Need) are counted towards this obligation. Money spent and goods/services received for that money DO NOT count towards this obligation i.e. raffle ticket sales, gambling, items purchased at events.

### **Tuition Assistance**

Tuition assistance is available. Applications are submitted November - February the academic year prior via the TADS system.

## **Tuition Payments**

All payments are made through Sycamore School accounts and must be initiated by the family. Payments can be made using an automatic bank transfer (no fee) or a credit card (3% processing fee applies).

Families must choose one of the following options for making their tuition payments:

- 1 payment – tuition due in full by July 1, 2023 and receive 3% discount (discount not applicable when tuition assistance is awarded)
- 2 payments due July 1, 2023 and December 1, 2023
- 2 payments due July 15, 2023 and December 15, 2023
- 10 payments due the 1<sup>st</sup> of each month July 1, 2023 to April 1, 2024 (\$65 payment plan fee applies)
- 10 payments due the 15<sup>th</sup> of each month July 15, 2023 to April 15, 2024 (\$65 payment plan fee applies)

## **Delinquent Tuition and Fees Payment Policy**

Tuition and fees constitute the largest percentage of income for Frassati Catholic Academy. The school needs each Frassati family to pay the tuition and fees of their students in a timely fashion so that we can compensate our staff and pay the other costs associated with operating a school. The family of each student is responsible for honoring their tuition agreement by making payments according to due dates or contacting school administration should they experience an unexpected financial hardship. These special circumstances are normally related to family emergencies, such as illness or loss of employment.

When payments are not made in the manner described in the signed tuition agreement, the following procedures will be followed:

- Payments are due on either the 1<sup>st</sup> or the 15<sup>th</sup> of the month. A late payment fee of \$35 will be added to Sycamore accounts on the 6<sup>th</sup> or 21<sup>st</sup> of the month if your payment has not been received. Any discounts for early payment will be forfeited. Late payment fees will continue to accrue monthly until a payment has been made or alternate arrangements for payment have been made. One late fee per school year will be forgiven if requested.
- Overdue payment status will be communicated monthly via Sycamore School.
- Balances that remain outstanding on June 15 will be communicated to the Board of Directors and further action may be taken.
- Students with delinquent tuition and fee amounts will not be permitted to attend the following year until the delinquent tuition and fees have been paid.

### **Families of Eighth Grade Students with Delinquent Accounts**

- All account billing and fees for 8<sup>th</sup> grade students must be paid by May 1 of that academic year or families must submit an alternative plan that is approved by school administration.
- Eighth grade students with past due tuition or fees will not be allowed to participate in the graduation ceremony until the balance is paid in full or an alternative payment plan is submitted by the family and approved by school administration.

### Alternative Payment Plans

- A family with a financial emergency may propose an alternative payment plan to the school principal.
- Alternative payment plans must be submitted in writing by the family and are not effective until and unless approved by school administration in writing.
- Failure to comply with approved alternative payment plans will result in student withdrawal from Frassati Catholic Academy.

*Frassati Catholic Academy encourages all families to have open communication with school administration regarding the family's financial circumstances. This ensures a greater likelihood that the education and formation of each student will continue uninterrupted, and the effective operation of the school be maintained.*

## **Government Programs**

### **Bus Transportation**

Minnesota public school districts must provide "equal transportation" within district boundaries at no charge to families. White Bear Lake School District 624 has sole discretion, control and management of scheduling, routes, bus stop locations and discipline. In the instance where transportation is not provided by WBL District 624, transportation reimbursement will be offered to eligible families.

### **Textbook Aid**

Funds, supported by tax dollars, are allocated by the State of Minnesota for aid to non-public schools. Parents must sign a form requesting this aid at the beginning of each school year.

### **Health Aide and School Nurse**

Funds allocated for Health Services provide Frassati Catholic Academy with the services of an on-call school nurse and a health aide on site five days a week. White Bear Lake School District 624 employs the school nurse and Frassati Catholic Academy employs the health aide.

### **School Nutrition Program**

Frassati Catholic Academy participates in the School Nutrition Program offered through the Minnesota Department of Education using services provided through a food service management company.

### **Special Education Services**

Students attending Frassati Catholic Academy are eligible to receive special education services through White Bear Lake School District 624. Any students with an Individualized Education Plan or 504 Plan should provide a copy of said plan to Frassati Catholic Academy promptly. Plans not provided to Frassati Catholic Academy cannot be followed.



## **Volunteer Handbook**

Dear Frassati Parents and Guardians:

We are grateful that you have chosen the faculty and staff of Frassati Catholic Academy to join with you in the exciting work of educating and forming your child. An important component of Christian formation is helping our young people learn the virtue of service taught to us by Christ. His life of service for others teaches us how to be people of service. As parents and guardians, teachers, and priests, we have an obligation to model the Gospel call of service to our young people.

Studies show that parental involvement in a child's education is one of the most important factors in raising student self-esteem and academic achievement. Volunteering your time and talent teaches our young people that you are invested in their lives and in their education. We so strongly believe in the importance of your involvement that we require every family to offer 20 hours of time to the school community.

We realize that each of our families is unique, with their own priorities, needs, talents, and time constraints. Therefore, we have compiled this handbook, which has a variety of opportunities for parental involvement that can fulfill your 20 hours of volunteer time.

We look forward to working with you to educate, form and inspire our young people to be the virtuous and servant leaders of tomorrow.

In Christ,

Father Allan Paul Eilen- Moderator  
Father McKenzie- Chaplain  
Mrs. Mary Kay Rowan – Principal



## Volunteer Guidelines

### Before You Volunteer

All volunteers who work with children at Frassati Catholic Academy must comply with mandates as set forth by the Archdiocese of St. Paul and Minneapolis. The requirements include completing a *Virtus* “Protecting God’s Children” training, completing a criminal background check, and signing a Volunteer Code of Conduct.

These mandates are important to protect our young people; protect the volunteers; and, protect the school from liability.

Details on completing the requirements can be obtained from the school office.

### Volunteer Rights

Volunteers are valued members of our school community. As a volunteer you have the right to:

1. be welcomed as a valued member of our community;
2. be assigned to a volunteer area where you feel comfortable and confident;
3. be treated with respect by the members of our community;
4. receive necessary information and orientation;
5. have your questions answered clearly and promptly;
6. offer suggestions to the professional staff; and,
7. serve as a volunteer as long as you and the administration agree.

### Volunteer Responsibilities

As a volunteer, you are responsible for:

1. arriving on time and staying for the agreed-upon time;
2. notifying the appropriate person(s) if you are going to be absent or tardy;
3. performing your tasks to the best of your ability;
4. understanding that the administrator values your service, but may not always be able to honor your preferences for days, times and places of service;
5. keeping young people under your supervision safe and appropriately occupied;
6. notifying your supervisor or administration about unsafe conditions or issues causing you concern;
7. supporting the teachings of the Catholic Church and living in accordance with those teachings;
8. supporting the authority of teachers, staff and administrators
9. upholding school and/or program rules; and
10. recording your volunteer hours on Sycamore Education.
11. keeping current on volunteer requirements via Virtus website
12. submitting original receipts of purchases made for events in a timely manner, sales tax will not be reimbursed, tax exemption certificates are available upon request

### Dependability

Our school relies on your support. We ask that you honor your volunteer commitments. Please be responsible for completing volunteer expectations, having timely attendance, and notifying an appropriate staff member of an absence.

### Confidentiality

When volunteers are working at school, they are held to the same expectation of confidentiality as staff. In the course of your volunteer work at Frassati, you may learn confidential information

about students, families, or teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your own privacy rights to be respected. Volunteers should never share knowledge of student academic work or ability if they are involved in testing or correcting student work. At the same time, volunteers must understand that there are times when student confidences cannot be kept. If a student confides he/she is being abused, bullied, or has a desire to harm him/herself or another person, that confidence **must** be reported to an appropriate staff person.

### Sign In/Out

Upon arrival at school, please go directly to the school office and 'sign-in'. Please note the reason for your visit, take a Visitor label, and wear the label at all times you are in the school building. When you have finished volunteering, please sign-out and remove your sticker.

### Parking

It is preferred that guests and visitors park in the school's east parking lot. Parking is also available on Second Street and in the parking lot on Bald Eagle Avenue and Second Street.

### Storage of Personal Items

If you are working in a classroom, you may ask the teacher or staff member where you can put your coat, purse, etc. If you are working on a project elsewhere in the building, you are welcome to leave your belongings in the school office.

### Volunteer Opportunities

Volunteers are valuable resources in our school. Watch classroom and school newsletters for opportunities to match your time, talent, and skills with the needs of the school. **Each family is responsible for recording their hours in Sycamore Education. Each family is expected to offer 20 hours of volunteer time yearly or be billed \$12.50 per hour at the end of the year as part of their tuition package.** Families may record 5 volunteer hours for attending the fall fundraiser and 5 additional hours for attending the Spring Gala. Volunteer hours for FCA students do not count toward the family total; however, volunteer hours for older siblings/children may be added to the family total.

Below is a brief overview of several volunteer opportunities. If interested, please contact the office or the responsible parent or teacher for more information.

Athletic Coaches	Coach various teams
Book Fair	Assist with set up, sales, and take down
Catholic Schools Week	Specific events will be announced
Classroom Parent	Assist teacher with projects or activities
ELC	6 <sup>th</sup> Grade activity – parent chaperones needed
Frassati 5K	Specific needs will be communicated
Field trip chaperones	Assist teachers on classroom field trips
Library	Assist Media Aide and students
Lunchroom Helpers	Help serve, and clean up during lunch periods
Parade	Coordinate FCA participation in the Manitou Days Parade
Preschool Assistance	Assist teacher with projects or activities
SMOL/SPX Parish Events	Various events such as annual festivals, fish fry, etc.
Spring Gala	Fundraiser planning annual gala, contact Committee Chair
School Garden	Weeding and watering during the summer
8 <sup>th</sup> Grade Graduation	7 <sup>th</sup> grade parents host 8 <sup>th</sup> grade graduation reception



*School Administration reserves the right to amend the policies contained in this handbook.  
Parents will be notified in writing of any changes.*