



KINDERGARTEN-GRADE 8
Family Handbook
2019-2020

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

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

Memo to Parents

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

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

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

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

Accreditation

Frassati Catholic Academy is accredited by the Minnesota Non-Public School Accrediting Association (MNSAA), and submits annual reports to this agency in order to meet accreditation standards.

Vision Statement

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

Mission Statement

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

Philosophy Statement

We believe in an education grounded in the Catholic Tradition

We empower students to develop a strong foundation in Christ.

We believe in Academic excellence

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

We believe in a nurturing and encouraging environment

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

Staff Directory

Administration

| | |
|----------------------------------|---------------------|
| Moderator | Father Ralph Talbot |
| Chaplain | Father TJ McKenzie |
| Principal | Patrick Gallivan |
| Administrative Assistant | Peggy Kemp |
| Health Aide/Business Admin | Coralie Kroll |

Teachers

| | |
|--------------------|--------------------------------------|
| Preschool..... | Pat Barry Dawn Follmer |
| Kindergarten | Deb Christensen |
| Grade 1..... | Becky Lynch |
| Grade 2..... | Deb Lehn Mary Lindley |
| Grade 3..... | Elizabeth Sierminski |
| Grade 4..... | Patti Cibuzar Madisyn Moldenhauer |

Grade 5 and Middle School

| | |
|---|------------------|
| Literature (5) & Social Studies (6-8) | Rheanna O'Brien |
| Math (5-8) | Michelle Heinz |
| Religion (5-8) | Katie Urban |
| Language Arts & Literature (6-8)..... | Sue Schmidtbauer |
| Science (5-8) | Andy Olson |

Specialists

| | |
|---|--------------------------|
| Learning Lab..... | Courtney Bona |
| Media Aide..... | Ann Stelter |
| Music | Totino-Grace Music Dept. |
| Physical Education..... | Sandy Reibel |
| Spanish (PreK-4) & Technology (K-4) | Sarah Geppert |
| Spanish & Art (5-8) | Brenda Barrett |

Support Staff

| | |
|------------------------|-----------------|
| Athletic Director..... | Andy Olson |
| Educational Aide | Karen Brogan |
| Extended Day | Nicolette Olson |
| Food Service..... | Ann Stelter |

School Office Hours

Monday-Friday

7:00 AM - 3:00 PM

Daily Schedule

Doors Open/Students Enter
K-8 Classes Begin
Lunch
K-8 Dismissal

7:00 AM
7:35 AM
11:07 AM - 12:30 PM
2:10 PM

Contact Information

School Office
Principal

651-429-7771 – Option 2
Ext. 238
patrick.gallivan@frassatiwbl.org

Reporting an Absence

651-429-7771 – Option 2

Extended Day

651-429-7771
Ext. 272

Fax

651-429-9539

WBL Bus Transportation

651-407-7538

WBL School Closing Hotline

651-407-7540

Address

4690 Bald Eagle Avenue
White Bear Lake, MN 55110

Website

www.frassati-wbl.org

Admissions and Registration

Admissions Policy

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

Enrollment

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

Enrollment is considered complete when the online enrollment is completed and the non-refundable registration and technology fees are paid via Sycamore Education.

Waiting List

A waiting list will be kept for grades that have reached maximum enrollment. Completed registrations are dated and numbered as they are received.

Authorization for Disclosure of Information to Catholic Schools

Frassati Catholic Academy may, at its own discretion, disclose the name, mailing address, and email address of your student(s) to other Catholic schools within the Archdiocese of St. Paul and Minneapolis. You have the right to withdraw this consent for future disclosures at any time. Such withdrawal is not retroactive. Any withdrawal of this consent must be done in writing to the principal of the school.

Communication

Guidelines for Effective Communication

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

A. All School Communications

- Mr. Gallivan – Principal
Mr. Gallivan and the administration will send 2-3 email announcements each week and other communications to the Frassati community as needed throughout the year.

- Peggy Kemp – Administrative Assistant
Peggy will send a monthly newsletter. Peggy is also responsible for VIRTUS requirements for volunteers and school forms.
- Coralie Kroll – Health Aide/Tuition/Billing
Coralie will send regular reminders on outstanding tuition and fees. She is the person to contact regarding attendance and health concerns for your child.
- Pastors/Board of Directors
The pastors or 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 at Frassati on the first Tuesday of each month (except July). The minutes of the monthly SAC meeting will be posted on the school website after being reviewed and accepted at the next month's SAC meeting.

B. Grade Level Communications

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

C. Other Means of Communication

- Sycamore Education
 - Administration - Emergency communications and discipline referrals will be sent via Sycamore Education
 - Faculty - All grade level email communications, individual communications, and electronic grade book will be updated on Sycamore Education by Monday night.
- Some teachers may use the Sycamore Education Calendar or a personal classroom website
- School website – www.frassati-wbl.org
- Social media email – socialmedia@frassatiwbl.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

Communication Process

A. Classroom Communication

The majority of 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:

1. 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 7:00 AM to 2:30 PM (M-F). Parents may send an email outside those hours, but should not expect a response for 48 hours, unless it is an emergency. We hope that most questions and concerns will be resolved between the parent and the teacher. Parents are encouraged to meet personally with the teacher.
2. If a meeting between the parent and teacher does not resolve the issue to your satisfaction, then you are encouraged to contact the principal during normal school hours, unless it is an emergency.
3. If the matter is not resolved by the principal, then the parent is encouraged to contact the Moderator during regular school hours. In the case of an after-hours emergency, please call 651-429-7771 option 1 and request to speak with Fr. Talbot.

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

B. School Policy Question

A parent with a question or suggestion about school policy may contact the school principal or one of the members of the School Advisory Council (SAC) (frassati-wbl.org/school-advisory-council). The expectation is that the principal or SAC member will respond to the parent within 48 school hours with an answer to the question or the process for obtaining an answer. Parents may bring their concerns to a SAC Meeting, which is normally held from 6:30 – 8:00 PM on the first Tuesday of every month (except July) at the school. Parents who want to be on the SAC agenda must contact the SAC Chair (sac@frassatiwbl.org) at least one week in advance.

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.

Change of Address/Phone Number

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

Conferences

Student progress is reported through parent/teacher/student conferences throughout the year.

Since the student is the focus of the conference, he/she is expected to attend. 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. Please contact your child's teacher to schedule the conference. Parent concerns with classroom policies, procedures and academics should initially be directed to the teacher.

Email

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

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

Messages

Relaying messages to students is an interruption of the educational process. Therefore, only emergency messages should be called in to the office. Calls for teachers during the school day are directed to voice mail via the administrative assistant. Teachers check for messages at least once daily.

Non-Custodial Parents

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

Grievance Procedure

If a grievance between parents or a student and a teacher or school administrator should arise, the following grievance procedure shall apply:

- 1) The parent or student (grievant) will meet with the teacher to discuss resolution of the grievance.
- 2) If the grievance is not resolved (and/or involves a teacher), the grievant will meet with a school administrator. If the grievance involves school administrators the grievant will meet with the moderator, or his designee.
- 3) If the grievance is still not resolved, one of two approaches will be taken.
 - A. A policy grievance is addressed to the SAC.
 - B. A non-policy grievance is addressed to a grievance committee.
- 4) The Grievance Committee will be made up of three persons; one designated by the moderator, one designated by the respondent and one designated by the grievant.
- 5) The Grievance Committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral or both.
- 6) At the conclusion of the meeting and upon due consideration, the Grievance Committee will make its recommendation to the moderator. (The committee shall not have the power to alter or amend school policies).

- 7) The moderator or his designee will then decide the grievance.
- 8) The grievance procedure should be completed within 60 days.
- 9) If the grievance determination is not resolved to the satisfaction of either party, a referral may be made to the Archdiocesan Conciliation Office. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Conciliation Office procedure.

Attendance

Attendance

Regular attendance and punctuality are essential. Make-up work cannot replace participation in class discussions and projects. Please make every effort to schedule family trips outside of school time. Trips often create instructional gaps that cannot be compensated for when the child returns.

*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.

Arrival and Dismissal

Supervisors are present for the arrival and dismissal of students.

Once children are dropped off at school, they should proceed to the waiting area or if the entrance is locked they should proceed to the school office. At the end of the day, students should be picked up by 2:20 PM. K-5 students in the building after that time will be expected to attend the Extended Day Program.

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 being 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 7:35 AM. Students should be in their homerooms/classrooms by 7:35 AM or they are considered tardy.

Tardy Procedures:

1-4th: Warning

5th and 10th: Parent Letter

11th: Mandatory conference with the school principal. Student will not be allowed to return to school until parent/principal conference is held.

12th: Family may be referred to the Ramsey County Attorney's Office – Truancy Division

Reporting Absences

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

Truancy

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

Excused reasons for absence include:

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

Unexcused reasons for absence include:

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

Pick-Up During School Hours

Parent/guardian must sign the student out at the school office before the student is allowed to leave during normal school hours.

School Closings

Early dismissals and school closures are announced on **WCCO-AM (830) Radio**. If White Bear Lake Public School District 624 is dismissed early or closed for the day, Frassati Catholic Academy (Preschool-Grade 8) and Extended Day are also closed. The White Bear Lake School Closing Hotline is 651-407-7540.

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

Transportation

Buses

White Bear Lake School District 624 provides transportation for eligible students. Any questions regarding the buses should be directed to the White Bear Lake Transportation Office at (651) 407-7538.

If your child is to be transported by bus to a destination other than their designated destination a written request must be provided to the child's teacher or homeroom teacher. Requests must include the date, name of the child, and destination, as well as the parent/guardian's signature.

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

- All body parts must remain 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 staff

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

Drop-off/Pick-up by Car

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

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

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

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

Change in Transportation

Teachers document the means of transportation used by students in their class. Changes in transportation need to be sent in writing to the child's classroom teacher even if the change is only for one day. Please write this note on a separate piece of paper, rather than writing it in the child's assignment notebook.

Any last minute change to afternoon transportation for a student due to family emergency must be phoned into the school office. No email or voicemail will be acknowledged. Students are dismissed and at bus/car lines by 2:00 p.m. This policy applies to all students.

Field Trip Transportation

Other than walking, commercial carrier or contracted transportation is the only method used for transporting students to and from field trips. The use of private passenger vehicles is not allowed.

Dress Code and Uniform Policy

Dress Code Expectations

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

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

The uniform policy will be reviewed on a five year cycle beginning in 2019. Parents with suggestions will submit a request to Administration to be on an ad hoc committee to discuss ideas and report to SAC at the November meeting. Final decisions will be made by SAC recommendation to the Board of Directors at the December SAC meeting.

Dress Code for Boys

Pants: Khaki dress pants
Shirt: Black polo shirt with school logo (long or short sleeved)
Shorts: Khaki walking shorts
Fleece: Black 1/2 zip performance fleece or microfleece pullover with school logo;
Black fleece full zip vest with school logo

Dress Code for Girls

Pants: Khaki dress pants
Jumper: Khaki jumper
Skirt: Khaki skirt
Skort: Khaki skort
Shorts: Khaki walking shorts
Shirt: Black polo shirt with school logo (long or short sleeved)
Fleece: Black 1/2 zip performance fleece or microfleece pullover with school logo;
Black fleece full zip vest with school logo

Non-Uniform Days

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

- 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.
- 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 transferrable between students.
- Sandals are not permitted on out of uniform days.
- 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. Tight fitting leggings alone are not acceptable.

Student Footwear

Socks: Plain white or black crew height socks, knee highs, or anklets are allowed. Solid black or white leggings or tights may be worn under skort, skirt or shorts.

Shoes: Closed heel and toe, tie or Velcro shoes with non-marking soles. Crocs, shoes that light up, have sound effects, or wheels will not be allowed.

Uniform Noncompliance

Students are expected to be in uniform according to the guidelines. Students not following these guidelines will be corrected and receive a warning. Students who repeatedly ignore the dress code will be referred to school administration and will be subject to the Student Code of Conduct.

Vendors for Uniforms

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

Winter Clothing

Students in grades K-5 are expected to go outside for a daily recess unless the temperature or wind-chill is unsafe. K-5 students are required to have boots, hats, gloves/mittens and snow pants when there is snow on the ground. Students who are not adequately dressed for the weather will still be expected to go outside; however, they will be restricted to a limited area of the playground.

Lunch

Frassati Catholic Academy provides a cold breakfast and a hot lunch daily through White Bear Lake Area Schools. The cost for breakfast is \$2.60 for students in grades 1-8 and is FREE for all kindergarten students. The cost for lunch is \$3.70 for all students. Milk is included with breakfast and lunch. Additional milk or milk for those with bag lunches is \$0.60.

Family Lunch Accounts

Family lunch account balances are viewable in Sycamore Education. Families should add funds/make payments through their Sycamore account. Sycamore Education will send out weekly notices to families with a balance less than \$10.00.

Free and Reduced Lunches

Information on free and reduced student lunches is published and distributed to families annually. Families that may qualify are encouraged to apply. This not only helps individual families, it also helps the school to qualify for additional funding in other areas. A family can apply anytime during the year if family size or income changes.

Lunchroom Behavior

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

Health and Safety

Asbestos Notification

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

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

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. 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 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 parent or guardian.

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

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.

Indoor Air Quality (IAQ) Notice

Frassati Catholic Academy is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission – educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions, performs activities that can have an effect on the quality of air we breathe.

Frassati works with MacNeil Environment to keep in compliance with the federal and state government rules. There is 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.

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 care and prenatal

exposure to controlled substance. **Abuse** can be physical or sexual abuse or emotional maltreatment.

Medication

If a student must take medication long-term (longer than a consecutive two week period) during school hours, Frassati Catholic Academy requires a licensed physician's signature and medication order for both prescription and over-the-counter medication. Signed parental permission is also required for short-term or long-term medication. Medication must be sent to school in a current labeled prescription bottle or in the original over-the-counter container. The health aide or office personnel administers medications. Parents are responsible for keeping the school informed of changes in the student's health or medication.

Pesticides

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

Pets

Frassati Catholic Academy follows the Minnesota Department of Health recommendations regarding pets/animals in school classrooms. Pets allowed (after parent notification by the teachers to identify children with allergies) include: guinea pigs, gerbils, domestic-bred mice, rabbits, hamsters, birds, dogs and cats. Animals that are not recommended are reptiles (lizards, turtles, snakes, and iguanas), poultry (chickens and ducks) and wild animals. All visits of family pets to classrooms need to be reviewed with the classroom teacher prior to arrival.

Safety Drills

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. A "duck and cover" 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.

Security

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

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

Visitors

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 without permission from office personnel. Any items forgotten at home must be dropped off in the school office.

Academics

Class Placement

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

Class Size

School administration will be responsible for ensuring that the educational needs of the students are met with high quality.

Curriculum

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

Kindergarten-Grade 5

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

Middle School (Grades 6-8)

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

Exceptional Math Performance Plan (Grades 6-8)

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

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

Exceptional Math Performance Plan:

1. A team meeting with school administration, faculty, and parents will be scheduled to discuss a plan to best meet the needs of the student.
2. If deemed appropriate, the student will be assigned a customized online math course. The student will be responsible for completing the assigned course material with 95%

accuracy on all summative assessments.

3. The student online math course will be monitored by the math teacher assigned to that grade level.
4. The student will receive assistance during work time as do all students in the class.
5. Additional support will be provided after school as needed.
6. No additional tuition will be charged if an Exceptional Math Performance Plan is implemented.

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

Learning Assessment

Student progress is monitored and assessed through:

- Portfolio assessments
- Self-assessments
- Subject area developmental scales
- Health related fitness tests
- Teacher designed tests and checklists
- Interviews and conferences
- Teacher observation and reflection
- Standardized tests (grades 2-8) NWEA Map Assessment (Fall, Spring)
- Trimester interim and progress reports

Grading Scale for Grades 4-8

The grading system for students in grades 4-8 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:

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

Field Trips

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

Archdiocesan insurance regulations require the use of the parent and guardian authorization form **each time** students participate in a field trip. Failure to return the form means that the

student may not go on the field trip and must remain at school. Phone calls to or from parents and guardians do not fulfill authorization requirements for participation (Archdiocesan Guideline #6630, Catholic Mutual Form). A fee is associated with most field trips. Refunds are not provided for missed trips.

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

Middle School Trips

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

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

Honor Roll

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

Criteria for Honor Roll:

| | |
|--------------|----------------|
| High Honors: | 3.7 and higher |
| Honors: | 3.0-3.6 |

Spirituality

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

Standardized Testing – NWEA Map Assessment (Grades 2-8)

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

Assignments

Homework

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

Teachers are expected to:

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

Students are expected to:

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

Parents/Guardians are expected to:

- Know the homework policy and individual teacher requirements.
- Notify the teacher if the child frequently has trouble understanding directions.
- Review the assignment for completion and quality (K-5).

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.

Homework Policy

- Students are expected to turn in all assigned work on the required due date at the start of class.
- If a student is present for any part of a school day, they are required to turn in their assignments when they arrive or before they leave.
- In the case of an absence, parents may request school work directly from the teacher.
- Teachers may provide work prior to family vacations.
- Students will have the same amount of time to make up their work as they are absent.
- 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.
- Middle School Teachers will be present for office hours each week from 2:15 pm-3:00 pm. Please contact middle school staff for exact days.

Middle School Academic Reward Days

- Middle School students will earn a reward day each mid-trimester if they have all of their homework, quizzes, tests and classwork turned in.
- Students with all school work turned in will be allowed to choose between fun activities in the gymnasium or a classroom.
- Students that do not have all of their missing work completed and turned in will report to a designated workroom to complete assignments. Once the work is completed, students will join those in the gym or activity room.

School Environment

Introduction to the Code of Conduct

Frassati Catholic Academy believes that the goal of the Code of Conduct is for students to learn and develop respect, compassion, integrity, and self-discipline. This goal will encourage academic success and preparation for a successful Christian life.

Respect for oneself, others, authority, and property, and the maintenance of a safe and healthy environment in which to learn, are the heart of Frassati Catholic Academy's Code of Conduct that is consistent with a Catholic Christian philosophy. With Jesus as their role model, students are responsible for their own behavior and are to behave in a manner that is morally responsible and brings credit to themselves, their families, and Frassati Catholic Academy.

Frassati Catholic Academy respects parents as the primary educators of their children, and in turn, respectfully requests the support and cooperation of parents in the discipline process. The staff of Frassati Catholic Academy proactively instructs students in social skills which include behavioral expectations, routines, rules, and procedures. As a general policy, each teacher, as a licensed professional, will evaluate the needs of each child in each class to determine the most effective approach to discipline for his/her particular students.

Frassati Catholic Academy also recognizes that conflicts are a normal and healthy part of living and growing. Frassati Catholic Academy therefore, encourages students to handle conflicts in a peaceful, non-aggressive, and verbal manner with the goal of reconciliation.

Students

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

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

Parents/Guardians

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

- Believe your children have unlimited possibilities for greatness and help them achieve it
- Establish and maintain a positive working relationship with teachers and administrators
- Work with staff in a mutually respectful process focusing on the success of your child

- Respect and support the learning environment and emphasize the importance of being prepared for the day
- Be aware of your child's academic progress by taking an active interest in your child's homework
- Make sure your children arrive to Frassati Catholic Academy on time each day
- Encourage your child to adhere to the Student Code of Conduct and support the procedures outlined, including the harassment, attendance and uniform policies
- Adhere to the Grievance Policy for Students and Parents
- Be actively involved in the life of the school
- Attend parent-teacher conferences
- Promote Frassati Catholic Academy and speak well of it to others

Staff and School Community

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

- Believe that all students have unlimited possibilities
- 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

Drugs and Alcohol

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

Drug and Alcohol Policy:

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

Weapons

Students and non-students, including parents and visitors, are forbidden to possess, store, transmit, or use any instruments that are considered a weapon or look like a weapon in Frassati Catholic Academy, on school grounds, at school activities, at bus stops, on school buses or upon entering or departing academy premises, property or events. Weapons include, but are not limited to the following: all firearms - loaded or not; guns of all types; knives; explosives including fireworks; any device constructed for the purpose of inflicting harm or injury to another; and any destructive devices.

Harassment

Definition

Harassment is unwelcome verbal, written, or physical conduct which has the purpose or effect of unreasonable interference with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class including age, creed, color, disability, national origin, race, marital status, socioeconomic status, religion, gender or sexual orientation.

Frassati Catholic Academy shall maintain a learning and working environment that is free from harassment - verbal, physical, cyber, or sexual. The policy applies to all students, school personnel, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school activity takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school or activity.

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

Bullying Policy

Preamble

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, *virtues*. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and Retaliation will not be tolerated.

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

Four Main Types of Bullying

1. Physical bullying is 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.

2. Verbal bullying is 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.

3. Relational bullying occurs 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 scape-goat another student.

4. Cyber-space bullying refers to the use of cell-phones, text messages, e-mails, instant messages, web blogs, and postings to bully another student in any of the ways described above. Examples of cyber-space 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.

Clarifying Definitions

For purposes of this Policy, the following definitions shall apply:

“Aggressor” means a student who engages in Bullying or Retaliation.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Target, and that:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Target or places the Target in reasonable fear of such harm;
- causes damage to the Target's property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Target;
- infringes on the rights of the Target at school, including defamation and invasion of privacy; or
- materially and substantially disrupts the education process or the orderly operation of a school.

For the purpose of this Policy, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

“Hostile Environment” means a situation in which Bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against any person who reports Bullying, provides information during an investigation of Bullying, or

witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Target” is a student against whom Bullying or Retaliation has been perpetrated.

Prohibition Against Bullying and Retaliation

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Bullying, including cyber-bullying, is prohibited:

- On School Grounds owned, leased or used by a school;
- At any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school; or,
- Through the use of technology or an electronic device owned, leased or used by a school;

Bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

Reporting

Any staff or volunteer who has witnessed or become aware of any instance of Bullying or Retaliation must report that act to the Principal or another school official designated by the Principal. In the selection of this person, care should be taken that both a male and female school official are designated to receive reports of bullying.

Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to the student’s teacher, who must then report it to the Principal, or directly to the Principal.

Anyone with general questions or concerns about bullying or the school’s policy should address those questions or concerns to the Principal.

Reports may be made confidentially when requested.

Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's discipline policy.

Retaliation

Retaliation against a Target, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is prohibited.

Response and Investigation

The school takes seriously all reports of bullying.

Upon receipt of a report of bullying the Principal or his or her designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying.

The School reserves the sole discretion to determine the scope and adequacy of the investigation.

Anyone with questions about the investigation should direct those questions to the Principal.

Violations

A student who violates this policy shall be subject to discipline in accordance with the School's disciplinary policy.

The School retains the sole discretion to determine whether Bullying has occurred and what the response should be.

Depending on the circumstances, the School's response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the Aggressor of the determination;
- notifying the parents or guardians of the Target, the Aggressor, and any other affected persons about available community resources.

Training

Training on this Policy shall be provided for Staff at least once every three years and, at the discretion of the Principal, for volunteers who have significant contact with students.

Publication and Notice

The Principal or his or her designee shall provide written or electronic notice of this Policy to the Staff.

Written or electronic notice of the Plan shall be provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

This Policy shall be conspicuously posted in the administrative offices of the school.

Electronics

Frassati Catholic Academy recognizes that many students may have access to phone/electronic devices for safety measures outside of the school day. This includes, but is not limited to; cell phones/cameras, tablets and other electronic games/devices. To eliminate disruptions and maintain student privacy, students are not allowed to use any personal electronic device during the school day. (Exception: Middle school students are allowed to use electronic devices in Kohler Hall from 7 – 7:20 a.m.) Cell phones/electronic devices must be turned off and stored in the student's locker or coat area. Students will not use devices to establish a wireless network, photograph, record audio or video on school property or while engaged in school sponsored activities unless approved by staff. Frassati Catholic Academy is not responsible for lost, stolen, or damaged cell phones/electronic devices.

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 -15 degrees Fahrenheit, if it is raining, or at the discretion of the administration.
- Individual students are allowed to stay inside the school building during recess under supervision, only with permission from their teacher, a school healthcare staff, or a note from their doctor.

Frassati Catholic Academy Activities

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

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

GENERAL DISCIPLINE

- Classroom management is the responsibility of the teacher
- Routine discipline will be handled by the teacher in charge of the room

MISBEHAVIOR / LEVEL #1

All behaviors defined, but not limited to:

- Tardiness
Arriving late to Frassati Catholic Academy or class
- Unexcused Absence
Unauthorized absence from the academy or class
- Defiance of Authority
Refusal to follow directions given by a staff member or another person of authority
- Disruptive Behavior
Actions that can interfere with classroom learning or the operations of the school
- Nonconformity of Dress Code
Manner of dress that does not fit within the uniform guidelines
- Unprepared for Class
Coming to class period without assignment complete, without a valid excuse from teacher/parent
- Non-authorized Eating
Eating, chewing gum outside of assigned times and place
- Nonconformity to Playground Rules
Throwing rocks or snowballs, engaging in rough physical play not defined as appropriate play on grounds
- Nonconformity to Lunchroom Rules
Yelling, throwing food or paper, running, removing and eating food outside lunchroom

GENERAL CONSEQUENCES

- Logistical Consequences = Responding to misbehavior in a way that respects children, guides them to recognize the effects of their actions and helps them develop internal controls
- Frassati Catholic Academy reserves the sole right to determine the appropriate discipline to be imposed

CONSEQUENCE / LEVEL #1

- Verbal reprimand
- Written referral to parent
- Referral to office of principal
- Parent/student/principal conference and behavior contract depending upon the frequency and seriousness of the violation
- Detention - study or service outside of school hours

| <u>MISBEHAVIOR / LEVEL #2</u> | <u>CONSEQUENCE / LEVEL #2</u> |
|---|---|
| <p>All behaviors defined, but not limited to:</p> <ul style="list-style-type: none"> • <u>Multiple Level #1 Misbehaviors</u> • <u>Showing Disrespect</u> Talking or acting with lack of respect towards staff members, adults or students • <u>Inappropriate Language</u> Swearing or using words in a disrespectful way, including racist or discriminatory language • <u>Cheating</u> Academic dishonesty, copying the work or ideas of another student on assignments or tests • <u>Leaving Frassati Catholic Academy Property During School Hours</u> Leaving the school premises without parent/school permission • <u>Destruction of Academy Property</u> Deliberate damage to school property or the property of others. • <u>Physical Altercation</u> Participating in a physical altercation with another student including fighting, hitting, spitting, hair pulling, body checking and slapping, etc. This also includes encouraging other students to participate in stated behavior. • <u>Irreverence at Church, Prayer Services or Liturgies</u> Inappropriate and disrespectful behavior during times of prayer, including the walk to and from church • <u>Nonconformity to Rules on the Bus</u> Inappropriate or disrespectful behavior on the bus on the students' ride to and from Frassati Catholic Academy, including damage to the bus / bus driver empowered to manage and report the behavior • <u>Violation of Electronics Use Policy</u> This includes cell phones, Chromebooks, and other electronic devices | <ul style="list-style-type: none"> • Automatic referral to principal • Detention – study or service outside of school hours • In school suspension • Saturday school • Removal of student from school for the remainder of the school day • Parent/student/principal conference and behavior contract • Financial restitution to the school or the victim for financial expenses incurred as a result of the offensive conduct • Manual labor to fix/clean any damage incurred as a result of the offensive conduct |

MISBEHAVIOR / LEVEL #3

All behaviors defined, but not limited to:

- Multiple Level #2 Misbehaviors
- Theft
Unauthorized taking or possession of the property of another student or the school, including supplies, food, etc.
- Truancy
Chronic unexcused tardies or absences
- Possession/Use/Transfer of Illegal Substances/Items
Possession, use and/or transfer of tobacco, alcohol, drugs, drug paraphernalia, combustible or flammable liquids or products, weapons (including any nontraditional implements created for and capable of harming others or self), or pornographic materials
- Possession/Use/Transfer of Prescription or Over the Counter Medication
Possession use and/or transfer of prescription drugs, over the counter medication, vitamins or pill like substances without authorization from student's parent, guardian or school administration
- Bullying
Verbal, written, cyber, or physical harassment towards a student or person in authority
- Illegal Conduct
Any conduct that would constitute a misdemeanor or felony under federal law or the laws of the state of Minnesota
- Violation of Electronics Use Policy
This includes cell phones, Chromebooks, and other electronic devices

CONSEQUENCE / LEVEL #3

- Automatic referral to principal
- The offending student is subject to one or more of the disciplinary actions listed for Level #1 and Level #2 misbehaviors and is also subject to expulsion upon the recommendation of the principal
- Out of classroom suspension
- Referral to undergo a chemical assessment, support
- If expulsion is recommended for consideration the appeals process may be instituted
 - a. Administrator review of incident
 - b. Documentation will be forwarded to the School Moderator
 - c. A meeting will be held between the School Moderator, School Administrator and parents of student.
 - d. Frassati Catholic Academy will follow the due process set forth by the Archdiocesan Conciliation Office

Student Activities

Assemblies

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

Athletics

Frassati Catholic Academy Athletic Department participates in the Catholic Athletic Association (CAA). Middle School and fifth grade students have the opportunity to participate in three different sport seasons. Fall sports include soccer and volleyball. Basketball and swimming are available in the winter and baseball and softball in the spring. Swimming is open to students in grades K-8. Frassati Catholic Academy may also participate in the CAA golf tournament.

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 an athletic team. Such fees help pay the entry, uniform and equipment costs.

Band

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

Birthday Treats

Birthdays are celebrated at Frassati Catholic Academy. Students have their names announced over the PA system on the morning of their birthday or the following Monday, if the birthday is on the weekend. Individual classrooms have traditions that help make our students feel special. Families are allowed to send in a small edible or non-edible treat, if they desire. **In order to**

keep our students safe, 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; a girl decides to invite all of the girls in her class; or, a child decides to invite **all** classmates. Thank you notes should not be sent to school.

Extended Day

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

Preschool

Frassati Catholic Academy operates a state licensed preschool for children ages 3-5.

Promotion/Retention

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

Student Ambassadors

In keeping with the seven themes of Catholic Social Teaching, this group will function as a coordinator and liaison with regard to service to our school, our parish, and our greater community.

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

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

Safety Patrols

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

Service Projects

Students have several opportunities to participate in service projects on a class-wide and/or school-wide basis. Through participation in service projects, students learn that they can have a positive impact on the people and the world around them. School service projects help to develop problem-solving skills, social cooperation and practice the values of courtesy, respect, kindness and giving. Some examples of service projects include Birthday Boxes, food drives, and Advent/Lenten outreach projects.

Student Records

Records are maintained for each child attending Frassati Catholic Academy. These records are kept in order to keep the child's educational history and progress current.

If a family wishes to have records transferred to another school, the family must sign a "record release" form at the new school. Upon receipt of the request, Frassati Catholic Academy will forward student records. No records are transported via the family.

Textbooks/Instructional Materials

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

Parent Activities

Extracurricular Activity Parent Information

1. 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.
2. As a parent or legal guardian of a Frassati Catholic Academy participant, parents agree:
 - a. It is a privilege, not a right, for our child(ren) to represent Frassati.
 - b. Sportsmanship, team work and fair play are essential to the group.
 - c. Sportsmanship, team work and fair play are the most important skills that our child(ren) can possibly gain from participating in extracurricular activities.
 - d. 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.

School Advisory Committee (SAC)

The School Advisory Committee is comprised of members from the school families and the parishes. Each meeting has time allotted for an “open forum” where parishioners or school families may express their requests, views or concerns. An “Issue Discussion Request” form may be obtained from the school office.

Property

Care of Property

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

Lockers

Lockers are the property of Frassati Catholic Academy, and are assigned for school use only. It is the responsibility of the student to keep the locker in neat order. It is recommended that students in grades 5-8 use combination locks to secure the lockers, with a copy of the combination being kept with the homeroom teacher. For the safety and benefit of all students, school officials reserve the right to inspect lockers at anytime. Students are not to place stickers on or in their lockers in order to help maintain the orderly appearance.

Lost and Found

The lost and found area is located in the middle stairway, lower level. 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 all student property.

Valuables

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

Miscellaneous

Elevator Use

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

Vending Machine

A beverage vending machine is located near the gymnasium. Use of vending machines is limited to after school hours.

Finances

Tuition and Fees

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

Tuition and fee schedule for 2019-2020:

K-8 Tuition: \$4,675 + Fees

Fees applicable to all students

Registration\$100, \$150 or \$200 per child – based on registration date

Technology Fund.....\$100 per child

*Fees are non refundable.

As part of their tuition package, 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. Families are responsible for recording their volunteer hours in the office. Families may count 5 hours of volunteer time for participating in the Frassati 5K and 5 hours for attending the Spring Gala.
- Contribute \$500 towards fundraising efforts. Families who have raised this amount by April 3, 2020, will receive four complimentary tickets to attend the Spring Gala.

Tuition Assistance

Tuition assistance is available. Contact the school office regarding application procedures.

Delinquent Tuition and Fees Payment Policy

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

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

30 Days Past Due

- The family shall receive written notification that their account is past due, a copy of their past due invoice, and a copy of this policy.
- The family must contact school administration within five (5) business days of the receipt of the past due notice and correct the situation.

60 Days Past Due

- The family shall receive written notification that their account is past due, a copy of their past due invoice, and a copy of this policy.
- The School Moderator will be informed of the family account balance and lack of activity.
- Students are subject to dismissal from Frassati Catholic Academy.
- Students will not be permitted to participate in athletic activities or other extra-curricular activities until payments are current or an alternate payment plan is submitted by the family and approved by school administration.
- Students will not be permitted to re-register for the following academic year until the balance is paid in full or an alternative payment plan is submitted by the family and approved by school administration.

90 Days Past Due

- The family shall receive written notification that their account is past due, a copy of their past due invoice, and a copy of this policy.
- The School Moderator will be informed of the family account balance and lack of activity.
- Students shall be dismissed from Frassati Catholic Academy.
- Other Archdiocesan Catholic schools will be informed of delinquent tuition and fees should Frassati Catholic Academy receive transcript requests.
- Delinquent accounts may be pursued in civil court or turned over to a collection agency.

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 Frassati Catholic Academy.

Grievance Procedure

Please follow the grievance procedure outlined on page ten of the Family Handbook.

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

Government Programs

Bus Transportation

Minnesota public school districts must provide "equal transportation" within district boundaries at no charge to families. White Bear Lake School District 624 has sole discretion, control and management of scheduling, routes, bus stop locations and discipline.

Textbook Aid

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

Health Aide and School Nurse

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

National School Lunch Program

Frassati Catholic Academy participates in the National School Lunch Program using services provided through White Bear Lake Area Schools.

Special Education Services

Students attending Frassati Catholic Academy are eligible to receive special education services through White Bear Lake School District 624.



Volunteer Handbook

Dear Frassati Parents and Guardians:

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

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

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

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

In Christ,

Father Talbot- Moderator
Father McKenzie- Chaplain
Mr. Gallivan- Principal

Volunteer Guidelines

Before You Volunteer

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

These mandates are important to:

1. protect our young people;
2. protect the volunteer; and,
3. 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 persons 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 in the school office.

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 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 self 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.

Parking

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

Storage of Personal Items

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

Volunteer Opportunities

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

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

| | |
|----------------------------------|---|
| Athletic Coaches | Coach various teams |
| Birthday Boxes | Coordinate birthday box assembly for children in need |
| Book Fair | Assist with set up, sales and take down |
| Box Tops | Labels counted and reported to the responsible vendor |
| Catholic Schools Week | Specific events will be announced |
| Classroom Assistant | Assist teacher with projects or activities |
| ELC | 6 th Grade activity – parent chaperones needed |
| Fall Fundraiser | 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 |
| Marketfest | Staff booth promoting Frassati Catholic Academy |
| Parade | Coordinate FCA participation in the Manitou Days Parade |
| Preschool Fall Festival | Specific needs will be communicated |
| 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 |
| School Office | Assist with various projects as needed |
| 8 th Grade Graduation | 7 th grade parents host 8 th grade graduation reception |



*School Administration reserves the right to amend the policies contained in this handbook.
Parental notification of such changes will occur in writing.*