

# SACS *Shakopee*

**Shakopee Area  
Catholic School  
Parent/Guardian &  
Student Handbook  
2008-2009**



Shakopee Area Catholic Parent/Guardian & Student Handbook

2008-2009

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## INTRODUCTION

### MISSION STATEMENT

*Shakopee Area Catholic School strives to meet each student's educational needs in a Catholic Christian atmosphere.*

### PHILOSOPHY

*"Christ is the foundation of the whole educational enterprise in a Catholic School".*

(The Catholic School #34)

*Following this belief, Shakopee Area Catholic School is committed to the education of the whole person, intellectually, emotionally, morally, aesthetically and physically, in response to the gospel of Jesus as it comes to us through scripture and the tradition of the Catholic Church.*

*By providing sound Christian leadership, competent teaching, a progressive curriculum, and creative learning programs, Shakopee Area Catholic School seeks to address the individual needs of its students, encourage them to academic and moral excellence, prepare them to assume their proper roles in the Church and American society, and develop in them a respect for all peoples and cultures.*

### SHAKOPEE AREA CATHOLIC SCHOOL PHILOSOPHY

*We, the staff of Shakopee Area Catholic School, believe that the purpose of the school's existence is God-centered education. We have a commitment to the following:*

- We believe in teaching the values of the Gospel and the Catholic Christian tradition.*
- We believe in fostering respect for the personal and cultural differences and similarities in society.*
- We believe in providing a foundation for lifelong learning skills.*
- We believe in providing a safe and positive learning environment.*
- We believe in striving to educate students to develop their full potential.*
- We believe in directing students to use their gifts for service to the community, Church and world.*
- We believe in fostering a partnership for education among students, parents/guardians, staff, Church and community.*
- We believe in respecting individual learners and referring students with special needs to the services or agencies, which we think will be most helpful for them.*

### SCHOOL ACCREDITATION

*Shakopee Area Catholic School is accredited by the Minnesota Non-public School Accrediting Association and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation on the part of staff.*

## **SCHOOL HISTORY IN SHAKOPEE**

The history of Catholic Education in the Shakopee area dates back to 1866 when the Benedictine Sisters established an "academy". This was sixteen years before the beginning of the public school system in the area. In 1878, three School Sisters of Notre Dame arrived in Shakopee to continue the work of the Benedictines at St. Mark's Parish. School opened in the fall of that year with 130 students.

In 1877, the Franciscan Sisters began a school system in Marystown and in 1899 the School Sisters of Notre Dame arrived to continue their fine work.

St. Mary's Parish in Shakopee, established in 1869, opened a four room school in 1935 with 98 students and five sisters from the Order of the School Sisters of Notre Dame.

In 1970, the three parishes decided to consolidate their schools and Shakopee Area Catholic School was created. St. Mark's school building was chosen for grades 1-5 and St. Mary's of Shakopee school building for grades 6-8. In 1976, morning and afternoon kindergarten classes were added. In 1989 a Pre-Kindergarten was begun as a half-time program. In 1991 an after school latchkey program, SACS Kids Club, was started. The following year, SACS Kids Club expanded to a full-day kindergarten care program and a before and after school care program. In 1999, SACS opens its first full day kindergarten sessions.

In October 2002, Shakopee Area Catholic Education Center broke ground for a new Catholic education center. On Dec. 2, 2002 the first panel went up to begin major construction. The week of October 13-17, 2003, the Catholic education programs of Shakopee moved into the new education center. On October 26, 2003, Archbishop Harry Flynn Dedicated the Shakopee Area Catholic Education Center with a Mass and celebration.

## **PROFILE OF SHAKOPEE AREA CATHOLIC SCHOOL**

Present enrollment is nearly 750 students in grades kindergarten through eight. Pre-Kindergarten enrollment will be over 100 students this year. There are 88 teachers and staff members for Pre-K- 8.

### **IMPORTANT Information**

1. School Office: (952)445-3387 ext. 100 (Receptionist) FAX:(952)445-7256
2. Parish offices: St. Mark's:(952)445-1229 FAX:(952)445-9639  
St. Mary's Shakopee:(952)445-1319 FAX:(952)445-0511  
St. Mary of the Purification Marystown: (952)445-2647 FAX:(952)403-9330
3. Hours: Grades K-5 - 9:05 A.M. to 3:45 P.M.  
Grades 6-8 - 7:45 A.M. to 2:25 P.M.  
Pre-Kindergarten hours - M/W - T/TH 8:30 to 11:00 A.M.  
M/W - T/TH 12:30 to 3:00 P.M.

## **SCHOOL PROCEDURES**

### **1. ATTENDANCE** (Archdiocesan Policy #5210)

It is Shakopee Area Catholic School policy that it will adhere to all State of Minnesota regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school (also discussed in Section on School Procedures of this manual). Excessive absences often result in poor school work.

When an absence is necessary these steps are to be followed:

- ❑ Parent/guardian will call the school by 9:00 a.m. each morning of a student's absence.
- ❑ Parents/guardians will write an excuse giving name, date, and days of absence and reason for absence, which the student will present to the office upon return.
- ❑ Student will make immediate plans to do all make-up work due to absence upon return to school.
- ❑ All homework should be requested on the day the student returns to school.
- ❑ If absence is due to work, travel, or some other reason, parent/ guardian should notify the school prior to the absence. Work will **not** be issued ahead of time for students who anticipate being out of school. This will need to be made up upon the student's return.

*Minnesota truancy law states that any elementary school child missing three full days without a valid excuse is considered "continually" truant. If a middle school or junior high school student misses three or more class periods in three days, he or she is considered "continually" truant. A "habitual" truant means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school or junior high school. The names of truant children must be referred to the designated public school official. Children arriving late must report to the school office. Excessive tardiness (more than three times per quarter) will result in parent/guardian being called and the student must make up the time missed.*

### **2. ARRIVAL/DISMISSAL PROCEDURES**

- ❑ **Entrances/exits:** for safety reasons, all doors will remain locked during the regular school day. Any exit door may be used for adult exit. Bus drop off and pick up is on the East side. Drop off is on the West side only.
- ❑ **Parking:** Visitors in the West side parking lot.
- ❑ **Dismissal times:** Middle School is dismissed at 2:25 pm. and the elementary dismissal time is 3:45.
- ❑ **Walkers:** leave by the west doors. Walkers should not arrive before 7:20 am for middle school or 8:45 am for the elementary.
- ❑ **Bikers:** must lock their bikes and park them in the bike racks. The school is not responsible for stolen or damaged bikes. Bikes may not be brought into the school building. Bikes are not to be ridden on school property during school hours.

### **3. Assessment/Achievement Testing**

Students are tested for achievement through the Northwest Evaluation Association's **Measures of Academic Progress or MAP**. The tests are computer generated and measure individual academic growth over time. The tests are administered in the fall and again in the

spring to all students in grades 1 - 8. Parents are sent a summary of the testing results. The main objective in using this type of assessment is to aid teachers and administrators in developing programs and curricula that will better meet the individual needs of our students.

**4. Announcements or Notes** If you have an announcement that pertains to students at Shakopee Area Catholic School, it must go through the principal's office. No notices or announcements will be given out or announced without the principal's approval. This means that any announcement or notice should be submitted at least three days before the date you would like it announced or sent home on Thursdays or with Thursday folders.

**5. Athletic Programs:**

Shakopee Area Catholic School athletic program is offered to students in grades 4-8. An athletic fee is collected which helps cover the cost of the program.

Volleyball, Soccer, Basketball, Baseball and Softball are offered.

□ **ATHLETIC POLICY (See the policy in the SACS Activities Handbook)**

Students shall represent themselves, their teammates, and their school in a manner consistent with Christian concepts and fair play. Coaches shall conduct themselves and direct their teams in a manner consistent with Christian concepts and fair play, and as representatives of the school they shall adhere to established policies and philosophies. Each student on each team will be given an opportunity to participate in the sport. Only members of the school shall be participants in the sports.

**6. Special Programs from the Public School**

**Band**

Band is offered through the Shakopee Public School. Students are eligible to participate in band beginning in fifth grade. Students in grades 5-8 will have individual and small group lessons at SACS. An additional fee is required for participation

**Special Education**

The special needs of students in the non-public school are addressed through the public school district in three ways:

- Classroom teachers see the needs of their students and consult with SACS Director of Special Services. Interventions may be suggested to meet the needs of the student. The needs may be in the areas of academic, behavior, health, motor skills, or speech.
- If the interventions are not successful the student may be referred for an evaluation by either the school or the parent/guardian. If the evaluation is initiated by the school, written or verbal parental/guardian permission will be required. Sometimes evaluations are not warranted and more interventions are suggested by the SACS Director of Special Services or the Public School Special Education Evaluation Team. If an evaluation is completed, a meeting is set up to report on the results and possibly develop a service plan.
- The service plan may be written with goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at the non-public site usually through consultation. Direct service may be provided on or off site. If off site, transportation is provided by the public school.

**Title I**

The purpose of Title I is to provide assistance to state and local education agencies to meet the needs of children in the areas of reading. Working with the classroom

teachers and SACS special services director, the Title I coordinator schedules students for appropriate, consistent Title I services.

## **7. Birthdays**

- **Treats:** Please let the child's homeroom teacher know ahead of time if you would like to send treats to the class to celebrate your child's birthday. Please - No chewing gum, pop or homemade treats! For your own protection, it is best to send store made treats. **We are discouraging pop as a treat for the general health of all the children. Please consider sending a nutritious snack or treat.**
- **Birthday Party Invitations:** **Unless all the boys or girls in your child's homeroom are invited to a party, PLEASE DO NOT SEND INVITATIONS TO SCHOOL FOR DISTRIBUTION.** Many hard feelings are created when children discuss parties at school. Please discuss this with your child to help them understand.
- **Birthday Books:** Books may be purchased in honor of your child's birthday. A nameplate with your child's name is placed in the permanent collection of the school library. Contact the school library for details.
- **Birthday Masses:** There will be a special birthday Mass and social each month during the school year. The Mass is at 9:30 am. A letter goes home early in the month inviting parents, relatives, and friends to celebrate this Mass and join us for a 9:00 am social with the child. **THIS BIRTHDAY MASS DAY IS A NO UNIFORM DAY FOR THE BIRTHDAY CHILD.** This is a special day for this child. We do not have room to accommodate other siblings attending SACS at the social.

## **8. Book Fines**

Book fines will be given out for damaged books. With increasing costs of textbooks it is in the best interest of families to make sure their children are taking care of their books. Textbooks should always be covered. Students/parents are liable for damage to school textbooks. Replacement costs of texts will be charged for broken bindings, water damage or rips and tears that are not repairable.

## **9. Campbell Soup Labels and Box Tops for Education**

The school saves labels and Box Tops. They may be sent to the school office at any time. The school has been able to purchase many worthwhile educational materials with the help of these labels and Box Tops. A list of product labels to save is sent home to parents/guardians periodically. If you need a copy, call the school offices.

## **10. Communication With Parents/Guardians**

The school has established ways of communicating with the parents/ guardians of its students in order to increase the understanding of the school's mission, programs, and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

- **Parent/Guardian/Student Handbook:** The Parent/Guardian & Student Handbook is issued upon admission of the family to school.
- **Communication Envelope/Folder:** This will contain newsletters, classroom notes, and pertinent notices. The youngest student from each family will take home the newsletter each week.

- ❑ **Report Cards:** Report Cards/Progress Reports are issued at the end of each quarter. Reports are given at mid-quarter to grades 5-8 students. These reports must be signed by parents/guardians and returned to school.
- ❑ **Parent/Teacher Conferences:** Parent/Teacher Conferences are usually held in November & February. A parent/guardian and/or teacher may request a special conference at any time as the need arises.

### **11. Communication Procedure**

To help with the lines of communication between teachers and parents/guardians, the following actions should be taken:

- ❑ If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
- ❑ If you have met with the teacher and are not satisfied, then make an appointment with the principal/dean of students. At that time, a meeting with the teacher, student, principal or assistant principal and parents/guardians may be scheduled.
- ❑ IF the problem can not be resolved **Refer to the Grievance Policy found in this handbook in the appendix.**

### **12. Can Collections – Parents in Partnership Funding Program**

As a means of raising money, the SACS Parents in Partnership collect aluminum cans, which are sold to recycling plants. The can drive is scheduled for the second Saturday of every month. You are requested to help out with this project by saving your cans and by helping with the can collection in the month that your child's grade is assigned to do the pick-up.

### **13. Candy**

Candy may be brought to school as part of one's cold lunch and must be eaten in the lunchroom. But, we strongly encourage parents/guardians to assure that healthy food and a balanced diet is part of your child's lunch. Candy should not be eaten in the classrooms, playground or bathrooms. (Exceptions may be birthday treats or classroom parties.) **No hard candy of any kind is allowed at school to prevent choking.**

### **14. CURRICULUM OVERVIEW**

- ❑ **Art** - in the elementary grades K-3, the classroom teachers teach art. In grades 4-8 an art specialist teaches the students art. An art curriculum includes elements of art, and art projects such as pottery, drawing, painting and sculpturing.
- ❑ **Computer** - Computer time is scheduled for each grade level and is integrated into other curricular areas. Shakopee Area Catholic School is constantly updating computer software and equipment.
- ❑ **Language Arts** - Language encompasses reading, English, handwriting and spelling taught within a structured class time. The focus is on meaningful reading, written and spoken language (receptive and expressive language), listening skills, whole group instruction, and cooperative learning.
- ❑ **Library/Media Centers** - Shakopee Area Catholic School has a Library/Media Center. All students have access to the library/media center at least once a week.

- **Mathematics** - SAXON Math Program is used in grades K-8. SAXON Math focuses on basic skills and repetition. Manipulatives are used to help reinforce skills taught. SAXON incorporates life skills and daily use of math. A Pre-Algebra and Algebra program is offered to 7th & 8th grade students.
- **Music** - A music specialist is provided for students. Each student has music class on a rotating basis. Music is exploratory with listening skills, music appreciation, learning about how to read and write music, and singing. Use of instruments also enhances music class.
- **Physical Education** - A physical education specialist is provided for students. The physical education curriculum gives students the opportunity of movement and exercise. Large muscle activities and gross motor skills are emphasized. Fine motor skills are also developed with various activities. The curriculum starts with skills and basic games with the advancement of skills and the actual playing of popular games.
- **Religion** - Students are in formal religion class 4 times per week. Shakopee Area Catholic School incorporates Catholic Christian values throughout the curriculum. One of the greatest benefits of a Catholic School is the ability to relate faith to life's joys, tragedies and daily life. The basic teachings of the Church are emphasized with an explanation of the Mass, Liturgy planning, study of the sacraments and Bible. Students have the opportunity to participate in Mass, prayer services and Reconciliation. All students are expected to attend religion classes.
- **Science:** - The science program has adopted the FOSS science program. The fostering of science and discovery is achieved through students asking questions, which promotes higher order thinking skills. FOSS uses active education to form scientific study. FOSS is used in grades K-8. In grades 7 and 8 students take science class at the public school for two quarters and have one quarter of health and one quarter of science at SACS.
- **Social Studies:** - Social Studies use the McMillan/McGraw Hill series in Grades K-7. It follows a humanistic approach. Current events and world issues are also studied at each grade level. Grade 8 has an American History series.
- **Elementary Classes:**
  - Art
  - Language Arts (Reading, English, Penmanship, Spelling)
  - Library/Media
  - Mathematics
  - Music
  - Physical Education
  - Spanish grades 1-5
  - Religion
  - Science
  - Social Studies
- **Middle School Classes:**

Art  
Computers  
Elective (7/8)  
Language Arts/English (Usage, Spelling, Writing)  
Literature  
Mathematics  
Music  
Physical Education  
Religion  
Science  
Social Studies  
Spanish

#### **15. D.A.R.E.**

**D.A.R.E. (Drug Abuse Resistance Education)** is a 9 week program to help the students in grade 5 recognize and resist the pressures that may influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs. D.A.R.E. also helps the students learn how violence hurts everyone. The parents/guardians are involved through the student's workbook. **The local police department provides this program's instruction.**

#### **16. EIGHTH GRADE GRADUATION**

Eighth grade graduation is a culmination of a strong academic program. Students are eligible for graduation if:

- They have received passing grades (C- or better) for two or more quarters in each core subject area.
- They have worked up to their ability and have shown a desire to learn.
- All tuition and fees have been fully paid. Report cards and diplomas will not be issued until all accounts are paid in full.
- Students whose behavior has been inappropriate, will be evaluated to determine whether they will be allowed to attend the graduation ceremony.

Those failing to meet the academic requirements will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony.

At the discretion of the principal, students may be required to attend summer school to improve in a particular subject area or to complete unsatisfactory work before they are issued a diploma. Parents/guardians will be notified as soon as possible that their child may not graduate. The school will work with the student and parents/guardians in an effort to achieve graduation status.

#### **17. Extended Day Program (YMCA)**

SACS' before and after school YMCA child care program is open to students in kindergarten through grade 5. Call the school office for a phone number to contact the YMCA.

## **18. Gifted Education**

### **Gifted Education Initiative**

SACS will provide dynamic learning opportunities that challenge students to develop their intellectual power, creativity and sense of self. We recognize that able students learn effectively in an environment that offers a rich blend of innovative instructional strategies. Children with special abilities and talents typically learn at a pace and depth that sets them apart from the majority of their peers. Because they have the potential to perform at high levels of accomplishment and have unique affective and learning style needs, they require instructional and curricular adjustments that can create a better match between their identified needs and the educational services they typically receive.

In order to meet the needs of these students:

- Teachers are trained in using strategies for Differentiated Instruction
- Students may be placed in flexible groupings for specific skill instruction
- Students may be selected to participate in a small "pull out" group for the purpose of acceleration
- Students are offered a variety of "Enrichment" classes and additional opportunities to participate in after school or summer programs

## **19. G.R.E.A.T.**

G.R.E.A.T. is a tool that can be used to enhance community policing efforts by combining classroom instruction with the talents and experience of Federal, State and local law enforcement personnel who address issues relating to violent crime and street gangs. Certified/sworn, uniformed police officers and Federal agents teach the curriculum to middle school children. *The design and intent of the G.R.E.A.T. Program is to decrease gang and youth violence across the nation.* Included within the G.R.E.A.T. curriculum are many optional and extended activities, which reinforce classroom instruction. Both the police officer and teachers work together to reduce gang and youth violence in the school and the community.

**20. Honor Roll:** The Honor Roll is published each quarter to recognize students for their scholastic achievement.

(The grade for a class that meets every other day will be calculated at half the value of a class that meets every day. The grade for a class that meets every third day will be calculated at 1/3 the value of a class that meets every day).

**High Honor Roll:** Students with a numerical average of 3.7 to 4.0.

**Honor Roll:** Students with a numerical average of 3.3-3.69.

<b>A=4.0</b>	<b>C=2.0</b>
<b>A-=3.7</b>	<b>C-=1.7</b>
<b>B+=3.3</b>	<b>D+=1.3</b>
<b>B=3.0</b>	<b>D=1.0</b>
<b>B-=2.7</b>	<b>D-=.7</b>
<b>C+=2.3</b>	<b>F=0</b>

## **21. HOMEWORK (Archdiocesan Guideline #6540)**

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant--teacher, student, and parent/guardian--must understand and

be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

#### **Homework Responsibilities of Teachers**

- ❑ Communicate to students and parents/guardians homework goals and expectations.
- ❑ Set clear and concise expectations concerning assigning, returning, and evaluating homework.
- ❑ Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
- ❑ Assign appropriate homework according to students' needs.

#### **Homework Responsibilities of Students**

- ❑ Know and understand the purpose of the homework assignment.
- ❑ Copy assignments into assignment notebook, understand directions, and know what is required for completion of the assignment.
- ❑ Complete and return assignments.
- ❑ Understand when some assignments are to be completed independently, others as a team effort.
- ❑ Complete assignments neatly and do quality work.

#### **Homework Responsibilities of Parents/Guardians**

- ❑ Maintain a positive attitude towards learning and the value of homework.
- ❑ Be aware of the homework policy and individual teacher requirements.
- ❑ Help your child find a study area that is quiet and relatively free of distractions.
- ❑ Be patient with your child and praise him/her for any effort made.
- ❑ If the child has trouble-understanding directions, help her/him with explanations.  
DO NOT DO THE HOMEWORK FOR THE CHILD.
- ❑ Look over the assignment to affirm completion and quality. Praise your child.
- ❑ Support the teacher and the child. Get both sides of a story before making a judgment.

#### **Make-Up Work**

It is the student's obligation to procure and complete work missed during an absence. If homework is to be picked up, please inform teachers or the school office in the morning who will come for the homework. Teachers will have assignments ready for pick-up after the regular school day.

### **22. Illness During the School Day**

The administration, school nurse or the school clerical staff dismisses or approves the dismissal of a student who becomes ill or hurt during the school day. Parents/guardians are notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school office. ***No student will be sent home due to illness if no one is at home to be with the student.***

### **23. Lost and Found**

Lost items will be kept in school at a place to be announced in the Update. Encourage students to check for lost items in the Lost and Found area when something is missing.

## **24. L.O.V.E.**

Lots Of Volunteer Energy (LOVE) is a volunteer program that requires all SACS parents to give of their time and talent. *All families are asked to volunteer a minimum of 30 hours per year. Virtus Training as well as a background check may be required.*

## **25. Make-Up Work for Absences**

When a student is absent, class work must be made up as determined by the teacher. The teachers will do all they can to help the student by assigning work covered during his/her absence. The student must complete these assignments within a week. At times, teachers may request that assignments be done in a day or two. For long term assignments, students will not be given another week for completion. Middle School students will get a homework sheet when absent more than one day, and only when requested.

## **26. MIDDLE SCHOOL PHILOSOPHY**

### **SACS believes that:**

- The middle school model is an educational response to the needs and characteristics of youngsters during the transition from childhood to full adolescence and, as such, deals with the full range of intellectual and developmental needs.
- Young people going through the rapid growth and extensive maturation that occurs in early adolescence need an educational program that is distinctively different from either the elementary or the secondary model.
- The academic needs of middle school students are affected greatly by their physical, social, and emotional needs, which also should be addressed directly in the school program.
- Young adolescents have unique spiritual, intellectual, emotional, social and physical needs. SACS Middle School strives to create: a sense of belonging, a spirit of inquiry, an atmosphere for positive growth and development, and a positive attitude about self and others.

## **27. Money**

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, homeroom number, and the purpose for the money. *The school is not responsible for money that is carried by individual students or kept in lockers.*

## **28. PARENTAL ROLES AND RESPONSIBILITIES**

Parents/guardians are informed of the programs, regulations, and policies of the school. In assisting your child, we require the following:

- A. Familiarity with information contained in handbooks and other newsletters from the school.
- B. Inform the school in writing of:
  - Student illness or absence
  - Parental status and custodial constraints
  - Change in transportation routine
  - Change in address, phone, emergency contact, childcare, etc.
  - Arrangement that might affect communication with the school
- C. Meet financial obligation of tuition, fees, lunch accounts, or other accounts that apply.
- D. Meet admissions regulations.
- E. Comply with:
  - Policies and regulations

- Goals and objectives of the Catholic schools as identified in this parent/guardian/student handbook

### **29. Parents In Partnership (PIP)**

***AS a SACS Parent YOU are automatically parts of PIP!!*** SACS Parents In Partnership (PIP) is open to all SACS parents/guardians. The group meets to plan activities for families and decide on allocation of P.I.P. funds. Parents In Partnership coordinate the L.O.V.E. agreements, aluminum can drive and fund raising. Parents are encouraged to actively participate in this active and fun group. You can make a BIG difference to your children's school. ***PIP Meets on the second Tuesday of the month at 6:30 p.m. in the media center. All parents/guardians are automatically members of this group.***

### **30. Pre-Kindergarten Program**

Pre-Kindergarten for 3-5 years old is held daily in the morning or afternoon. Parents/guardian are encouraged to register children for preschool in spring due to a limited number of openings. Further information is available in the SACS Pre-Kindergarten Handbook.

### **31. Promotion/Retention**

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardian's sign a written acknowledgment of the school's recommendation. That acknowledgment shall serve to release the school from any responsibility for failure to follow the school's recommendation. Likewise, if it is a parent/guardian's wish that a child be retained and the school disagrees with this decision a written acknowledgment must be signed by the parent/guardian. ***If a student fails a particular subject area it will be up to the student and parent to make arrangements for make-up work or summer school classes to pass a particular class.***

### **32. Religious Education**

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. ***It is Shakopee Area Catholic School policy that all students, including non-Catholics, attend religious instruction and liturgies. Students must participate in religion classes.*** Homerooms at Shakopee Area Catholic School take turns preparing the liturgy for the weekly school Mass. Day and time will be announced at the beginning of the school year. Parents/guardians are invited to attend this school Mass whenever their schedules permit. On holy days of obligation, the students attend Mass on the holy day in lieu of the weekly Mass.

### **33. Report Cards:**

Reports cards are issued at the end of each quarter. For students in grades K-3, report cards use lists of skills. **For students in grades 4-8, the following grading system is used:**

<b>A :95-100</b>	<b>B+: 87-89</b>	<b>C+:77-79</b>	<b>D+:67-69</b>	<b>F Below 59</b>
<b>A- :90-94</b>	<b>B : 84-86</b>	<b>C : 74-76</b>	<b>D:64-66</b>	
	<b>B-: 80-83</b>	<b>C-:70-73</b>	<b>D-:60-63</b>	

#### **34. School Closing** (emergency or inclement weather)

In case of emergency or severe weather, please *listen to WCCO 830 AM* for school closings. No announcement means that school is in session. **It is the rule that Shakopee Area Catholic School is closed if Shakopee Public School District is closed** because of severe weather conditions. Emergency forms (designating alternative care for your child(ren) in the event of an emergency) are completed at the beginning of the school year.

#### **35. School Council Meetings:**

School Council meetings occur on the third Tuesday of the month in the media center at 7:00 p.m. The public is welcome. If you have an agenda item you would like to have addressed, contact the principal seven working days prior to the meeting.

#### **36. School Patrols (Archdiocesan Guideline #5840)**

In accordance with M.S. 126.15, the school establishes a safety patrol program if the needs of the school community require it. The safety patrol program is operated under the supervision of the principal. The organization and administration of the program can be made available to parents/guardians upon request. The faculty or staff member assigned by the principal coordinates the program on behalf of the school.

#### **37. School Records**

Parents/guardians may ask to review the contents of records or data on their child.

"Records or data" is defined by any or all of the following:

- identifying data
- academic work completed
- level of achievement (grades, standardized achievement test scores)
- attendance data
- scores on standardized testing
- health data (separate records kept in school offices)
- family background information
- teacher or counselor ratings and observation
- verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. An appointment with the principal should be made in advance. The principal is to respond to the request in a reasonable amount of time.

#### **38. School Supplies**

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be provided each year.

#### **39. Tardiness**

Students who arrive after the a.m. bell are considered tardy and will be expected to report to the school office for an admission slip to class. Continued tardiness will warrant a call by the school office to the parents/guardians. ***After three tardies in one quarter, teachers may notify parents and students may be given detention in grades 5-8.*** This does not apply if the student is sick or has an appointment.

#### **40. Telephone Usage**

***A child may not call home to make arrangements to go home with a friend, to have a parent/guardian bring forgotten band instruments, books, assignments, etc.*** As a rule,

neither teachers nor pupils are called to the phone during the hours of class. Messages may be left on the teacher's voicemail if it is necessary to contact either a student or teacher. Children may use the phone as dictated by the classroom teacher.

#### **41. Valuables**

*School insurance does not cover loss of personal possessions; therefore, students are to refrain from bringing radios, tape players, cameras, etc. to school. Leave these at home: virtual pets, boom-boxes, Nintendo games or other video games, compact disc players, skateboards, walkmans... the list goes on.* If such objects are brought to school and become distracting they will be confiscated, and returned only to the parent/guardian. Dangerous items, including pocketknives and lighters will be confiscated immediately. (see Weapons Policy). *Pagers and cell phones are not allowed* unless special arrangements are made with the office. Pagers and cell phones are considered an unnecessary disruption to the smooth operation of a classroom.

#### **42. Visitors**

*All parents/guardians or visitors must sign in at the office.* Parents/guardians and visitors are welcome for open houses, special programs, and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the office and check in at the school office before going to the classroom. Persons not reporting to the school office will be considered trespassers and will be reported to the local authorities.

#### **43. Volunteers** (See also L.O.V.E. Contract)

We welcome parent/guardian volunteers in the school. There is also need for volunteers on committees, school council, Parents in Partnership, as well as office and maintenance activities. Time, talent, and love combine to make the volunteers vital to the continuation of SACS. The Archdiocese has mandated that all Catholic Schools, Religious Education and Parish volunteers that have contact with children or vulnerable adults have Virtus training. As of July 1, 2006 all volunteers in our programs must be trained or they will not be allowed to be around children or vulnerable adults in the church or school settings. For SACS this will mean anyone who works in a classroom, the lunchroom or goes on a field trip.

##### **REMINDER TO ALL VOLUNTEERS**

Everyone who wants to volunteer at SACS must have a cleared background check and have attended the *VIRTUS - Protecting God's Children Session*. You *must* meet these requirements to volunteer. If you can not make our training dates these trainings will also be held at different parishes in the archdiocese. Please log on to [www.virtus.org](http://www.virtus.org) to find where other classes are being offered. After logging in, go to Registration for St. Paul/Minneapolis Archdiocese and you will then get a list of all classes being offered in the Archdiocese. *It is important to note that this is an archdiocesan mandate.* We appreciate your help and cooperation in going through these trainings.

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*Note: Those who work in the school are sometimes privy to private information about students through the normal day to day activities. When you volunteer in the classroom, it is vital that information about students or families stays private. Student progress, evaluation, and other information needs to be left in the hands of the professional teachers. It is important to remember we are dealing with children who are very precious and sensitive and who are loved no matter what their achievements! If a situation arises where this confidentiality is broken, you will be asked, by the principal, not to return to your volunteer position.*

## SERVICES

### 1. National School Lunch Program

Shakopee Area Catholic School participates in the national school meal program for free and reduced price lunch. The application form and qualification information are available on the Important Documents CD, online at [www.sacsschools.org](http://www.sacsschools.org), in print version in the school office, or by contacting the Shakopee School District.

### 2. Counseling Services Available at SACS

Students and families have access to counseling services at school. This counseling is typically coordinated with teachers, administrators and parents/guardians and happens at school during the school day. The counselors work for SACS so there is never any cost to families. Since the counseling occurs during the school day, students are seen on an every other week basis, as possible.

Parents/guardians may initiate counseling by talking to the child's teacher or by contacting Dr. Kahn directly (651)-426-4297. Teachers may initiate counseling by talking to their student's parent/guardian and sharing their observations and concerns. There are many reasons why a student might benefit from counseling: Academic problems as a result of effort, attitude, or study habits.

- ❑ Emotional distress as a result of friendship or family challenges.
- ❑ Life events that cause sadness, such as illness or death of a family member.
- ❑ Problems with focusing, distractibility, concentration and attention.

Counseling at school usually involves the student being seen individually by one of the counselors. There may be a group offered from time to time and parents would have the opportunity to have their child participate in the group if they thought it would be helpful for their child. If problems emerged that seemed to involve other family matters, and if the individual meetings were not seeming to be having the desired effect, the parent/guardians might be asked to participate in meetings at school or a referral might be made to counseling outside of school. The counselors would then make every attempt to help the family connect with an appropriate resource outside of school and, with the parent's permission, share information on the counseling that has already occurred in a way that makes the transfer a successful one.

It is at the discretion of the principal or assistant principal if they feel a student needs to see a counselor without previous parent/guardian permission. This would be in a situation where the students need immediate assistance and it is in the opinion of the administrators that the counselors could help. There are times when the counselors may recommend further assistance with family or individual counseling that goes beyond the time constraints that they may have at SACS. The counselors will make every effort to inform families in a time frame that assists them with finding outside services.

### 3. Field Trips (Archdiocesan Guideline #6630)

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips and parent/guardian will be notified as soon as possible of the scheduled field trips. **\*Note: Insurance regulations of the Archdiocese require the use of the parent/ guardian authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. PHONE CALLS TO OR FROM PARENT/ GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.**

Field trip participants travel by bus unless the destination is within walking distance of school. All student-sponsored field trips should have an educational purpose and outcome.

#### **4. Guest Speakers/Assemblies**

Throughout the year, assemblies are held to enhance the students' learning opportunities. Guest speakers, programs and topics discussed are consistent with the mission, philosophy, and objectives of the school.

#### **5. Special Education**

The special needs of students in the non-public school are addressed through the public school district in three ways:

- Classroom teachers see the needs of their students and consult with the SACS Director of Special Services. Interventions may be suggested to meet the needs of the student. The needs may be in the areas of academic, behavior, health, or motor skills.
- If the interventions are not successful the student may be referred for assessment by either the school or the parent/guardian.
- If the assessment is initiated by the school, written parental/guardian permission will be required. Sometimes assessment/testing isn't warranted and more interventions are suggested by the Director of Special Services or the Public School Special Education Team. If an assessment is completed, a meeting is set up to report on the results and possibly develop an Individual Educational Plan (IEP).
- The IEP may be written with the goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at the non-public site. Direct service is done off site and transportation is provided by the public school.

#### **6. School Pictures**

Individual and classroom pictures are taken once or twice each year. Notification of this will be given well in advance of the photography session. ***The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.***

#### **7. Title I**

The purpose of Title I is to provide assistance to State and local education agencies to meet the needs of children in the areas of reading. Working with the classroom teacher, the Title I coordinator contacts parents/guardians and schedules students for appropriate, consistent Title I services.

#### **8. TRANSPORTATION**

- **Role of the Public School District:** Bus arrangements are handled by the Shakopee public school district. Bus transportation is a privilege. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc. Parents/guardians whose children do not follow the bus rules will be notified as to the inappropriate behavior of the child. Teachers are not responsible for student behavior on the bus.

- **Bus Policy** : Students in grades K - 6 living one-half mile or more from school as measured by the shortest route to the school building are eligible to ride and students in grades 7 and 8 living one mile or more from school as measured by the shortest route to the school building are eligible to ride. Eligibility for students receiving day care shall be determined by the location of the day care residence. Bus company is Palmer, phone number 445-1166. *See TRANSPORTATION POLICY in the SACS Policy Handbook.* Students must respect each other and follow basic bus safety rules. Please go over the following list of bus rules with your children:

Bus Rules:

- |  |  |
|--|--|
| 1. Observe classroom conduct             | 9. Keep head, hands and feet inside bus          |
| 2. Be courteous, use no profane language | 10. Do not fight, push or shove                  |
| 3. Do not eat or drink on the bus        | 11. Do not tamper with bus equipment             |
| 4. Keep the bus clean                    | 12. Do not bring pets on the bus                 |
| 5. Co-operate with the driver            | 13. Do not bring flammable material on the bus   |
| 6. Do not smoke                          | 14. The bus driver is authorized to assign seats |
| 7. Do not damage bus or equipment        | 15. Have a safe trip                             |
| 8. Stay in your seat                     |  |

If there is a discipline problem on the bus, the principal receives a bus behavior notice issued by the bus driver. A copy of the infraction is then mailed/or sent with child to the parents/guardians by the school. One notice= warning/ two notices= 3 days off the bus/ three notices = two weeks off the bus/ four notices = denied use of the bus for the rest of the year.

Bus students who wish to ride the bus to another student's house must have their parents/guardians call the bus company ahead of time (445-1166) and have a written note. Students who do not normally ride the bus **cannot** ride the bus.

***\*NOTE - The State of Minnesota has mandated a school bus safety curriculum in all Minnesota schools. SACS will implement this curriculum during the first weeks of school.***

- **Instruction and Training For Bus Safety:** Instruction/review in bus and pedestrian safety is required each year. Instruction/review materials appropriate to grade levels are provided to the teachers by the local public school districts.
- **Misconduct on the Bus:** Denial to ride the bus may be given for misconduct on the bus. Parents/guardians are notified when such action is necessary.

**9. Yearbook**

The school publishes a yearbook annually. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. ***Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians sometime in early spring.***

## **SHAKOPEE AREA CATHOLIC SCHOOL DISCIPLINE POLICY**

*Shakopee Area Catholic School believes each student is responsible for his/her own behavior and in maintaining a Christian atmosphere within the school or at any event which may be considered an extension of SACS (i.e. Shared-Time, field trips, athletic contests). Parents have the primary responsibility for the training and discipline of their children with the support of the school in collaborating with the efforts at home. The goal of our behavior code is to promote self-discipline. Respect for oneself, others, authority and property, and the maintenance of a safe and healthy environment in which to learn is at the heart of the philosophy of discipline.*

*Students are to behave in a manner which is morally responsible and brings credit to themselves, their families, and Shakopee Area Catholic School. Parental/Guardian support is a vital part of the school's discipline policy. At any time in the discipline process, the services of the school psychologist(s) may be mandated by administration. Students participating in Shared-Time, classes are subject to both the school district Policies and SACS Policies.*

### **Shakopee Area Catholic School Basic School Wide Rules:**

- Respect yourself and others.
- Be honest, and take responsibility for yourself.
- Listen and follow directions.
- Keep hands, feet, and other objects to yourself.
- Speak in an appropriate tone, volume, and manner.
- Be prepared for class.

### **Positive Reinforcement/Rewards**

The staff of Shakopee Area Catholic School wants every child to have a positive experience at school. We believe there are no bad children only children who choose to behave inappropriately sometimes. We cannot allow one student to disrupt the learning of the rest of the class. We hope that the positive discipline plan will give students reason to be...caught being terrific! Among other individual classroom programs, SACS uses:

- **Caught Being Terrific Slips**  
Small papers (CBT's) are given out to students by staff members for positive behavior. A drawing for prizes is held at the end of each month.
- **Praise Home Reports**  
Teachers use praise slips to praise academic excellence, improvement, or excellent test scores as well as Christian-like behavior to students or teachers.
- **Thursday Folder/Calendars**  
*Teachers will use a simple calendar to record noteworthy positive behaviors and/or Low-Level Misconduct (see "Low-Level Misconduct" below). This will be sent home weekly in the students' Thursday folder (K-5). Middle school teachers will use students' planner calendars for noting behaviors of this type.*

### **Concern Home Reports:**

**"Green" Home Reports** are for academic needs. They inform parents/guardians that the teacher has some concern about academics. *Green slips are to be signed and returned to the teacher the day after they are issued.*

**"Blue" Home Reports** are for Mid-Level Misconduct (see "Mid-Level Misconduct below) in classrooms, on the bus, on the playground, or elsewhere. With the blue slip, a **behavior reflection is included**. This is to give the student a chance to think about the behavior and why it should not be repeated.

**Blue Slip Report Frequency Rule:**

- ❑ 1-3 (home report goes home, signed, and returned)
- ❑ 4 (report goes home, signed, returned, student meets with homeroom teacher and school administrator)
- ❑ 5 (go home, signed, returned, student and parents/guardians meet with school administrator and teacher(s) to create a behavior modification contract.

**Classroom Behavior**

**Guidelines for classroom behavior will be established by classroom teachers and discipline for Low-Level and Mid-Level Misconduct will be managed by the classroom teachers. Administration will be alerted to Mid-Level infractions via Blue Slip copies and will document infractions in a centralized database.**

**Infraction Levels**

**Low-Level Misconduct**

Low-Level Misconduct incidents will be noted on the Thursday folder calendars so that parents may be informed of recurring patterns of behavior. Discipline for minor misconduct will follow individual teacher's classroom consequences. Examples of Low-Level Misconduct include, but are *not* limited to:

- Unprepared for class
- Repeated minor disruptions in class
- Running in the halls
- Improper uniform without an excuse
- Gum/candy during class

**Repeated occurrences of Low-Level Infractions may result in Mid-Level Infraction consequences.**

**Mid-Level Misconduct**

Mid-Level Infractions are those actions which threaten student safety, effective learning environment and smooth operation of SACS. Mid-Level Infraction are those violations of the SACS basic rules which are especially serious, and/or repeated. Repeated Low-Level Misconduct will be considered Mid-Level or Major Misconduct. Mid-Level Infractions will require a blue slip communication from the teacher, phone, email, or personal contact between parent and teacher, and the completion of all blue slip requirements which may include detention, ISS, or suspension.\_\_\_\_

**Examples of Mid-Level Misconduct include, but are *not* limited to:**

- Insubordination towards a faculty or staff member
- Bullying (See HARRASSMENT POLICY)
- Academic dishonesty (e.g. cheating, forging papers, plagiarism)
- Throwing snowballs/rocks, etc.
- Failure to complete previous Blue Slip requirements
- Excessive uniform violations
- Repeated or excessive classroom disruptions
- Tardiness and/or unexcused absenteeism

- Inappropriate or profane language

Repeated occurrences or more serious Mid-Level Misconduct may result in Major Misconduct consequences.

### **Major Misconduct**

Student conduct, which in the opinion of the school constitutes major misconduct, will result in detention, removal from class, out-of-school suspension, or expulsion.

Major misconduct includes but is not limited to the following:

- Property destruction or vandalism on school property or on school sponsored field trips or at school sponsored events.
- Leaving the school grounds without permission or a pass
- Fighting, assault, or threats of violence
- Bomb threats
- False fire alarms
- Terroristic threats
- Gang or "Wanna-Be Gang" activity
- Harassment (SEE HARRASSMENT POLICY)
- Any willful conduct which violates or may violate any rule of conduct or school policy.
- Any pattern of willful conduct which disrupts or threatens to disrupt the ability of others to obtain an education.
- Any willful conduct which endangers or has the potential to endanger the student or other students, faculty, administration, or the property of the school or parishes.
- Use of tobacco or inappropriate use of mood altering chemicals
- Other conduct or behavior on the part of the student which, in the opinion of the school, adversely affects the desirability of continued enrollment.
- Possession of a weapon **See SACS WEAPONS POLICY in the Appendix**

### **DEFINITIONS:**

Detention, Suspension, and Expulsion

**Detention:** Time spent in the school as a disciplinary consequence in addition to the regular school day. Detention is served before or after school. \_\_\_\_\_

**Removal from class:** \_\_\_\_\_ Removal from class is an action taken by a teacher/administrator, or school to prohibit a student from attending his/her classroom or activity class for a period of not more than one day. Work will be assigned and must be completed by the student.

**In-School Suspension:** Removal from classes for half-day or whole day or days. The student will sit in the office or suspension room during this time. They will be responsible for any classroom work they have missed.

**Out-of-school Suspension:** Out-of-school suspension is an action taken by principal/assistant that prohibits a student from attending school for a period of not more than 10 days. While at home, work will be assigned and must be completed by the student. The student will not be allowed to return to school until the student and the parents or guardian have had a conference with the principal/assistant principal.

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

### **Shakopee Area Catholic School Suspension Process:**

1. Investigation, including informal conference with student to inform student about the violation. The conference will not be held if it appears to the school that pupil will create an immediate and substantial danger to himself, other persons, or property
2. Prepare written notice of suspension which outlines grounds for suspension and period of suspension.
3. Provide student with written notice of suspension at or before the time that suspension is to take effect. Parents/guardians will be notified in writing of the student's violation and resulting suspension.
4. A conference may be scheduled with the student and/or parent/guardian to discuss the incident.

### **Shakopee Area Catholic School Expulsion Process:**

1. Conduct prompt investigation.
2. Notify the student and student's parents/guardians in writing of the punishable violation, proposed expulsion, and date, time, and place of hearing on expulsion (must be scheduled within 10 days of notice).
3. Arrange for a consultation of appropriate school personnel (teachers, administration, etc.).
4. At hearing, record statements, examine witnesses and documents. Student cannot be required to testify. Make recommendation(s) to pastor or canonical administrator.
5. Pastor or canonical administrator takes action on recommendation within two days of hearing.

### **Harassment Policy**

**No person has the right to harass another person in any way. This harassment may include inappropriate touching, pinching, punching, etc. of another person. It may also include verbal comments which are hurtful or cruel put-downs. All harassment cases will be listened to and dealt with by the administration.**

#### **Procedures:**

**Step 1:** Communicate to your harasser

- What you are feeling, and
- That you expect the behavior to stop. You may do this verbally or in writing. If you choose, you may get help and support from a friend, parent, staff person, or other trusted adult.

**Step 2:** If the behavior is repeated, report it to your teacher, the assistant principal or the principal as soon as possible. (If you feel your concerns have not been heard, please report it to someone until you feel the issue has been resolved.)

**Step 3:** The person, to whom you reported the incidence, will then work with you (or ask the principal or assistant principal) to get the incident in writing. The report will include things like:

- |                     |                               |
|---------------------|-------------------------------|
| ▪ what happened     | what I said/did               |
| ▪ when it happened  | how I felt                    |
| ▪ where it happened | how harasser responded        |
| ▪ who harassed      | verbatim quotes               |
| ▪ any witnesses     | expectation that it will stop |

**Step 4:** If the person reported to is not the principal, the written report will then be given to the principal.

- Suspension**
- Expulsion**
- An apology to the victim**

- ❑ Writing a paper on the topic
- ❑ A parent or guardian/student/school administration conference
- ❑ Not being allowed to participate in a school activity or extracurricular activity
- ❑ Police involvement

**ALL HARASSMENT WILL BE TREATED SERIOUSLY.**

**Internet Policy (Acceptable Use of the Internet) Policy #3160**

The School Board supports the use of the Internet and other computer networks in the school's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The use of the network facilities shall be consistent with the curriculum adopted by the school as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. *See full policy in the appendix #3160.*

**Locker inspections**

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without student consent. Students are assigned a locker and a school lock. You must use only the school lock

**Police Interrogations and Investigations**

Only representatives of the police or sheriff's department or Scott County Human Services may be granted permission to see and interview students in school. Private detectives, attorneys, or representative of private concerns conducting investigations shall not be allowed access to students in school and shall be informed that they may only question students outside of school. When it is necessary for a representative of the police or Scott County Human Services (Child Protection) to interview a student in school, the following procedure shall be observed:

1. The representative of the above named agencies will contact the principal, or in the principal's/assistant principal's absence, the Lead Teacher.
2. Proper identification with a picture I.D. is essential.
3. The agent may or may not ask for a person from the school to be present. It is their choice. Interviews are to be conducted in private and with confidentiality.
4. Arrests: If the officer indicates that she/he shall have complete jurisdiction in the matter, the principal shall not interfere with the student's removal from the building. Contact with the student shall be arranged in a manner to make the removal as unobtrusive as possible. It is up to the police to notify the student's parents/guardians.

**Written or Verbal Threats or Violent Subject Matter**

Students are not allowed to write or speak threats to other students, staff or others on school or church property. If a student writes or speaks a threat it will be treated seriously. *Students are not allowed to use violent subject matter in assignments or in any other form such as drawings or doodlings, video presentations, creative writings, graffiti in notebooks or on the school or church property*

***Shakopee Area Catholic School and the principal may discipline students for behavior outside of school hours that is deemed inappropriate.***

***The School DOES NOT give permission for students to use its name in "blogs" or other internet "chat rooms" which may compromise the safety of the student or other students attending SACS.***

See Appendix for more definitions for school discipline including:

- Mood altering chemicals
- Smoking
- Assault/violence & threats
- Bomb threats
- False fire alarms
- Fighting
- Gambling gang activity
- vandalism

## HEALTH/SAFETY

### 1. Accident/Injury/Medical

When an accident occurs, students are to report the accident to the teacher present. In extreme emergency situations, the school will call 911. In less serious accidents, the teacher or another student will take the student to the office for first aid, which will be administered by the school secretary or the School Health assistant. All school secretaries have been trained in First Aid and CPR. Homeroom teachers or the school health assistant will call parents/guardians of those students injured.

### 2. Emergency Information

An emergency sheet on each student is sent home at the beginning of each year to be filled in and signed by the parent/guardian. ***If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.***

### 3. Health Records

Health records are required for each student. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth and seventh grades. **The State of Minnesota requires immunizations to be up-to-date.** Shakopee Area Catholic School has some services through the public school with a school nurse. ***Minnesota law requires that every child attending school be immunized against diphtheria, tetanus, whooping cough, polio, measles, mumps and German measles, varicella and Hepatitis B.***

### 4. Health Screening

Annual vision, hearing, and scoliosis examinations are conducted by public school personnel for some students each school year. If you have particular concerns about your child, please contact the school office.

### 5. Illness/Injury During School

If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to come and pick up the child. No over-the-counter medication, including aspirin, can be given to a student for any reason. No student will be sent home without a parent's/guardian's permission.

A health assistant who is under the supervision of the district's licensed school nurse staffs the school health office. The health assistant administers medications, provides first aid for injuries, and cares for students who become ill at school. You will be contacted if your child has a serious injury or illness. You will be asked to pick up your child if they are vomiting; has diarrhea; has a temperature over 100 degrees; or has a suspected contagious condition such as chicken pox or head lice. All students must be up-to-date on immunizations before they start school. No student will be allowed to attend class until a record of immunization dates is submitted to the health office and they are determined to be up-to-date. This is Minnesota State law.

A student should be excluded from school with any of the following conditions:

- ❑ **Fever of 100 or more degrees.** The student needs to stay home for 24 hours after the temperature returns to normal.
- ❑ **Vomiting or diarrhea.** The student needs to stay home until 24 hours after the last episode.
- ❑ **Chickenpox.** The student may return to school after the last pox has scabbed over. This is usually 7-10 days.
- ❑ **Impetigo.** The student may return 24 hours after treatment.
- ❑ **Head Lice.** Shakopee Area Catholic has a no-nit policy. Students can not be in school if nits are present.
- ❑ **Exclusion Procedure:** If a student is suspected of having head lice, health services staff will confirm the presence of live lice or nits. If there is a positive confirmation, the parent will be contacted and the student will be sent home for treatment. The parent will be shown the visible evidence of lice or nits and given instructions on how to remove nits. The exclusion procedure will be explained to the parent and handouts concerning treatment and nit removal will be given. The student will be excluded from school until treatment. If more than one student in a class is identified with head lice at the same time, then checking the entire class may be warranted and a notification letter will be sent. Re-admittance procedure: Once treated, the student can return to school. The morning of returning to school the student with his/her parent will report to the health office so the health assistant can determine if treatment has occurred and nits removed. If six or less nits are found, the health assistant will remove the nits and send the student to class. If more than 6 nits or any live lice are found, the parent will be required to repeat the exclusion steps. Health services staff will recheck the student after one week. At the one-week recheck, if more nits are found than when the student was readmitted, the student will be excluded as above.
- ❑ **Scabies.** The student may return 24 hours after treatment has begun.
- ❑ **Strep Throat.** The student may return 24 hours after antibiotic treatment has begun.

❑ **Immunizations (Archdiocesan Policy #5810)**

Shakopee Area Catholic School follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 123.70). All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parent/guardian is responsible for providing this information in writing to the school office,

and to include additional immunizations each year as they are administered to the student by the family's physician.

**\*\* MINNESOTA STATE LAW: MMR IMMUNIZATIONS:** Students entering the 7th grade (or 12th grade) must provide documentation of having had a second Measles, Mumps, Rubella (MMR) immunization, given either separately or in combination. The first shot must have been given no sooner than the child's first birthday and the second shot no sooner than one month after the first one. Proof of immunization must be provided within 30 days of the first day of school or the child will not be allowed to attend school until this is taken care of. Please call the school office if you have questions.

## **7. Insurance**

The Archdiocese sponsors a special student accident insurance plan that provides excess medical coverage for accidents that happen at school and during school athletic programs. Student are automatically covered - no need to enroll. The plan pays for covered expenses that are not paid by your family insurance plan, such as co-pays, etc. If your child is injured as a result of an accident at school or during a school-sponsored athletic event, **YOU MUST REQUEST A CLAIM FORM FROM THE SCHOOL OFFICE.** Call the school business office for more information.

## **8. Medication During a School Day (Minnesota Statute 126.202)**

When a student needs to take medication at school, you must submit a form asking the school to administer that medication. The form needs to be signed by both the parent and the physician for all prescription medications that are given at school. The form needs to be signed only by the parent for over-the-counter medications given at school. All medications must be in an original container-either a prescription bottle with the prescription label or an original container of over the counter medicine. You can get this form at any time from the school secretary or health assistant.

## **9. Pesticide Application at School**

Nonpublic school were included in the "Parents Right to Know Act" passed by the legislature. This act outlines notification requirements for schools to notify parents of students:

- An estimated schedule of pesticide applications.
- State the long-term health effects on children from the application of such pesticides.
- Inform parents who request the school notify him or her individually according to some specific guidelines.

## **10. Reporting of Child Abuse/Neglect (Archdiocesan Guideline #5640, Appendix B)**

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or 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***

## **11. SCHOOL EMERGENCY PROCEDURES**

- ❑ **Hazardous Spills:** In the event of a hazardous spill, students will be evacuated from the buildings, following the emergency plan SACS has in place.
- ❑ **Strangers on the Playground:** Students will be trained to report any strangers in the building or on the playground. Playground supervisors will have Walkie Talkies to communicate to the building, at which time we will investigate.
- ❑ **Bomb Threat/Fire Drills/Tornado Drills:** Students will be evacuated from the building and police called in the event of a bomb threat. Teachers will take roll call to make sure all students are evacuated. A similar procedure will be used for Fire Drills or Fire emergencies. Tornado drills will occur twice during the school year. Students will be taken to the tornado shelter in the lower level of the building.

### **General Admission**

#### **1. CLASS SIZE** (Archdiocesan Guideline #6230)

*The class size for grades K-3 at Shakopee Area Catholic School will be set between 18-28 students per classroom. Grades 4-8 will have a range of 18-29 students per classroom. All students beyond these numbers will be placed on a waiting list. (See SACS Policy #6230)*

#### **2. DRESS CODE** (Archdiocesan Guideline #5910)

The school has established appropriate dress codes, school uniform policies, and policies which affect the dress and conduct of students. Approved changes and additions will be communicated in the school newsletter. ***See the full SACS Uniform policy in the appendix.***

#### **3. Entrance to Kindergarten** (Archdiocesan Policy #5110.1)

*Shakopee Area Catholic School requires children who enter kindergarten to be five years old by September 1 of the year in which they will enroll. (See SACS Policy #5110.15 Early Entrance to Kindergarten).*

#### **4. GRIEVANCE POLICY** (Archdiocesan Policy)

If a grievance between parent/guardian or a student and a teacher or school administrator should arise the grievance policy as stated in the appendix will apply. ***See appendix for full policy.***

#### **5. Non-Discrimination Policy:**

***It is the policy of Shakopee Area Catholic School to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability.***

Every local effort should be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their pastor if a financial problem arises. **(See SACS Policy #5110.2)**

## **6. TRANSFER STUDENTS** (Archdiocesan Policy #5110.5)

*In general, students will not be accepted at the school after the beginning of the school year unless there has been a change of residence or other extenuating circumstances. Admission to the school is contingent upon having met all financial obligations at a previous private school. Prior to admission, the school and the parent/guardian of the student(s) should agree on the tuition and other expense obligations, and other expectations concerning completion of that school year.*

*All students transferring to Shakopee Area Catholic School during the school year will be on a probationary period of two weeks. After two weeks the student's academic and behavior standing will be reviewed and a determination made as to whether the probationary period be extended to one month. After one month another determination will be made as to whether the student is able to abide by the rules of the school and whether his/her academic needs can be met by the school.*

## **7. Waiting Lists**

*Waiting lists will be established when grades are filled. The decision to open another classroom may be made at a later date by the school council.*

## **Finance/Fund Raising**

### **1. BUDGET PROCESS** (Archdiocesan Policy #4210)

The school's budget planning is a process that coincides with the parish's budgetary process. The budget preparation process shall include direction from the school principal, along with the pastor/canonical administrator and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long range plan.

**2. Fees:** In addition to tuition, some programs/activities require an additional participation fee. These programs may include but are not limited to: athletics, clubs, field trips, activity fee or art/craft fee.

### **3. FINANCE Manager/TUITION ASSISTANCE SCHOLARSHIP**

Tuition assistance may be available to families who have been registered and active at the school. Distribution of funds is based on need and availability of funds. Tuition application forms are due in the FAIR office by April 1st. *Some funds are available for family emergencies during the year. Contact the principal for information.*

### **4. FUND RAISING**

The fundraising policy at SACS is intended to create an atmosphere for successful and worthwhile fundraisers for our families. "Fundraising Activities" are organized activities created to raise or solicit funds for SACS and/or SACS organizations. The school council will annually review and recommend approval/denial for fundraisers currently in place.

SACS "Almsgiving Activities" are not considered fundraising activities. They are activities created to raise or solicit funds for charities or charitable causes. SACS Administration will have discretion over approval of almsgiving activities.

Any new fundraisers to be considered must follow the procedure listed below:

New Fundraiser Ideas:

1. Contact SACS Development Director for an application form;
2. Complete fundraising request form and meet with the Development Director to review details;
3. Present plan and details to the school council at a monthly meeting;
4. Allow up to 60 days for the council to decide upon its recommendation;
5. Provide a financial and program overview to the SACS Development Director and the School Council after the conclusion of the event.

## **5. Marathon**

The Marathon for Non-public Education sponsored by the school community is in the beginning of October and is a viable public relations and fund raising activity. Obtaining pledges and then walking, jogging or biking the marathon route will mean money for the school. 100% of the money raised goes back to the school. We stress community and fun! It is a great way to show school spirit and community involvement.

## **6. PARISH INVESTMENT**

Since the entire parish benefits from Catholic educational programs, the entire parish shares in financial responsibility for the education of children. Parish subsidy is that amount contributed by the parish annually to the school. *Shakopee Area Catholic School receives subsidy from the Churches of St. Mark, St. Mary and St. Mary of the Purification. The subsidy represents approximately 20% of the school's operating budget.*

## **7. STATE AND FEDERAL PROGRAMS**

There are several state and federal programs that non-public students may participate in on an equal basis with public school children. These programs are administrated through the local public school district. *Shakopee Area Catholic School receives state and federal entitlements allocated on a per pupil basis.*

State programs include:

- a. Education Aids for Non-public School Children - provides textbook and related individualized instructional materials, health services, and secondary guidance and counseling.
- b. Transportation - Minnesota public school districts must provide "equal transportation" within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.
- c. Shared Time Program - Non-public school students may be admitted by the school district to public school programs for part of the day. Shakopee Area Catholic School 7th and 8th graders participate in this program with the Shakopee Junior High for Industrial Technology, Science and Family Living.
- d. School Lunch Program - State funds are matched with federal funds to assist families who qualify for free or reduced lunch, as well as providing kindergarten students with at least one serving of milk each school day.

- e. State Income Tax Deductions - we will send a flyer home in December.
- f. Special Education - Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The district must provide assessment, periodic observation, review of progress and establish an IEP (Individual Education Plan), which generally involves tutoring by a special education teacher.
- g. Title I - This program provides supplementary instruction in reading to students who have been identified as "at risk." Computer-aided instruction may be an acceptable alternative to direct services.

## **8. SACS PARENTS IN PARTNERSHIP**

*Shakopee Area Catholic School has a parent/guardian group, SACS Parents In Partnership (PIP) which is responsible for the following activities: parent/ guardian education, socials, and fund-raising. It is PIP's responsibility to support the administrator, teachers, and overall school program. PIP has monthly meetings on the second Tuesday of the month. This is a casual setting and a time for parents/ guardians to socialize and work on future projects of the school. All parents/guardians of students enrolled in Shakopee Area Catholic School are automatically members of this group and are welcome to the meetings. PIP has four elected officials who serve alternating three year terms.*

## **9. SCHOOL Council**

The School Council serves in an advisory and consultative capacity to the pastor(s) and the principal of the school. The purpose and role of the School Council is stated in the Articles of Incorporation, the Constitution, and the By-Laws of the school. This information is available in the school office. The school council is made up of the lead Canonical Administrator of the school and two lay members of each church.

**10. STEWARDSHIP:** Parish stewardship is an important part of the relationship between the school and the parish. Parish subsidy levels are based on estimated income taken from stewardship pledges. *One way of establishing parishioner status is the annual completion of a stewardship pledge card. Families must complete a stewardship pledge card to receive parishioner tuition rates.*

## **11. TUITION** (Archdiocesan Policy #4250)

Each school should have an established and published tuition policy. The policy should include tuition rates (parishioner and non-parishioner), family size tuition scales (when applicable), payment plans, and delinquent tuition policies.

*Shakopee Area Catholic School sets a yearly tuition rate during its budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fund raising and state funds provide the remainder of the costs.*

*The following tuition policies have been set by Shakopee Area Catholic School:*

- *Families Pre-K -8 pay a non-refundable registration fee.*

- ❑ *First payment is due in July for all families. Families who owe tuition for any past school year, will not be able to start school without making special arrangements with the Tuition Review Panel.*
- ❑ *Tuition payments 60 days past due as indicated on the Statement of intent shall be referred by the Business Office to the Tuition Review Panel. Families who are having financial difficulties are asked to call the principal at 445-3387 ext 141..*  
***The greatest help to the school is in communication of needs. It is important to remember that without tuition, we can not pay our bills and provide a quality education to your children.***

***\*\* Shakopee Area Catholic School and the principal retains the right to amend the handbook for just cause and parents/guardians will be given prompt notification if changes are made.***

***Shakopee Area Catholic School and the principal may discipline students for behavior outside of school hours that is deemed inappropriate. The School DOES NOT give permission for students to use its name in blogs or other internet chat rooms which may compromise the safety of this student or other students attending SACS.***

## ***APPENDIX***

### **2008-2009 School Year Notification**

As a result of recent federal legislation, AHERA (Asbestos Hazardous Emergency Response Act) each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Shakopee Area Catholic School has a goal to be in full compliance with this law and is following the spirit, as well as the letter, of the law. As a matter of policy, Shakopee Area Catholic School shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, Shakopee Area Catholic School has completed its 3-Year Reinspection required by AHERA. Shakopee Area Catholic School buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year, Shakopee Area Catholic School conducted the following with respect to its asbestos containing building materials:

***Our current building does not have any asbestos.***

### **Students/Staff/Volunteers: Chemical Health Policy for the CEC:**

The purpose of this policy is to provide a clear and consistent guideline for the entire CEC community. A healthy environment provides the supporting structure needed to prevent the spread of chemical use and to promote intervention for those involved in chemical abuse. The policy encourages students to lead a healthy lifestyle. This policy is for the entire CEC community including students, staff, parents/guardians, volunteers and the greater church communities. It covers use and abuse, dependency, education, counseling and referral relating to alcohol and other mood-altering chemicals. All activities held on school property and at any school-related events off school property are covered by the policy.

**A. General**-Unless prior approval is granted by the Principal, Pastor or Lead Pastor for the use of alcohol and in accordance with legal guidelines, use of mood-altering chemicals is prohibited for all member of the CEC community at all CEC related events both on and off school grounds. If disciplinary actions are required, they will be specified in the procedure.

**1. Students**-All alcohol and other mood-altering chemical use is prohibited. For this reason and because of the potential danger to individuals, families, and the larger community which chemical use poses, CEC prohibits students from use or possession of alcohol and other mood-altering chemicals at all CEC related events and on school grounds.

**2. Adults**- believing that adult members of the community are role models for our students, SACS encourages those who choose to use alcohol to do so responsibly, keeping in mind the example they are setting.

- a. Alcohol may not be served at SACS events which include both adults and students.
- b. Any adult chaperoning students is asked to refrain from using alcohol immediately prior to and during the time of his/her responsibility.

**B. Storage of Mood-Altering Chemicals**-alcohol and other mood-altering chemicals shall not be stored in the CEC facilities.

\*The phrase "mood-altering" chemicals refers to legally-controlled substances.

### **Chemical Health Policy: Procedure for School Functions**

**A. Possession and /or abuse of mood-Altering Chemicals During Curricular and Co-curricular Activities on CEC grounds.**

The following procedure will be followed if any student is discovered using mood-altering chemicals or in possession (i.e. on his/her person, in a locker, backpack or purse, in a car) of mood-altering chemicals or paraphernalia associated with such chemicals on CEC grounds.

If a staff member has a well-founded suspicion or belief that a student has committed an illegal act or is in violation of a school/CEC policy, the staff member should inform the student of the observed violation and accompany the student to the assistant principal or principal. If possible, the staff member will confiscate the evidence if such exists. If it is during a CEC event the director or supervisor of the event will handle the situation. The canonical administrator of the apostalate will be informed and a intervention will be decided

from there. Police may be called in and will usually be reported to those who need to know in the opinion of the director/canonical administrator.

B. Students involved in sports/activities may have additional consequences due to possession and or abuse of mood-altering chemicals. (See athletic policy)

### **WEAPONS POLICY #5610.1**

*It is the policy of Shakopee Area Catholic School to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the school takes the position of No Tolerance for weapons in school. **All weapons or instruments which have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized by the principal.** "Weapons" means any firearm whether loaded or unloaded; any chemical, substance, device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.*

*Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property, or events. This prohibition applies to all school/church owned buildings and grounds.*

#### **A. Possession of Weapons**

The school takes a position of "No Tolerance" on the following objects:

1. All firearms, whether loaded or unloaded, etc.
2. Other guns of all types including pellet, B-B, stun, look alike, and non-functioning guns that could be used to threaten others, etc.
3. Knives, switch blades or automatically opening blades, daggers, swords, razors, etc.
4. Artificial knuckles or other objects designed to be worn over the fist or knuckles, etc.
5. Blackjacks, clubs, numchucks, throwing stars, inc.
6. Explosives
7. Poisons, chemical, or substances capable of causing bodily harm
8. Bow and arrows, sling shots, etc.
9. Bombs or pyrotechnic devices
10. Any other device or instrument used to intimidate, threaten or inflict harm.

#### **B. Violation by Students**

The procedure for all offenses is:

1. Confiscation of the weapon (if it can be done safely), or call 911 and request assistance if needed.
2. Notification of Principal/Assistant Principal and Lead Pastor.
3. Hold an administrative hearing with student(s) that will include:
  - a. Notification of parent/guardian
  - b. Initial suspension from school for five days.
  - c. Involvement of police with recommendation to charge as determined by

- Principal/Assistant Principal or Lead Pastor.
- d. Discussion with Lead Pastor/Principal with regard to expulsion.

**Violation by other Youths and Adults including Employees**

1. Immediate police involvement with recommendation to charge.
2. Employees will also be subject to investigation and disciplinary procedures.

**C. Administrative Discretion Regarding Possession**

1. A student who finds a weapon on the way to school, on school property, or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.
2. While this policy represents a "No Tolerance" position on weapons' possession on school property and on or at those places or vehicles listed in the first paragraph of this document and is intended to prohibit all weapons for any reason, there could be a very rare occasion when a weapon is inadvertently brought onto school property or is in one's possession. If such an occasion is clearly the case, the principal, after a thorough investigation, may use discretion in determining the appropriateness of applying consequences.

**D. Authorized Instructional and Work Related Equipment and Tools**

While this policy represents a "No Tolerance" position on weapons and look alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment when properly used and stored shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequence of this policy will be enforced.

**E. Length of Expulsion**

When a student is expelled from school for reasons of weapon possession and/or use, it shall be the intent of the Shakopee Area Catholic School Council that the expulsion shall last for the remainder of the school year. If a student commits an expellable offense near the end of the school year, it is the intent of the Shakopee Area Catholic School Council, with advice from legal counsel, to extend the expulsion for one semester into the following year.

**F. The Shakopee Area Catholic School Council will be subject to and superseded by any pertaining state or federal statute.**

## **SACS Uniform Policy**

All students in Shakopee Area Catholic School grades K-8 are required to wear the school uniform as described below. Students are to be in uniform each day of the school year except when there are "special dress days". If a student is not wearing the school uniform, a note from the parent/guardian should accompany the student explaining the reason why the student is out of uniform.

### **All Students Grades K-8:**

- Shirts tucked in at all times, except sweatshirts
  - Garments worn under uniform shirts must be solid white in color and visible only at the neckline
  - Tights must be navy or white if worn. Other garments worn under uniform pants, shorts, jumpers may not be visible in any way.
  - No hats, caps, scarves, sunglasses, jackets, mittens or gloves may be worn during classes.
  - No ripped, faded or torn uniform items may be worn.
  - SACS approved sweatshirt is a crew neck sweatshirt bought through the school.
- Accessories:
- No Facial jewelry, i.e., nose rings, lip rings, etc.
  - No chains, linked or other types, except necklaces or bracelets of 1/8" links or smaller may be worn.
  - No offensive, obscene or potentially harmful accessories. No student's appearance may draw undue attention to him/herself nor disrupt the operation of the school.
  - Any dispute of a violation will be resolved by the Principal or Assistant Principal.
  - On non-uniform days, including school sponsored events, students are expected to dress in clothing that is neat, clean and in good repair. Any attire which draws undue attention to itself including, but not exclusive to, attire which makes reference to tobacco or drugs, short shorts, extremely baggy pants or shorts and shirts that are too tight or expose the midriff are unacceptable.
  - Improper uniform without an excuse will result in a low-level misconduct infraction.
  - Excessive uniform violations will result in a mid-level mid-conduct infraction.
  - Tennis shoes with non-marking soles are required for all physical education classes. An extra pair is required to remain at school throughout the year, to only be used for physical education classes.

### **Elementary School Uniform grades K-5: (Both Boys & Girls)**

**Shirts:** white polo shirts, long or short sleeve; white turtlenecks (no t-shirts, mock turtlenecks, or emblems on shirts).

**Pants:** navy blue pants-docker style (no jeans, cords, capris, sweatpants, or leggings). Appropriate belts may be worn. All pants must be worn at the waist. No baggy pants of any kind or belts hanging loose.

**SACS navy blue or gray school sweatshirt** may be worn with a turtleneck or polo shirt underneath (sweatshirts must be purchased from Donald's).

**Socks:** ***MUST be worn*** and be solid navy blue or white only; (no emblem on socks). Socks or tights must be worn at all times.

**Shorts:** solid navy blue knee-length cotton twill shorts may be worn during September, May and June, (no jeans shorts).

**Jumper/Skort:** (Girls only) plaid jumper or skort or solid navy jumper or skort Must be within 1" of the knee.

**Shoes must have enclosed heels or backstraps for safety reasons.**

**MIDDLE SCHOOL UNIFORM FOR GRADES 6-8 (both boys and girls)**

**Shirts:** white polo shirts, long or short sleeve; white turtlenecks (no t-shirts, mock turtlenecks, or emblems on shirts).

**Pants:** black pants-docker style (no blue jeans, sweatpants, capris, cords, cargo pants or leggings) black jeans-no designer brands, no other color trim with no more than two pockets in front and two in back. All pants must be worn at the waist(with no garment showing under the pants). No baggy or excessively tight pants or any kind. Appropriate belts may be worn.

**SACS Black or maroon School Sweatshirt** may be worn with a turtleneck or polo shirt (sweatshirts must be purchased at school).

**Socks:** solid black or white only; (no emblem on socks). ***Socks must be worn at all times.***

**Shorts:** solid black knee-length cotton twill shorts may be worn during September, May and June, (or black jeans shorts). No cargo shorts.

**Shoes must have an enclosed heel or back-strap for safety reasons.**

**Skirt/skort:** Middle School Girls may also wear plain and loose fitting black cotton or poly skirts or skorts which are within 1" of knee

***Donald's Uniform Company is the approved uniform company for Shakopee Area Catholic School. If you choose to use another company or store you run the risk of having your children not within the uniform code.***

***You may reach Donald's uniform company online at: [www.donaldsuniform.com](http://www.donaldsuniform.com) or phone at: 651-776-2723 or visit their store at: 972 Payne Ave. St. Paul, MN 55101***

## **Internet Policy (Acceptable Use of the Internet) Policy #3160**

The School Board supports the use of the Internet and other computer networks in the school's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

The use of the network facilities shall be consistent with the curriculum adopted by the school as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Authority**

The electronic information available to students and staff does not imply endorsement of the content by the school, nor does the school guarantee the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged or unavailable when using the network or any information that is retrieved via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The school reserves the right to log network use and to monitor file server space utilization by school users, while respecting the privacy rights of both school users and outside users.

***The school board establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.***

### **Responsibility**

The school shall make every effort to ensure that this educational resource is used responsibly by students and staff. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

The students and staff have the responsibility to respect and protect the right of every other user in the school and on the Internet.

The building administrator shall have the authority to determine what is inappropriate use, and his/her decision is final.

### **Guidelines**

Network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of others on the system.

### **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with school policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:

- Use of the network to facilitate illegal activity.
- Use of the network for commercial or non-profit purposes.
- Use of the network for non-work or non-school related work.
- Use of the network for product advertisement or political lobbying.

- ❑ Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
- ❑ Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- ❑ Use of the network to access obscene or pornographic material.
- ❑ Use of inappropriate language or profanity on the network.
- ❑ Use of the network to transmit material likely to be offensive or objectionable to recipients.
- ❑ Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
- ❑ Impersonation of another user, anonymity, and pseudonyms.
- ❑ Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
- ❑ Loading or use of unauthorized games, programs, files, or other electronic media.
- ❑ Use of the network to disrupt the work of other users.
- ❑ Destruction, modification, or abuse of network hardware and software.
- ❑ Quoting personal communications in a public forum without the original author's prior consent.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system, the following guidelines shall be followed:

- ❑ Employees and students shall not reveal their passwords to another individual.
- ❑ Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### **Safety**

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communication shall immediately bring them to the attention of a teacher or administrator. Network users shall not reveal personal addresses or telephone numbers to other users on the network.

### **Consequences For Inappropriate Use**

The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks.

This includes but is not limited to the uploading or creation of computer viruses.

**Copyright** The illegal use of copyrighted software by students and staff is prohibited. Any uploaded to or downloaded from the network shall be subject to "fair use" guidelines.

**Shakopee Area Catholic Education Center**  
**UNIFORM GRIEVANCE PROCEDURE**

The Shakopee Area Catholic Education houses three apostolate programs: SARE (religious education), SACS (day school), and SCYM (youth ministry). Each program has a director and an advisory council. The CEC Administrator oversees all programs housed in the Shakopee Area Catholic Education Center.

The following shall be the procedure for processing grievances concerning violations of the administrative and disciplinary policies within the three apostolates of the Shakopee Area Catholic Education Center.

**Summary of Steps that can be taken in  
filing a Grievance**

- Step 1) Meet with the person you have a grievance with.
- Step 2) Meet with the person's superior from SACS, SARE or SCYM.
- Step 3) Meet with the CEC Administrator
- Step 4) Meet with the apostolate's Grievance Committee
- Step 5) Meet with the Canonical Administrator

**Preliminary Principles**

- A. Grievances against violations of current administrative and disciplinary policies are different from objections to the existing administrative and disciplinary policies themselves. (The presentation, discussion, and approval of all policy/procedure changes in an apostolate follow the procedures laid down in the by-laws of that apostolate's Council. That is, complaints about and/or recommendations for changing existing apostolate policies themselves are to be given to the Chair of that apostolate's Policy Committee or to the person(s) responsible for drafting proposed policies for that apostolate. When a complaint and/or recommendation are received, the person(s) responsible for drafting policy shall review the current policy in light of the complaint and/or recommendation. After investigation and discussion with others, including the other members of the apostolate's council, if a change in policy seems warranted, those responsible shall draft a proposed revision of that policy. A copy of that revision is then sent to the Council Chair with the request that this be put on the agenda for the next Council meeting, and copies of said proposed revision(s) are sent to all Council members prior to the next meeting. Since every Council is advisory, all approved policy changes take effect only with their signed ratification by the Lead Pastor.)
- B. Grievances against violations of policies concerning sexuality and employment are special and have their own grievance procedures, described elsewhere.
- C. This policy is modeled after Christ's words to the apostolic Church. "If your brother should commit some wrong against you, go and point out his fault, but keep it between the two of you. If he listens to you, you have won your brother over. If he does not listen, summon another so that every case may stand on the word of two or three witnesses. If he ignores them, refer it to the Church. If he ignores even the Church, then treat him as you would a Gentile or a tax collector. I assure you, whatever you declare bound on earth shall be held bound in heaven, and whatever you declare loosed on earth shall be held loosed in heaven." (Mt. 18:15-18) As followers of Christ, we take to heart his words, "To you who hear me, I say: Love your enemies, do good to those who hurt you. Bless those who curse you, and pray for those who maltreat you..." (Lk 6:27-38). When we see something wrong, we, like Christ, are to call first for repentance (a change of heart, mind and behavior) and to reserve judgment to the Lord and to those legitimately invested with authority to judge. (Mt 7:1-5; 1 Pet 2:13)
- D. Professional confidentiality is to be maintained by all, and popular gossip is to be avoided by all parties in discussing grievances pertaining to a charge of violation of administrative and disciplinary policy. Every formal grievance is a serious matter, for a charge against person(s) in this area can affect the reputation and professional status of the person(s) charged for the rest

of their lives. It is noteworthy that legally, any persons who make negative, public statements about such violations of administrative and disciplinary policy open themselves to being sued by that person for defamation of character. Gossip is the public revelation of personal or sensational information about another, and it is a sin. As St. Paul wrote to the Corinthians, "Before God I tell you in Christ, I have done everything to build you up, my dear ones. I fear that when I come I may not find you to my liking, nor may you find me to yours. I fear I may find discord, jealousy, outbursts of anger, selfish ambitions, slander and gossip, self-importance, and disorder." (II Cor. 12:19-20) Such is not the behavior of a Christian.

### *Description of Grievance Procedure*

1. **Meet with the person you have a grievance with.** When someone has a grievance against another for perceived violations of existing administrative or disciplinary policy, that person should first express these concern(s) directly to the other party in a caring Christian manner, for we are all brothers and sisters in Christ. In charity, the party with the grievance should seek to correct the wrong immediately and improve the situation with Christian faith, hope, and prayer.

*IF this does not solve the problem go to step 2.*

2. **Meet with the person's superior.** If the person(s) with the grievance are not satisfied with the outcome of the meeting in #1, they should express their concern to that person's superior, that is, to the Principal of SACS, the Director of SARE, or the Youth Director. This superior shall record the complaint, investigate the matter, take whatever disciplinary action is appropriate from that investigation, inform the grievance party that appropriate action(s) has been taken, and record said actions on the filed record of the complaint. (If the person(s)' grievance pertains to the administrator of the apostolate, #1 & #2 are combined.) **Note: if this is confidentiality issue pertaining to employee discipline the grievant may not have the right to know what action will be taken as this would breach confidentiality and violate the employees rights.**

*IF this does not solve the problem go to step 3.*

3. **Meet with the CEC Administrator.** This superior shall record the complaint, investigate the matter, take whatever disciplinary action is appropriate from that investigation, inform the grievance party that appropriate action(s) has been taken, and record said actions on the filed record of the complaint. (If the person(s)' grievance pertains to the administrator of the apostolate, #1 & #2 are combined.) **Note: if this is a confidentiality issue pertaining to employee discipline the grievant may not have the right to know what action will be taken as this would breach confidentiality and violate the employees rights.**

*IF this does not solve the problem go to step 4.*

4. **Meet with apostolate's Grievance Committee.** Each apostolate of the Shakopee Area Catholic Education Center has an Advisory Council, {SACS School Council, SARE Religious Education Council, and Youth Ministry Council}. Each Council shall chose one member to be the Chair of its Grievance Committee with authority to form an ad hoc Grievance Committee whose ad hoc membership should be suited to each grievance received. This Committee shall consist of the Lead Pastor of the apostolate or his designate (representing the Church), two members the apostolate's Council (representing the laity), and two teachers or apostolate leaders (representing that apostolate). If the Lead Pastor of that Apostolate is also the Canonical Administrator of the Catholic Consolidation, he shall appoint a designate to be a member of that committee in his stead.

**If the person(s) with the grievance are not satisfied with the response of the CEC Administrator in #3 that party may take that grievance to the apostolate's Grievance Committee. The person with the grievance shall present the complaint in writing to the Chair of Grievance Committee, who will accept the complaint, provided steps #1-#3 have been completed. The Grievance Committee shall establish its own protocol according to the needs of each case, and it may bring in competent advisors as appropriate to a given case. After due investigation, with the concurrence of the Lead Pastor, the Committee shall issue its decision in writing to the Lead Pastor, specifying what administrative or disciplinary**

**action it recommends. The Lead Pastor or his designate shall see that said actions are properly implemented. (Board of Directors processes a grievance against a Lead Pastor /Canonical Administrator.)**

*IF this does not solve the problem go to step 5*

5. Meet with the Canonical Administrator. Canonical Administrators are assigned by the Archbishop to be his immediate representative to oversee various Catholic Institutions in the archdiocese. While the Archdiocese has special procedures for handling cases involving sexual and employment matters, the Archbishop places full responsibility for overseeing administrative and disciplinary matters in local apostolates in the hands of the pastor or canonical administrator he formally assigns there. Consequently, the "final court of appeals" in regard to grievances concerning violations of administrative and disciplinary policy in the apostolates of the Catholic Consolidation of Shakopee shall be the Canonical Administrator appointed by the Archbishop for that purpose.

After the Grievance Committee has specified what administrative or disciplinary action it recommends to be taken, if any party involved in this matter is not satisfied with the decision of the Grievance Committee, this party may appeal the decision to the Canonical Administrator. He shall receive their complaint and hear their grievance, review the proceedings and findings of the Grievance Committee, and interview all relevant parties.

***After due consideration, he shall render his decision – which shall be the Final Word in this matter.***

## Definitions Appendix

### Assault/violence and threats of violence

Threats against staff or students that impede the educational setting shall require police notification without unreasonable delay. Aggravated Battery to a school employee or student shall be reported to police without unreasonable delay regardless of accused's age. Immediate disposition is at the discretion of school authorities (e.g. clearing corridors, sending students to the office, securing the building). It is in the best interest of all children that we take immediate action regarding assault, violence or the threats of violence. The school will work with the local police department and consult with other pertinent experts to take action to protect the interests of staff and students.

### Bomb threat

Making a bomb threat is considered a crime. If a student is found to have been involved in making a bomb threat to the school they will be immediately suspended pending further investigation at which time expulsion may be deemed necessary.

### Bullying

Bullying is a specific type of aggression in which 1) the behavior is intended to harm or disturb, 2) the behavior occurs repeatedly over time, and 3) there is an imbalance of power, with a more powerful person or group attacking a less powerful one (Mayo Clinic, 2001).

### False fire alarms

Pulling a fire alarm is considered a crime. If a student is discovered to have pulled a fire alarm in a false alarm, they will be immediately suspended until a meeting can be set up with parent/guardians.

### Gambling

Gambling is not allowed on the school grounds during school hours by students or staff of the school or any outside group or persons.

### Gangs/Wanna-Bees/Look-Alikes

Threatening or performing bodily harm to another or his or her family to solicit or cause membership in any association or organization calls for immediate suspension at the discretion of school authorities. Police shall be notified without unreasonable delay. In cases of suspected membership in any association or organization, informal communication between police and school officials shall be utilized.

### Harrassment

Harassment is any type of repeated abusive or demeaning conduct that is based on a person's race, color, religion, national origin, physical or other disability, age, political belief, or affiliation, or socioeconomic status.

### Sexual Harassment

Sexual harassment is a form of sex discrimination and is a violation of the law. It is the policy of SACS to maintain a learning environment free from harassment. It is a violation of policy for any student or employee to sexually harass a student or employee. The school will act to investigate all complaints and to discipline students or employees found guilty of sexual harassment.

### Smoking

Smoking is not permitted in either building. It is against the law for students to use any form of tobacco. A student caught using or possessing tobacco will meet with the principal, assistant principal and parents/guardians. An automatic 5-day suspension will be given.

### Theft

Exerting and/or retaining unauthorized control over the property of another with intent to permanently deprive. Police involvement is required when circumstances relate to the following:

- \*thefts from secured lockers
- \*theft of all property valued over \$300
- \*motor vehicle theft

\*theft of property valued less than \$300 will be at the discretion of the school authorities.

### Vandalism and Destruction of Property/Graffiti

Vandalism and/or destruction of school property are considered serious violations. Acts of vandalism will be investigated and consequences will be determined dependent on the extent of the damage. A meeting with parents/guardians will usually take place. In cases of continual vandalism or graffiti the police may be called to assist with the investigation. Students may be asked to pay for damaged property or repair/clean damaged areas.

### Weapons Policy

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school-contracted vehicles, or entering upon or departing from school premises, property or events. Students who violate this policy will be subject to mandatory expulsion.

### Written or Verbal Threats or Violent Subject Matter

Students are not allowed to write or speak threats to other students, staff or others on school or church property. If a student writes or speaks a threat it will be treated seriously. Students are not allowed to use violent subject matter in assignments or in any other form such as drawings or doodlings, video presentations, creative writings, graffiti in notebooks or on the school or church property. Written or spoken threats or possession of bombs or weapons is also considered major misconduct.

## Appendix: Mass Behavior

How we behave during the Mass is a reflection of our love for God.

### Entering the worship space:

1. If Holy Water is available, dip your fingers and make the Sign of the Cross.
2. Move silently to your assigned seating. Your teacher will direct you. Genuflect on your right knee if instructed: when the Eucharist is present/or bow your head toward the crucifix on the altar.
3. Sit quietly, say a prayer and wait for the Mass to begin.

### During Mass:

1. Face forward and pay attention to what is happening at the Altar.
2. Sing in an appropriate manner.
3. Respond to prayers with an appropriate volume.
4. During the 'Sign of Peace' greet 4 or 5 others around you, shake their hands gently and say "Peace be with you."

### Receiving Communion

1. With your hands folded walk patiently and respectfully toward the Eucharistic Minister.
2. Bow your head. Put your hands out, one under the other to receive the host. When the Eucharistic Minister says "The Body of Christ" respond "Amen" aloud before placing the host on your tongue. You may wish to accept the host from the Eucharistic Minister directly on your tongue.
3. If the chalice (wine) is offered, take it firmly and carefully in your hands and take a small drink. The minister will say "The Blood of Christ" before handing you the chalice and you should respond "Amen".
4. Quietly return to your place, sit quietly and pray.

### Coming for a Blessing

1. If you are unable to receive communion you may go up to the Eucharistic Minister for a blessing.
2. Walk patiently and respectfully with the others in line. Fold your arms across your heart.
3. After your blessing - respond "Amen".
4. Quietly return to your place, sit quietly and pray.

\*After Mass sit silently, say a prayer of Thanksgiving and wait for your teacher to direct you when it is your turn to leave the Worship Space.

# Shakopee Area Catholic School 2007-2008 Handbook

## AGREEMENT TO BE GOVERNED BY HANDBOOK POLICIES

After reading the Shakopee Area Catholic School Parent/Guardian/Student Handbook please sign below and return this form to the school office during THE FIRST WEEK OF SCHOOL. Thank you.

We have received and read the Shakopee Area Catholic School Parent/Guardian/Student Handbook and agree to be governed by the policies contained herein.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature