



**Kindergarten-Grade 8
Family Handbook
2025-2026**

4690 Bald Eagle Avenue
White Bear Lake, MN 55110
651-429-7771 Option 2
651-429-9539 (fax)
www.frassati-wbl.org

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Welcome

Welcome to Frassati Catholic Academy (FCA). We warmly welcome all returning and new families, we look forward to another great year of partnering with you to provide an outstanding Catholic education for your children. We have many educational options in our local area, and we thank you for supporting what we're trying to do here. We are seeking to be a unified Christian community of learners, of which teachers, staff, parents, and children are all a part.

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.

Statement of Catholic Identity

At FCA, our Catholic identity is not just an aspect of who we are, but the very essence of our mission and purpose. Rooted in the teachings of Jesus Christ and the rich traditions of the Catholic Church, our educational approach is holistic, nurturing the spiritual, intellectual, and moral development of each student. Every aspect of our curriculum, activities, and community life is infused with Catholic values, guiding our students to grow in faith, knowledge, and love. We are dedicated to fostering an environment where the Gospel message is lived and witnessed daily, creating a foundation for lifelong discipleship.

As Pope Benedict XVI said, "First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (Benedict XVI, Address to Catholic Educators, 2008). This profound understanding underscores our commitment to excellence in education, while also ensuring that our students experience the love and truth of Christ in every aspect of their school life. At FCA, our Catholic faith is the heart of all we do, inspiring us to cultivate a community where each person is valued, and every student is prepared to contribute meaningfully to the world.

Accreditation

As a Catholic School of the Archdiocese of St. Paul and Minneapolis, FCA is fully accredited by *Lumen Accreditation*, through the Institute for the Transformation of Catholic Education at The Catholic University of America.

"Accreditation is an important quality assurance process in which a school or diocese voluntarily seeks an external body to help it measure its effectiveness in fulfilling its mission and setting a course for continuous improvement. In this process, an accrediting body and a school mutually agree on a framework and standards of excellence and work

together to support the school community in its striving for greater attainment of those standards.

Lumen Accreditation provides pathways for the renewal and transformation of all member Catholic schools through a process that integrates the Church's rich heritage of academic excellence and Catholic philosophy."

Nondiscrimination

At FCA, we are committed to fostering an inclusive, respectful, and supportive environment for all members of our community. Rooted in our Catholic values, we uphold the dignity of every individual and ensure that all students have equal access to the benefits and opportunities provided by our school, without discrimination.

In alignment with Catholic social teaching and applicable federal and state laws, FCA prohibits discrimination on the basis of race, color, creed, religion, national or ethnic origin, sex, disability, age, marital status, status with regard to public assistance, or any other characteristic protected under applicable law in the administration of our educational policies, admissions policies, scholarship and tuition assistance, and athletic and other school-administered programs.

As a Roman Catholic religious institution, the school also has the right and duty to conduct its school, programs, and activities in a manner consistent with the Catholic faith and doctrine. Accordingly, nothing in this handbook precludes the school's ability to act in conformance with its Catholic beliefs and identity, including taking appropriate actions with respect to students, parents, or volunteers, whose actions are inconsistent with the religious teachings of the Catholic faith. This applies to actions on school grounds, at school functions, or off school grounds if such actions interfere with or obstruct the mission or operations of the school.

Purpose of Handbook

This handbook is designed to help parents, teachers, staff, and students partner together for success, and to provide a general framework for policies and procedures at our school. It is not all-inclusive, and when unique circumstances arise administration will provide direction on a case-by-case basis.

FCA retains the right to change, modify, suspend, or interpret any policies whether written or not, without notice, at its discretion. The provisions of this handbook do not, and should not be construed to constitute a contract between any applicant, student, or parent, and FCA.

It's important that you read, understand, and agree to everything herein. The handbook articulates the school-family partnership. It spells out our respective responsibilities to each other and expectations of each other. This partnership is built on trust, and we mutually sustain each other in our work of educating the children. It provides valuable information and outlines important school policies and procedures. We hope it will promote understanding, cooperation, and a spirit of support within the FCA 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.

Application of Policies

School policies are enforced year-round, for the duration of a student's enrollment. FCA may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct or policy violation at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

General School Information

Contact Information

School Office	651-429-7771 - Option 2
Principal	PJ Butler pj.butler@frassatiwbl.org
Reporting an Absence	651-429-7771 - Option 2 attendance@frassatiwbl.org
Extended Day	651-429-7771 - Option 2 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

Daily Schedule

Office opens	7:00 AM
Doors open/students enter	7:10 AM
Morning prayer	7:30 AM
Dismissal	2:15 PM
Office closes	3:00 PM

School Calendar

The school year generally runs from September to early June. The school calendar can be found on the main school webpage, along with a list of non-attendance days, parent transportation days, and holidays

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 below.

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 attendance@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.

Authorized Pick-up

Students will only be released to parents or an authorized pick-up person. If you have designated another person to pick up your child on a specific day, please inform the school no later than that morning.

If your student will be late, need to leave early or have a change in their end of day routine, please email the attendance email attendance@frassatiwbl.org. ***You will receive a response to your email. If you do not, please call the school office to confirm.

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 FCA is placed on the parent/guardian of the child. FCA has the right to accept or deny parents' requests for excused absences.

Excused reasons for absence include:

- Illness (FCA may request doctor verification or that the child be brought to school to be seen by our health aide)
- Doctor's visit – including 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 (unless pre-approved by FCA)

Transportation

Buses

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.

FCA 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 pull ahead as far as you can, and 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.

In the morning, do not allow your students to exit the vehicle before the parking lot cross walk. Students should wait in the vehicle until you are able to proceed into the unloading area beyond the crosswalk. 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

FCA maintains records of student transportation means. 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.

Any last minute change (after 12 noon) to afternoon transportation for a student due to family emergency **must be phoned into the school office**. Do not attempt to communicate directly with your child via his/her cell phone. FCA needs to be aware of and control the movement of the children in our care.

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.

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.

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.

Lunch Program

FCA participates in the Minnesota Free School Meals Program, and all enrolled students will receive one breakfast and one lunch at no charge while at school. We contract with an outside food service provider for this program.

Families must pre-order their student's hot lunch ahead of time using the ordering system in place. Students ordering hot lunch the day of, will receive a lunch, but they may not receive the main menu item for that day. Please place your hot lunch orders ahead of time.

Extended Day

FCA 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.

Parent Messages for Students

Messages for students regarding a change in plans for the end of the school day (e.g. bussing, pick-up, etc.) should be left at the main office. Please limit messages to your child to urgent matters only, as messages are disruptive to class. Whenever possible, messages regarding the end of the day should be called in at least one hour before the school day ends.

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.

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.

Photo Release

Throughout the year, there are many occasions to share photos and details about what is happening at our school, through newspaper articles, social media posts, and school communications. We ask families each year to opt in or out of the photo and academic work release. Families who opt out of the release will be noted and their children's photos/academic work will not be published.

Admissions and Enrollment Policies

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 FCA 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.

Registration Requirements

To complete registration, each family must pay all registration fees and submit all required paperwork, including a completed application and tuition contract.

Students entering Kindergarten must be 5 years of age prior to the first day of September of the Kindergarten year.

Probationary Period

All new and transfer students will be accepted on a probationary period of 60 days. This period is intended to allow both the family and the school the opportunity to determine

whether the school is a good fit for the student. During this time, the student should maintain passing grades, display good behavior, have no disciplinary concerns, and no attendance issues. If there are academic or behavior concerns, the student may be asked to unenroll.

Wait List

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

Financial Policies

Tuition and Fees

The school relies on the tuition from families to fulfill our budget obligations. The school sets tuition rates and fees each year and communicates this to families in conjunction with annual enrollment.

Tuition payments are handled through the Sycamore online platform. Information about how to set up an account and make payments is provided during enrollment.

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 2025-26

K-8 Tuition: \$5,850 + Fees

Multiple-simbling discount:

First and second child = 0% discount

Third child = 50% discount

Fourth + child = 100% discount

Fees* applicable to all students

K-8 Enrollment \$100 per child

Gr. K-5 Technology \$150 per child

Gr. 5-8 Technology \$175 per child

*Fees are non-refundable.

Financial Assistance

While we strive to keep tuition at an affordable rate, we understand that private school tuition can be a major expense for families. With this in mind, FCA has financial assistance funds available. Distribution of funds is based on financial need and availability of funds.

Families wishing to apply for financial assistance should complete the tuition assistance application, through TADS. Documentation of income, assets, expenses, and special circumstances is required for the application. Families who experience a change in financial circumstances during the school year which makes fulfilling their tuition obligation difficult should contact the school office for assistance.

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, 2024 and receive 3% discount (discount not applicable when tuition assistance is awarded)
- 2 payments due July 1, 2024 and December 1, 2024
- 2 payments due July 15, 2024 and December 15, 2024
- 10 payments due the 1st of each month July 1, 2024 to April 1, 2025 (\$65 payment plan fee applies)

- 10 payments due the 15th of each month July 15, 2024 to April 15, 2025 (\$65 payment plan fee applies)

Tuition and Fees Payment Policy

Tuition and fees constitute the largest percentage of income for FCA. 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 1st or the 15th of the month. A late payment fee of \$35 will be added to Sycamore accounts on the 6th or 21st 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.
- A family that is overdue on their account will be contacted and we will work to resolve the situation with the family. If a resolution has not been achieved within 30 days of delinquency, a student may not be allowed to attend school, and the family may not be allowed to re-enroll for the following year.
- 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 8th 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 FCA.

FCA 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.

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.

FCA 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.

Communication of Policy

This policy and any pertinent supporting information will be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

- All households at or before the start of each school year
- Students and families who transfer into the school, at the time of enrollment
- All school personnel who are responsible for enforcing this policy.

Academic Policies

Integrated curriculum

FCA is dedicated to providing an integrated curriculum that is academically excellent but also instills strong Catholic moral values. The curriculum is presented with a coherent vision of reality through the lens of the Catholic intellectual tradition. This comprehensive approach encompasses intellectual, physical, social, and spiritual development honoring the truth of what it means to flourish as a human person. The impact of this wholistic formation is mature young men and women who are able to engage the civic, spiritual, moral and professional challenges of their society and, assisted by God's grace, use their success to transform our world for the good.

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

Kindergarten-Grade 5

Religion, mathematics, language arts (reading, writing, spelling, speaking and listening), handwriting, history, science, music, art, physical education, reference skills, technology

(computer literacy and word processing), and Spanish.

Middle School (Grades 6-8)

Religion, mathematics, history, earth science, physical science, life science, language arts/English (grammar, literature, spelling, writing, vocabulary development), art, technology, physical education, music, and Spanish.

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 (MS).
- Understand directions and what is required for completion of the assignment.
- Complete and return assignments on time.
- Strive to 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).

- 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.

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. If a parent/guardian makes a specific teacher request, FCA takes that into consideration, but is not obligated to honor it.

Class Size

The school administration is responsible for setting class sizes that support high-quality instruction and meet the educational needs of students. FCA strives to keep class sizes as small as reasonably possible, with a general maximum of 25 students per class.

When class sizes exceed this number, the school will take steps to maintain instructional quality and support student learning. This may include assigning a teacher’s aide or creating an additional section.

Assessments

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

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.

Grading Scale for Elementary School - Kindergarten - Grade 5

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 Middle School - Grades 6-8

The grading system for students in grades 6-8 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

FCA 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:

<i>cum laude:</i>	3.0-3.6 GPA
<i>magna cum laude:</i>	3.7 and higher

Report Cards and Student Progress

At the end of each trimester students receive report cards. These are intended to inform parents and students regarding the student's progress. This is an opportunity to assess how a student is progressing and to set goals for the year. Report card grades are final. If a student or parent has questions or concerns about report cards, they should contact their teacher.

Promotion/Retention

Promotion and graduation take place when a student demonstrates satisfactory completion of grade level work. The decision to retain a student at current grade level will be made only after an evaluation has been made which indicates the student would benefit from retention.

Student Records

FCA 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.

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

Academic Services for Students with Special Needs

FCA is committed to fostering an inclusive environment that supports the diverse needs of all learners. When a student is identified as potentially having special educational needs, FCA follows a collaborative process involving parents and, when appropriate, other professionals to develop a tailored support plan. This plan is distinct from those offered by local public schools and is designed to address the student's unique needs within the scope of the school's available resources.

The plan may encompass accommodations for diverse learning styles, mental and physical health needs, and social and emotional development. When deemed necessary and beneficial, FCA may also collaborate with White Bear Lake Area Schools to access additional supports that enhance the student's academic progress.

Textbook and Instructional Materials

Textbooks and instructional materials that the students use are the property of FCA 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.

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.

Special Education Services

Students attending FCA 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 FCA promptly. Plans not provided to FCA cannot be followed.

School Culture Policies

Extra curricular activities

All student programming should direct students to be formed in the virtues. Enrichment and extracurriculars should cultivate in students a strong character so that they can grow into adulthood living responsible, productive and holy lives. Virtues acquired by education are purified and elevated by grace, and with God's help, allow each child to become the person God has made him or her to be. Therefore, it is necessary that all curricula, programs, experiences, athletics, extracurricular, and other school activities be deeply

grounded in the Church's virtue tradition, and designed and operated so as to form students in Catholic virtue.

FCA is proud to offer a range of extracurricular activities in which students may choose to participate.

Students who are not present for a school day are not eligible to participate in extracurriculars on that day. Students who are failing classes may be restricted from participating in extracurriculars, at the discretion of the administration, to allow the student to focus on academic success.

All school policies apply at extracurricular events (including practices), whether on or off campus.

Athletics

The FCA 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. FCA 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 FCA 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.

Extra curricular behavior expectations

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.

Band/Orchestra

Band and orchestra classes, and individual lessons may be provided for students in grades 4-8.

Birthday Treats

Birthdays are celebrated at FCA. 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.

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 FCA.

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.

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.

Whenever possible, transportation for field trips is by bus. If it is necessary to use transportation provided by vehicles, parents will be notified.

Chaperones may be needed for field trips; all chaperones must comply with all volunteer requirements.

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:

- Annual retreats
- ELC – Sixth graders may attend an Environmental Learning Center (ELC).
- Washington, D.C. – Eighth graders visit Washington, D.C. in alternate years

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.

Guiding Principles Concerning Human Sexuality and Sexual Identity

FCA is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Our school provides an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person. FCA will relate to each student in a way that is respectful and consistent with each student's God-given sexual identity and biological sex.

Dress Code and Uniform Policy

Our Uniform Policy is designed to reflect the dignity of the body and the modesty taught by our Catholic tradition. It enhances a sense of school pride and belonging, while encouraging discipline and eliminating unnecessary distractions. Additionally, it creates opportunities to share our presence and excellence in the wider community.

Students are expected to follow the dress code as written. Administration and teachers reserve the right to decide if a student is out of uniform or in violation of the dress code. If students are out of uniform or in violation of the dress code, they will be provided a uniform from our uniform stock in the front office if one is available. If a proper option is not available, we will work with you to make an alternative plan.



The above logo is the uniform logo and is the only one to be worn as part of the uniform.

Elementary Boys

- Top: Black polo shirt with uniform logo.
- Black fleece quarter zip with uniform logo, or button-down cardigan and uniform polo underneath.
- Pants: Khaki – no jogger or drawstring.
- Shorts: Khaki - not allowed between October 15 and May 1
- Shoes should have non-marking soles and closed toe/heel. Athletic shoes are acceptable.
- Socks: Crew or ankle socks, solid black, or white.

Elementary Girls

- Shirt: black polo shirt with uniform logo
- Jumper: Plaid #70 jumper, only with white peter pan blouse
- Skirt: khaki or Plaid #70 skirt/skort
- Pants: khaki – no joggers or drawstring
- Shorts: Khaki - not allowed between October 15 and May 1
- Black fleece quarter zip with uniform logo, or button-down cardigan and uniform polo underneath
- Black leggings may be worn only under skirts/skorts/jumpers.

- Black leggings or modesty shorts must be worn under skirts and jumpers (non-skorts).
- Shoes should have non-marking soles and closed toe/heel. Athletic shoes are acceptable.
- Socks: Crew or ankle socks, solid black, or white.

Middle School Boys

- Shirt: White or black polo shirt with uniform logo
- Pants: khaki – no joggers or drawstring
- Shorts: Khaki - not allowed between October 15 and May 1
- Black fleece quarter zip with uniform logo, or button-down cardigan, with uniform polo underneath.
- Shoes should have non-marking soles and closed toe/heel. Athletic shoes are acceptable.
- Socks: Crew or ankle socks, solid black, or white.

Middle School Girls

- Skirt: Plaid #70 or khaki (no more than three inches above the knee)
- Pants: khaki - no joggers or drawstrings
- Shorts: khaki - not allowed between October 15 and May 1
- Shirt: White or black polo shirt with uniform logo
- Black fleece quarter zip with uniform logo, or button-down cardigan and uniform polo underneath.
- Black leggings or modesty shorts must be worn under skirts (non-skorts).
- Black leggings may be worn only under skirts/skorts.
- Shoes should have non-marking soles and closed toe/heel. Athletic shoes are acceptable.
- Socks: Knee-highs or crew or ankle socks, solid black, or white.

Uniform Regulations for all K-8 Students

- Uniforms must be clean and neat in appearance.
- Clothing must be size appropriate.
- Cargo, carpenter, flare, and jogger style pants are not acceptable.
- Hair must be worn neatly and be well groomed. Natural hair color only. No Mohawks, shaved symbols, or dyed hair.
- Writing and/or coloring on the person is not allowed.
- 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.
- Shirts must be buttoned always, only the top button for boys and girls may remain unbuttoned.
- Shoes should not be distracting in any way. Lights, wheels, etc. are not permitted.
- No clogs, flip flops, sandals, Crocs, Uggs, fashion boots, or platform/wedge shoes. Shoes with heels should be no more
- than 1 ½ inches.
- Winter boots may only be worn to and from school and during outdoor recess.
- Smart watches or any wearable device capable of connecting to a phone, WiFi or the internet is not allowed.
- No facial, cartilage, or body piercings.
- Religious necklaces or medals may be worn, but not to exceed 1 ½ inches in size.

Regulations for Boys

- Middle school boys are required to wear a belt when wearing pants or shorts. Belts are encouraged, but not required. Belts should be brown or black and must not have any lettering or designs and must have plain belt buckles. Shirt should be tucked in so that the belt is visible.
- Shorts may be worn September - October 15 and May 1 through the end of the year.
- Hair should not be below the eyes in the front, over the ears, or touch the collar.
- Boys should be clean shaven with no sideburns past the bottom of the ear.
- Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted.
- Hairstyles that draw undue attention are not permitted.
- Hair color should be natural hues. No streaks of unnatural colors (red, pinks, greens, etc.)
- Earrings are not allowed for boys. Simple chains or medals must be worn inside uniform shirts.

Regulations for Girls

- Students in grades K-5 may not wear makeup.
- Students in grades 6-8 may wear light makeup that does not draw undue attention.
- Girls are permitted to wear earrings that do not hang more than one (1) fingernail length below the earlobe. Large earrings create safety issues.
- Skirt/jumper length is three-inches above the knee.
- Modesty shorts are required when wearing a skirt or jumper and should not extend below the hem of the skirt or jumper.
- Leggings are only to be worn underneath the skirt or jumper.
- Hair color should be natural. No streaks of unnatural colors (reds, pinks, greens, etc.) on any part of hair.
- Nail polish is allowed but should be natural hues. Artificial nails are not allowed.
- No large, or flashy jewelry will be permitted, including large earrings.

The uniform policy will be reviewed on a five year cycle (next review 2025-2026). Parents with suggestions will submit a request to Administration to be on an *ad hoc* committee to discuss ideas and report to SAC. Final decisions will be made by SAC recommendation to the Board of Directors.

Spirit Wear Days

The school has regularly scheduled “Spirit Wear Days”. Students are invited to participate in Spirit Wear days by wearing a “Spirit Wear” top with **uniform bottoms**. All other uniform policies remain in place on Spirit Wear Days. Participation in Spirit Wear days is NOT mandatory.

Spirit Wear Tops

Spirit Wear Tops refers to any school approved top (t-shirt, sweatshirt, etc.) containing the FCA name or crest. This includes Frassati sports, clubs and activities apparel (ie: chess club, intramurals, etc.)

Out-of-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.
- 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.
 - No oversized sweatpants or pajama pants (pajama pants may be allowed for dress-up days)
 - No shorts with less than 4 in. inseam, no tight fitting shorts i.e. Nike pro or volleyball shorts
 - No leggings unless intended for modesty and warmth under a skirt or dress

Uniform Noncompliance

Students are expected to be in uniform according to the guidelines. Students not following these guidelines will be provided a uniform from our uniform stock in the front office if available. Uniforms borrowed from the office must be laundered and returned within one week unless discussed with office staff. If your student is out of uniform repeatedly, the student's teacher will reach out to the family to come up with a solution, and if needed, administration as well.

Vendors for Uniforms

Our official uniform vendors are Donald's Uniform Store and Land's End. Uniform tops and jumpers may only be purchased through those two vendors. Khaki colored bottoms may be purchased through vendors with uniform lines such as Old Navy or Target. Style and shade must be consistent with those available at Donald's and Land's End.

Winter Clothing

Students in grades K-8 are expected to go outside for 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.

Smart Device Policy

For the purposes of this policy, “Smart Device” refers to any internet-enabled digital tool with a visual display or screen. Common examples include smart phones, smart watches, computers, iPads, and laptops.

FCA discourages students from bringing Smart Devices to school.

We recognize some parents may make the decision to allow their child to bring Smart Devices to school. In this case, the following policies are in place under normal circumstances and exclude emergency situations:

The school will take reasonable measures to protect and secure personal Smart Devices during the school day. However, parents who send their children to school with a Smart Device accept the possibility of loss or damage and will hold the school harmless for any loss or damage.

- 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. If a device is found on your child’s person during the school day, it will be confiscated.
- Cell phones and personal electronic devices are not allowed to be used only at any time during the school day. Earbuds/headphones may be used during a specific class as allowed by the teacher.
- Cell phones may never be used in bathrooms or locker rooms, and the use of devices in these areas warrants confiscation of the device.
- Students are not allowed to use personal Smart Devices during off-campus, school-sponsored field trips that occur during regular school hours.
- 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.
- The school will take reasonable measures to protect and secure personal Smart Devices during the school day. However, parents who send their children to school

with a Smart Device accept the possibility of loss or damage and will hold the school harmless for any loss or damage.

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. And a conversation between the principal and the family will be held.
3. Third offense: The student and parent(s)/guardian will meet with the principal regarding more serious disciplinary action.

Internet and Related Technologies Use

It is the policy of FCA to require the ethical use of the Internet and related technologies by all employees, volunteers, and students. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violation that is unethical and may constitute a criminal offense. The terms, conditions and regulations for the use of Internet and related technologies as they apply to all individuals who utilize the computer technology of FCA, are detailed below.

Internet Terms, Conditions and Regulations

Acceptable Use - The use of Internet and related technologies must be in support of education and research, and consistent with the educational objectives of FCA.

Unacceptable Use - Transmission of any material in violation of any U.S. or state board is prohibited. This includes, but is not limited to: copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat", or social media communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs and weapons, inappropriate language and communications, personal attacks, including prejudicial or discriminatory attacks, harass or bully another person, knowingly or recklessly post false or defamatory information about a person or organization, etc.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

Privileges - The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

Warranties - The educational programs governed by FCA make no warranties of any kind, whether expressed or implied, for service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies are at the user's own risk. The educational programs governed by FCA specifically deny any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the local budget. The student or parent/guardian is responsible for returning the equipment in the same condition it was received. The student or parent/guardian is responsible for the costs of repairing any damages for the equipment provided by the school.

Behavior Policies

Each student is responsible for behavior that maintains a respectful, welcoming, and joyful learning environment within the school. Respect for oneself, others, authority, and property is expected from each student. Students are to behave in a manner that is morally responsible and brings credit to themselves, their families, and the school community, and to maintain a safe and healthy learning environment.

FCA provides every student an opportunity to pursue excellence consistent with the school's mission and the teachings of the Roman Catholic Church. Through personal example, teaching, and the written policies stated in this handbook, faculty and administration at FCA strive to encourage right order through true freedom for every student. True freedom rooted in the growth of virtue cultivates confidence, strength, and success in all aspects of life, including work, school, athletics,

relationships and most importantly, faith. For children and young adults especially, it gives them the power and inner strength needed to overcome many of life's major challenges.

In addition to promoting the three theological virtues of faith, hope and love; special attention is paid to the cardinal virtues of prudence, temperance, justice and fortitude. FCA strives to develop the virtues of sound judgment, responsibility, and self-control. The school promotes and encourages human virtues like punctuality, diligence, and organization. In doing so, FCA faculty and administration make every effort to maintain a respectful environment that fosters a commitment to doing what is right, because it is right.

As a Christ-centered school, we value learning, respect, and responsibility. Our general school rules are:

Be respectful

- Show respect to everyone and all property
- Follow directions in a timely manner and without argument
- Speak respectfully at all times, even when in disagreement
- Be attentive and respond appropriately when greeted or spoken to

Be responsible

- Be prepared and ready to learn
- Complete work carefully and punctually
- Arrive to school and classes on time
- Be in control of your own words and body

Be safe

- Follow school rules
- Use materials appropriately
- Avoid any type of conduct that could hurt someone else
- Seek an adult if you see anyone being unsafe

Be like Jesus

- Be kind to others
- Include others and make everyone feel welcome
- Be a peacemaker
- Be willing to forgive
- Treat others as you would like to be treated

In partnership with parents, we believe that teaching and learning time can be maximized when a plan for developing responsible behavior is in place. Early intervention to improve student behavior is strongly encouraged. Good behavior leads to good learning, and good behavior is becoming of good men and women. The faculty and staff work to use strategies that reinforce positive behavior. They include proactive teaching and practicing grace and courtesy (e.g., greeting others, following instructions, accepting feedback, getting a teacher's attention, making a request, disagreeing appropriately, giving criticism, making an apology, giving and receiving compliments, volunteering, accepting no for an answer, introducing yourself, resisting peer pressure, and engaging in a conversation); proactive teaching of expectations, routines, rules, and procedures; and positive reinforcement of social and educational goals. Behavior that meets or exceeds expectations and contributes to the formation of a positive educational environment will be acknowledged and reinforced.

Elementary School Discipline Policy

Our Approach

At our school, we understand that children are constantly learning how to make good choices. We know that our responsibility is to guide and form them toward maturity. We approach discipline as a way to teach, guide, and form character. Our goal is to help students grow in responsibility, self-control, and respect for others in a caring and structured environment.

Guiding Behavior

Most correctable behavior is addressed by the teacher with a reminder, redirection, or a short conversation. When students repeat the same behavior or make more serious choices, consequences may become more significant. With this progressive discipline, we respond in a way that matches the situation and supports the student's growth over time.

Examples of behavior that may need correction:

- Talking out of turn
- Not following directions
- Disrupting learning
- Not being prepared for class
- Disrespectful or unkind language or actions
- Physical aggression or unsafe behavior
- Dishonesty or damaging property

Possible Responses

Teachers and staff may use a variety of responses to help students learn from their choices. These may include:

- Verbal reminders or redirection
- Loss of a privilege
- A brief time away from the group
- Reflection or apology
- Communication with parents
- Meeting with the principal
- Temporary removal from class,
- Depending on seriousness: suspension, or expulsion

Helping Students Grow

Our goal is always to help students understand how their actions affect others and to restore relationships when needed. Students may be asked to:

- Write or say an apology
- Reflect on their choices
- Repair something that was harmed
- Participate in a restorative conversation

Partnering with Parents

Our school community is a partnership between parents and school educators. We value this partnership. Communication between the school and parents should be open. Parents will be contacted if a serious or repeated issue arises. Discipline records are kept according to Archdiocesan policy.

Expectations at School and Beyond

Students are expected to show respectful, safe behavior during school, on the playground, at school events, and on the way to and from school. The school may respond to off-campus behavior that affects the well-being of our students or school environment.

Middle School Discipline Policy

Middle school is a time of tremendous growth—intellectually, socially, emotionally, and spiritually. As students mature, they seek greater independence and begin to form a stronger sense of identity. Part of this natural process often includes testing boundaries.

This can sometimes be challenging for the adults guiding them. It requires us to strike a careful balance between offering support and setting and enforcing clear limits. Our discipline approach in the middle school years reflects this developmental stage: it is structured, consistent, and rooted in the belief that students are capable of self-reflection and growth.

The students are future adults, and we have the responsibility to first model that, and accompany and correct the students on their journey. Our goal is not simply to correct behavior, but to help young people become virtuous, responsible, and respectful human beings.

Conduct Tiers

We use a tiered system to respond to behavior issues. Consequences grow more serious if behaviors continue or become more disruptive or harmful.

Tier 1: Minor Infractions

Handled by the teacher or staff member involved.

Examples: talking out of turn, lack of preparedness, dress code issues

Response: verbal reminder, loss of privilege, reflection sheet, parent communication if needed.

Tier 2: Ongoing or More Serious Behavior

Handled with support from the Dean of Middle School or Principal.

Examples: repeated Tier 1 behaviors, defiance, inappropriate language, classroom disruption.

Response: behavior form submitted to Middle School Dean of Students, parent contact, lunch detention, after-school detention and conference with student and Dean.

Tier 3: Major Infractions

Handled by administration.

Examples: bullying, harassment, threats, physical aggression, vandalism, academic dishonesty.

Response: parent meeting, in-school or out-of-school suspension, behavior contract, possible removal from school.

Restoration and Formation

Whenever possible, we seek to restore relationships and help students reflect on the impact of their actions. Students may be asked to:

- Write a reflection or apology
- Repair harm caused (e.g., clean up, replace items, etc.)
- Participate in a restorative conversation with those involved

Communication and Records

All major discipline incidents are documented. Parents/guardians are informed when a behavior form is completed or when serious consequences are being considered. Records are kept on file and follow Archdiocesan policies.

Guidelines

The disciplinary procedures set forth in this handbook are intended as general guidance policies. Any step in the procedures may be bypassed or modified at the discretion of the teacher or administration. The school has the right to discipline or ask a student to withdraw for any reason. Failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

Behavior On & Off Campus

The school may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Harassment

FCA, in partnership with families, strives to create and maintain a positive learning environment where students are treated with dignity and respect so that they can celebrate and grow in their faith, discover their academic potential, and become concerned, respectful, and responsible young people. This philosophy is the foundation of our harassment policy.

Harassment Definition

Harassment is any unwelcome behavior (verbal, physical, written, or electronic) which has the intention or effect of intimidating, degrading, humiliating, or offending another person, or that interferes with another person's academic performance or participation in school activities.

Whether an action constitutes harassment is determined by school administration, and not by the intentions of the accused.

Harassment includes, but is not limited to:

- **Bullying:** Intimidating, threatening, abusive, or harming conduct that is objectively offensive and: (1) an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or (2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- **Cyber-Bullying:** Bullying performed using technology or other electronic communication.
- **Hazing:** Any activity undertaken by a student or group of students towards another student or group of students with the purpose of "initiation" into the school, a student organization, a team, or a social group, including but not limited to, any physical, sexual, verbal or

psychological abuse that is demeaning, harming, or embarrassing anyone as a “rite of passage.”

- Physical: Unwelcome physical force or unwanted touch that shames, hurts, alienates, threatens, intimidates, or attacks another person, or stealing, damaging, or destroying another’s property.
- Psychological: Humiliating or abusive behavior that lowers a person’s self-esteem or causes torment or emotional harm.
- Sexual: Includes unwelcome sexual advances, gestures, jokes, comments, actions, or symbols, unwelcome sexual questioning, remarks, or touching, pressuring for sexual activity, displaying sexual images, videos, or sounds, and/or promoting rumors of a sexual nature
- Verbal: Face-to-face or otherwise spoken harassing action, including the use of offensive speech, taunts, name-calling, put-downs, intimidation, slander, and threats of any kind toward another person or group.
- Written: Written statements that taunt, name-call, put down, intimidate, slander, or threaten another person or group.

Bullying Policy

At FCA, 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 – FCA 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.
- Cyber 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.

FCA 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.

Weapons & Dangerous Items 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. For the purpose of this policy, the term "weapon" shall include, but not be limited to, firearms, ammunition, knives, explosives, or any device, material, or substance that is used for, or readily capable of, causing death or serious injury or any other object that can reasonably be considered a weapon (including replicas).

This applies in school, on school grounds, off-campus at school activities, at the bus stop, on school busses, school vehicles, or school contracted vehicles, entering or departing school property or events. Any student violating this policy will be subject to discipline, up to and

including detention, suspension, and/or expulsion. Local law enforcement may be contacted.

Drugs and Alcohol Policy

The best environment for learning is one that promotes and supports healthy and responsible behavior. FCA 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. FCA 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.

The use, possession, sale, purchase, transfer, or being under the influence of tobacco, nicotine, alcohol, mood altering chemicals, or any other illegal or controlled substance by students on school grounds, or at any school event is strictly prohibited.

When it is determined that a student has violated this policy, the following actions may be taken:

- Parents notified
- Law enforcement officials notified
- Required drug screening at a facility approved by the school, with results of the screening shared with the school
- Chemical use evaluation
- Referral to an outside agency for treatment/counseling options
- Detention/suspension/expulsion
- Parent-student conference with the principal required before the student can resume attendance at school

Theft, Vandalism, Destruction of Property

Theft, vandalism, or destruction of school property or the property of others will result in discipline. Students are expected to exercise reasonable care in the use of school property and school provided resources and equipment. Students may be required to pay for damage to desks, lockers, other equipment, or property.

Property Searches

FCA is committed to maintaining a safe learning environment. To help ensure the safety of students and compliance with school policies, the school reserves the right to inspect and search student lockers, desks, and any other school property provided for student use (including electronics) at any time, with or without notice, to ensure compliance with

school policies. The school reserves the right to search students' personal property, including backpacks, purses, other containers, and electronics, when there is reasonable suspicion that the search will uncover evidence of a violation of school rules or laws. Students should not expect privacy for personal belongings brought onto school premises.

Lockers

Lockers are the property of FCA 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 6-8 use combination locks to secure the lockers, with a copy of the combination being kept in the school office.

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.

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".

Safety and Well-Being Policies

Entry and Visitors

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

- 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 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.

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 – FCA:

- 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. 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.
 - c. FCA will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

- d. 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.
 - e. FCA will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
 - f. FCA will encourage school sponsored events and programs outside of the school day to be supportive of the Wellness Policy and guidelines.
 - g. Beverage and food vending machines are not available at FCA during the school day.
 - h. FCA prohibits student consumption of caffeinated beverages, like coffee, energy drinks, etc., during the school day.
 - i. Students are permitted to only bring water bottles filled with water into school.
- 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.

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.

Snow Emergencies

If White Bear Lake Public School District 624 is dismissed early or closed for the day, FCA (Preschool-Grade 8) and Extended Day are also closed.

Extreme Cold Warnings

FCA will be in session until temperatures, or wind chills drop below -35 degrees.

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.

Outdoor Air Quality

FCA will be in session, including all field trips and other outdoor activities until the outside AQI reaches 151.

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.

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.

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.

Health Aide and School Nurse

Funds allocated for Health Services provide FCA 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 FCA employs the health aide.

School Nutrition Program

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

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. FCA is in full compliance with this law. St. Mary of the Lake, which leases the building to FCA, is also in full compliance with this law. FCA shall continue to maintain a safe and healthy environment for youth and employees.

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

Pesticides

FCA 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

FCA 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.

Leadership and Governance

Head of School

The principal is the head of the school and is responsible for day-to-day operations and management of the school and its activities. The principal has decision-making authority on all matters related to students, staff, facilities, curriculum, textbooks, athletics, discipline, health and safety, and extracurricular activities.

School Advisory Council (SAC)

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

School Structure

FCA is a regional school. This means that we are a non-profit corporation, sponsored by the Church of St. Mary of the Lake, and the Church of St. Pius X. As a separate non-profit, our board of directors is responsible for corporate governance of the school.

Moderator

The Moderator is a priest assigned by the Archbishop of St. Paul and Minneapolis. The Moderator is canonically responsible for the school, serves as the president of the school, serves on the board of directors, and is primarily responsible for appointing members to the board of directors. Of primary importance is the Moderator's role in ensuring the Catholic identity of the school now and well into the future.

Board of Directors

The board of directors is the governing body for our school. The board has general oversight of all school operations and is responsible for overseeing all of the business and affairs of the school, including school finances and fulfillment of the school's Catholic mission and identity, as well as other powers and responsibilities as articulated in our school's bylaws.

The board generally does not involve itself with day-to-day management or operational issues, or student or employee matters. While board members are available to listen to the

ideas, questions, and concerns of the community, the board acts as a whole and no board member individually may speak or act on behalf of the school.

Board members are appointed by the Canonical Administrator for three-year terms.

Chaplain

FCA is assigned a chaplain, who is a priest of the Archdiocese, and also the pastor of St. Pius X. The chaplain is especially responsible for the spiritual needs of the faculty and staff.

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.

Parent Involvement, Roles, and Responsibilities

Parents are the primary educators of their children. Parents possess the right and obligation of educating their children and selecting a school that best matches their vision for their child's flourishing. Parents are invited to cooperate closely with teachers in the growth and maturation of their child's total development.

Parent/Guardian

For purposes of this handbook, the term parent includes both parents and legal guardians of a child.

Parent Conduct

Our school community is a special place, rich with opportunities for learning, growth, and belonging. It takes all members of our community, working together, to maintain our strong

school environment. We expect all parents of our students to commit to support the faith, support the school, be respectful and positive, and follow school policies. Parents sign a partnership agreement which further details these expectations.

If the partnership is no longer viable in the principal's opinion, the school reserves the right to ban the parent from school grounds/events, require the parent to unenroll their child, or to not accept registration for the next school year.

Non-Custodial Parents

It is the school's policy to comply with federal and state laws regarding parental rights. If a court order exists which limits a parent's access to a student or to student or school information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to records and other school-related information regarding the child upon request.

If a legal document is on file for a student limiting non-custodial access to the child, but arrangements are made between the custodial and non-custodial parent to pick up or see a child, the custodial parent must inform the school.

Volunteer Hours and Fundraising Requirement

As part of the 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.

Volunteer Policies

We are grateful that you have chosen the faculty and staff of FCA 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.

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.

Volunteer Guidelines

Prior to Volunteering

All volunteers who work with children at FCA 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.

Event	Volunteer Opportunities
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 th 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 th Grade Graduation	7 th grade parents host 8 th grade graduation reception

Family Grievance Policy

As we work together in partnership to educate children, difficulties and differences of opinion and approach inevitably arise due to human nature. When concerns or conflicts arise, all members of our community are expected to work together in good faith to find solutions.

Whenever possible, concerns should be raised first with the person with whom you have a concern or complaint, to try to come to an understanding or mutually agreeable resolution. Only after this has been attempted and is unsuccessful, should concerns be brought to the principal. Note: if at any time concerns exist regarding student safety or mistreatment, such concerns should be immediately brought to the principal's attention.

When a concern is brought to the principal in accordance with this policy, the principal will determine appropriate action, which may include but is not limited to mediating a conversation between the parties, proposing a resolution, or investigating the issue.

Throughout the process, all parties are expected to remain respectful, professional, and to act in good faith. While parents of course may discuss the situation at home, they should remember that their child must still function within the school setting and that these conversations can undermine the administrator's and teacher's authority to do their jobs. Just as the teacher or administrator is responsible to respect the child and parents even when difficulties arise, the parents are responsible to see that the problems do not affect the child's respect for the position of the teacher or the administrator.

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.

Communication between Home and School

Guidelines for Effective Communication

As parents are the primary educators of their children, we place great importance on open and frequent communication between the school and home. These are just some of the many ways we communicate with parents: school website, student/parent handbook, school newsletter, phone calls, email, and school events.

When parents have questions or concerns about anything happening at the school, they should communicate respectfully and openly at the appropriate level – teacher, staff, or leadership. As a community, we assume the good will of others and work together to address issues with the appropriate parties, and refrain from gossip.

The teachers and staff of FCA 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.

Points of Communication

- Mr. Butler – Principal
Mr. Butler and the administration will send two email announcements each week and other communications to the Frassati community as needed throughout the year. Feel free to email or call Mr. Butler if you have any concerns or questions, or ideas or suggestions.
- Mrs. Kroll – Administrative Assistant
Manages the front desk/daily operations, and in collaboration with the Business Administrator, manages tuition and billing, 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. Patty Flanagan - Business Administrator
Administers the operations of the school, including tuition and family accounts, safe environment, school lunch program, WBLAS district programs, and more.

Communications about these items will be included in the weekly emails, or come directly to you as needed.

- Mrs. Hoffman – Director of Development & Enrollment
Leads school fundraisers and events, coordinates volunteers (along with the Business Administrator). Reminders and messages regarding events, volunteering, and more will come from Mrs. Hoffman.
- Fr. Allan Paul Eilen – School Moderator
- Fr. TJ McKenzie – 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 in-person with regularity. The minutes of the SAC meetings will be posted on the school website after being reviewed and accepted at the next 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 1-5
A weekly newsletter will be emailed home to parents on Friday.
- Grades 6-8
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 or Google Classroom
- School website – 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.

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.



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