



**Guardian Angels School  
Handbook 2009/2010**

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### **Important Phone Numbers**

School Office	952-227-4010
Parish Office	952-227-4000
Financial Admin.	952-227-4001
School Fax	952-227-4050
Pre-School	952-227-4018
Nurse	952-227-4014
Website	<a href="http://www.gachaska.org">www.gachaska.org</a>
E-mail	<a href="mailto:info@gachaska">info@gachaska</a>

### **MISSION STATEMENT**

Guardian Angels Catholic School is a vibrant expression of the spiritual, moral, intellectual, physical and personal formation of each student, based on Catholic tradition, Christian values and the pursuit of academic excellence.

## PHILOSOPHY

Guardian Angels School is dedicated to:

- Empowering students to grow in their Christian faith through the teaching and modeling of Catholic principles and values.
- Providing a safe and caring learning environment for all students.
- Recognizing the variety of learning styles and abilities while striving to meet individual needs with an adaptable, written curriculum.
- Fostering respectful and open communication among parents, staff and students.
- Encouraging students to build a strong relationship with God in order to serve parish and broader community.

## SCHOOL ACCREDITATION

Guardian Angels is accredited by the Minnesota Non-Public School Accrediting Association (MNSAA) 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 the staff.

Guardian Angels teachers are licensed and accredited professional teachers holding current licensure in the state of Minnesota.

## **ADMISSION POLICIES/PROCEDURES**

### GENERAL ADMISSION POLICY

It is the policy of Guardian Angels School to comply with all state and federal laws prohibiting discrimination. No person shall be denied or excluded from enrollment or participation in any educational program or activity operated by Guardian Angels School on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance or disability.

Every effort will be made to provide each student from the participating parishes the opportunity to attend Guardian Angels School regardless of the financial situation of the family. Families should seek the advice of the Pastor or Principal if a financial problem arises.

### CLASS SIZE AND WAITING LIST POLICIES

Kindergarten enrollment at Guardian Angels School is currently limited to 40 students (based on available space). Grades one through eight have a recommended enrollment of 25 students per classroom, with a maximum of two classes per grade level. When class size exceeds 20 students, the Principal will determine the need for supplemental resources. When class capacity is reached, a waiting list will be formed. If there is only one class in a grade, a second class will be considered when there are a

minimum of 11 completed registrations on the waiting list. In cases of reduction in enrollment, students may be placed in one class if total grade level enrollment is at 30 students or less.

Enrollment of students with completed registrations will be determined in the following order:

1. Currently enrolled students
2. Active parishioners with children enrolled in the current school year
3. Active parishioners with children previously enrolled in Guardian Angels School
4. Active parishioners new to Guardian Angels
5. Non-parishioners with children enrolled in the current school year
6. Non-parishioners with children previously enrolled in Guardian Angels School
7. Non-parishioners new to Guardian Angels School

Within each group, enrollment will be based upon the order in which the completed registration was received. An Active Parishioner at Guardian Angels is: A registered member of Guardian Angels Parish supporting the parish mission through:

- Regular worship with the Guardian Angels community
- Direct participation in parish ministries, organizations, events and activities; and
- Regular financial contributions
- The Pastors at St. Victoria and St. Nicholas parishes have their own guidelines to determine 'active parishioner' status.

Registration is complete when the following have occurred:

- Forms are filled out completely and turned into the school office
- Registration fees are paid in full
- There are no outstanding tuition payments
- Acknowledgement of registration has been received by the student's family

#### KINDERGARTEN ENTRANCE POLICY

Guardian Angels School requires children who enter kindergarten to be five years old by September 1<sup>st</sup> of the year in which they will enroll. A child not yet five years old by September 1<sup>st</sup> may be admitted to kindergarten only if certain requirements are met. Please see the Principal regarding this matter. The decision of Guardian Angels School will be final.

#### TRANSFER STUDENTS

Prior to admission, Guardian Angels School and the parent/guardian of the transfer student will agree on the tuition and other expense obligations, which need to be met for the completion of the school year.

Students transferring to Guardian Angels School may be on a probationary period for up to two months. At this time, the student's academic and behavior performance will be reviewed. The probationary period may then be ended or continued. A determination will then be made as to whether the student's academic and behavioral needs can be met by Guardian Angels School.

## **FINANCIAL POLICIES/PROCEDURES**

### **BUDGET POLICY**

The school's budget planning is a process that coincides with the parish's budgetary process. The budget preparation process begins with the School Advisory Committee's finance subcommittee with direction from the Pastor and Principal and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long-range plan.

### **TUITION POLICY**

Guardian Angels School Advisory Committee recommends a yearly tuition rate during its budget process. The tuition charged represents only a portion of the actual cost of educating each student. There is an expectation of volunteer hours to help defray some of the cost of educating a student. Parish subsidy, fundraising and state funds provide the remainder of the costs. Tuition rates, for parishioners and non-parishioners, family size tuition scales, and payment plans are published on the Tuition Contract.

#### *Tuition Payments*

- All families will be charged a standard tuition rate. Registered, active members of Guardian Angels, St. Victoria, and St. Nicholas will receive an automatic grant amount.
- Guardian Angels uses the FACTS Tuition Management Plan for installment payment of tuition for grades K-8. Tuition may be paid monthly or, quarterly, starting July. Families are encouraged to use the automatic deduction payment plan.
- Families who are delinquent in their tuition payments will not be allowed to register and/or enroll for the following school year unless arrangements have been made with the Pastor or Principal. In addition tuition must remain current throughout the school year without any prior arrangement with the Pastor or Principal.
- All tuition accounts must be current by April 30<sup>th</sup> of each year.
- End of the year report cards and diplomas will not be released until delinquent accounts are current or acceptable arrangements have been made with the Pastor or Principal.

- It is the responsibility of the school family to contact the Pastor or Principal if tuition payments cannot be made or if different arrangements need to be made.

### WITHDRAWALS

Families who withdraw from Guardian Angels before the end of the school year will be asked to complete an exit survey to be discussed at the discretion of the Principal. Adjustments for financial obligations already met will be calculated at that time. The first and last month's tuition is non-refundable.

### PARTICIPATING PARISHES SUBSIDY

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. Each participating parish determines the level of the parish subsidy based on their definition of active parishioner.

### FEES

In addition to tuition, some programs or activities require an additional participation fee. These programs may include but are not limited to athletics, band, after school classes, and field trips.

### FINANCIAL ASSISTANCE/TUITION ASSISTANCE SCHOLARSHIPS

Parents may request tuition assistance from Guardian Angels School. The Pastor or Principal, upon request, will send a Tuition Assistance Form to any family. The form must be completed and returned with proper documentation. A decision will then be made and communicated to the family.

If the request for assistance is approved, the family will sign a modified tuition contract. If payment is not made in accordance with the agreement, the family will be responsible for the entire tuition amount. All questions should be directed to the Pastor or Principal.

Distribution of funds is based on need and availability of funds. **All matters are kept strictly confidential.**

### FUNDRAISING POLICY

All fundraising events require prior approval by the Pastor & Principal. This process eliminates scheduling conflicts and ensures compliance with the parish and school's mission statement and philosophy. Archdiocesan and legal regulations must also be considered when planning fundraising programs or events.

All Guardian Angels School families are expected to participate in fundraising activities throughout the school year with their time, talent and treasure.

### Major Fundraisers:

- Rake – a- thon – All Archdiocesan schools participate in a Marathon. At Guardian Angels, students participate in a community service by raking leaves for people in the Chaska community. Students collect financial pledges for their service. This is Guardian Angels School's largest fundraiser.
- Spring Fling – A parish dinner dance and auction is held in the spring. The planning committee works to provide the location, food and entertainment. Sponsorships and many donated items make this evening a large fundraiser and a fun filled evening.
- Annual Fund Drive – A direct solicitation of funds from Guardian Angels School's alumni, grandparents of current students, current Guardian Angels school parents and parishioners is held annually. Donors are solicited via a mail campaign and are given the option of giving directly to the current school budget, including tuition assistance, or Guardian Angels School's Endowment Fund.

### Events:

- Super Sunday Fun Day – As the opening event of Catholic School's Week, Super Sunday Fun Day is a social event for the entire parish. It includes a waffle breakfast, the Scholastic Book Fair & Open House for interested families.
- Volunteering – Volunteering is an essential element of the services offered at Guardian Angels school. All volunteers will be required to annually sign a volunteer's code of conduct (Archdiocese of St. Paul and Minneapolis). Volunteers for most positions (all chaperones, coaches, classroom helpers, health office help, tutors, subs, etc.) will be **required** to attend VIRTUS training and sign off for a background check, so all volunteers are encourage to do so.

### 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 administered through the local public school district. Guardian Angels receives state and federal entitlements allocated on a per pupil basis.

#### **State Programs**

- Education Aids for Non-Public School Children – This money provides funding toward textbooks and health and counseling services.
- Transportation – Minnesota public school districts must provide equal transportation within the district boundaries. The public school has sole discretion, control, and management of scheduling, routes, bus stop locations and discipline.
  - Students must conduct themselves properly and respect the rights of others. Parent/guardian of students who do not follow bus rules will be notified. Misconduct on the bus may result in the loss of bus privileges.
  - The public school district provides materials for instruction and review in bus and pedestrian safety each year.
- 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 9 milk each school day.

- State Income Tax Deductions – Please refer to your state income tax manual for directions or contact the Internal Revenue Service for up-to-date information.

### **Federal Programs**

- Special Education – The public school district must provide services for non-public school children that have been identified as having special needs. Assessments to identify these children can be initiated by the student’s parent/guardian or the classroom teacher. Special needs may be in the area of academics, behavior, physical ability or motor skills. The District provides assessment, periodic observation, review of progress, and establishes an ISP (Individual Service Plan). Services, which fulfill the ISP, are provided either at a public school (indirect services) or at Guardian Angels School (direct services).
- Title I – This program provides supplementary instruction in math, reading and language arts to students who qualify. Computer-aided instruction may be an acceptable alternative to direct services. Title I services are provided on site at Guardian Angels.
- Other Title Funds – Non-public schools receive monies, on a per pupil basis, to be used for technology related programs, professional development, programs which address drug and safety issues, and other student directed improvement programs and materials identified in the school’s improvement plan.

## **COMMUNICATION POLICIES AND PROCEDURES**

### **PARENT/GUARDIAN ROLES AND RESPONSIBILITIES**

The parent/guardian is informed of the programs, policies, and procedures of the school through the Parent/Student Handbook. Guardian Angels requires the following:

- Familiarity with the information contained in handbooks and other newsletters from the school.
- Inform the school in writing of:
  - parental status and custodial constraints
  - change in transportation routine
  - change in address, telephone number, emergency contact, childcare, etc.
  - arrangements that might affect communication with the school
- Meet financial obligations of tuition, fees, lunch accounts or other accounts that apply.
- Meet admission regulations.
- Comply with:

- goals and objectives of Catholic schools and as identified in Parent/Student Handbook policies and procedures
- It is the responsibility of the parent/guardian to provide a written request for a student to leave the premises at any time for any reason.

## COMMUNICATION WITH PARENT/GUARDIAN

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

### *Parent/Student Handbook*

The Parent/Student Handbook is issued upon admission of the family to Guardian Angels School and/or before the start of each school year.

### *Newsletter*

The weekly newsletter will contain information important for students and parents. The newsletter will be e-mailed every Thursday, along with other information. If requested, hard copies may be sent home. Middle school letters, individual classroom letters and/or webpages are provided regularly by individual teachers to the parents of their students.

### *Internet Communication*

The weekly newsletter, calendar, lunch menu, forms, and other pertinent information will be emailed to each family and can be accessed at [www.gachaska.org](http://www.gachaska.org). Parents/school communication is available via the Internet.

### *Student Academic Information*

Student progress and assignments maybe accessed regularly on-line; user names and codes will be provided. We use Powerschool to access student academic information. Parents will be informed of midterm dates so progress can be checked. Report Cards will be issued at the end of each trimester.

### *Lines of Communication*

To help with the lines of communication between teacher and parent/guardian, 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 classroom teacher.
- If the parent/guardian has met with the teacher and is not satisfied, please make an appointment with the Principal. A meeting with the teacher, parent/guardian, and Principal may be arranged at that time.
- If necessary, refer to the following Grievance Policy.

## GRIEVANCE POLICY

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

### *Stage I*

If possible, complaints, disputes, or disagreements should be resolved on a person-to-person level. If this cannot be accomplished, the following steps should be taken by the person seeking relief:

1. Contact the respondent's immediate supervisor. If there is no relief,
2. Discuss the problem with the next level of administration

Example:

1. Parent to teacher. If no resolution,
2. Parent to administrator. If no resolution,
3. Parent to Pastor. If no resolution,
4. Parent requests, in writing, to begin local conciliation.

### *Stage II*

The request to begin the next stage of the local conciliation procedure must be made in writing to the school administrator by the person seeking relief within ten (10) working days after conferring with the Pastor.

The local conciliation committee will be made up of three (3) persons: one (1) designated by the Pastor; one (1) designated by the respondent; and one (1) designated by the person seeking resolution.

The local conciliation committee will meet in a time not to exceed fifteen (15) working days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral, or both.

At the conclusion of the meeting, and upon due consideration (discussion, thought, prayer), the committee will write a summary of the meeting and make its recommendations in writing to the administrator who in turn will determine that no parish and/or school policies have been altered or amended. The recommendations will then

be forwarded to all concerned parties.

The local conciliation procedure should be completed within twenty-five (25) working days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.

### *Stage III*

If the complaint, dispute, or disagreement is not received to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process.

## **ACADEMIC POLICIES/ PROCEDURES**

### **RELIGIOUS EDUCATION POLICY**

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and traditions, are integral parts of our total education. It is Guardian Angels School policy that all students, including non-Catholics, attend religious instruction and liturgies. All students participate in religion classes.

Classes at Guardian Angels rotate preparation of the liturgy for the weekly school Mass and/or prayer service. All members of the community are welcome. On Holy Days of obligation, the students attend Mass on the holy day in lieu of the regularly scheduled Mass day.

#### **School Mass Intercommunion**

We realize there are some children receiving a quality Catholic education at Guardian Angels who are of different faiths. We, as Catholics, welcome you with your beliefs and traditions. We express our welcome in a concrete way by respecting the diverse traditions and the heritage each of us has received. We show this by allowing each child the freedom to express his or her faith and not use the dynamic of the all school Mass to pressure anyone to practice their faith according to a different tradition from their own. For that reason, the school's policy is that we will not be inviting intercommunion at Mass. For Catholics, receiving the Eucharist implies accepting the Catholic faith as your spiritual home. For us to put some child in that position when it is not the case would be unfair to that child's faith. This policy is in keeping with the guidelines of the Archdiocese regarding Intercommunion.

Therefore, on any day we celebrate Mass, <sup>13</sup>we invite all students of a different faith

tradition to participate as fully as their tradition and comfort level allows. If children from different faith traditions come forward during communion, then we invite them simply to cross their hands over their chests so they may receive a simple blessing.

### STANDARDIZED TESTING

Students are administered three achievement tests called Measures of Academic Progress (MAP) via the computer based program created by Northwest Evaluation Association (NWEA) in the academic areas of Language Usage, Reading and Mathematics. The main purpose for testing is to help with curriculum planning and monitoring student progress. Students in grades two through eight are tested twice an academic year. Parents/Guardians will be notified of the test results by a computerized report. Eighth graders will also take the SAT 10 as required by the Archdiocese.

### PHILOSOPHY OF GRADING

We believe that the primary focus of all teaching is on the academic content. Interwoven with that is an awareness and support of the development of the whole child. Our grading system supports and recognizes academic achievement while at the same time encourages development.

The teaching and grading should encourage the students to investigate, understand, accept, and develop a curiosity about the world around them. In addition, it should help challenge them to do their best.

Letter grades begin in the 4<sup>th</sup> grade. Tests and daily work are weighted to obtain the grade for the subject. The students are encouraged to re-do failing work to re-learn the skill. The grading scale is consistent through the intermediate and middle school grades.

100% = A+	79 - 77% = C+	59 – below = F
99 - 93% = A	76 - 73% = C	
92 - 90% = A-	72 - 70% = C-	
89 - 87% = B+	69 - 67% = D+	S = Satisfactory
86 - 83% = B	66 - 63% = D	N = Needs Improvement
82 - 80% = B-	62 - 60% = D-	U= Unsatisfactory

### HONOR ROLL

The Honor Roll is published each trimester to recognize students in grades 6, 7, and 8 for their academic achievement. The Principal and middle school teachers have formulated an Honor Roll for the middle school students:

#### *Principal's List*

Average of all subjects 95 – 100%. No grade lower than 90%. All conduct must be satisfactory.

#### *First Honors*

Average of all subjects is 91 – 94%. No grade lower than 87%. No “U” on conduct evaluation.

#### *Second Honors*

Average of all subjects is 87 – 90%. No grade lower than 80%. No “U” on conduct evaluation.

All subjects, with the exception of Physical Education, are calculated in the Honor Roll. All subjects are weighted to reflect the number of times a subject is taught. An “Incomplete” may be made up within a reasonable amount of time in order to qualify for the Honor Roll. A “U” on the Conduct Evaluation will disqualify the student from that trimester’s Honor Roll.

### PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held in the Fall and Spring. Fall Middle School conferences are student led. Parent/guardian and/or teachers may request a special conference at any time as the need arises.

### PROMOTION/RETENTION POLICY

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, the parent/guardian will be notified of their child’s situation as soon as possible. If a recommendation is made to retain a child and the parent/guardian rejects it, the parent/guardian signs 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.

### GRADUATION REQUIREMENTS POLICY

Eighth grade students are eligible for graduation if:

- They have received a C- average for two trimesters in core subject areas
- They have worked up to their ability and have shown a desire to learn
- All tuition and fees are paid in full. Reports cards and diplomas will not be released until all accounts are paid in full.

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. The parent/guardian will be notified as soon as possible that their child may not graduate. The school will work with the student and parent/guardian in an effort to achieve graduation status.

### STUDENT RECORDS

The school shall collect and maintain the records of students while they attend the school. To transfer records, the parent/guardian is asked to inform the school office as soon as possible when transferring a child to another school. If tuition and other

financial obligations of the student have <sup>15</sup>been paid in full, school records will be

sent directly to the new school upon request of that school. The parent/guardian must sign a release authorizing the transfer of records to the student's new school.

The parent/guardian and student understand, acknowledge and agree that in the event tuition or other financial obligations have not been paid in full, Guardian Angels School shall have the right to withhold all records, including grades and academic transcripts.

No one except appropriate school personnel, the parent/guardian of minors and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization.

In accordance with state and federal laws, the parent/guardian is entitled to see their child(ren)'s records. An appointment with the Principal must be made in advance. The Principal is to respond to the request in a reasonable amount of time. Records or data may mean any or all of the following:

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized achievement test scores)
- Attendance data
- Scores on standardized intelligence testing
- Health data
- Family background information
- Teacher or counselor ratings and observations
- Verified reports of serious or recurrent behavior patterns

## INTERNET POLICY

Students are expected to use all technologies in accordance with the mission and philosophies of Guardian Angels School. Technology is defined as computers and networks, on-line connections such as email and the Internet, video equipment, cameras and all other media, computer and telephonic equipment. Technology is to be used for educational purposes and is a privilege, not a right.

Internet access is available to students and parents of Guardian Angels School and relies upon proper conduct of its users, who must adhere to guidelines. In general, this requires efficient, ethical and legal utilization of the Internet. The use of the Internet is intended to support research in approved academic areas and violation of the terms of use can result in termination of access.

### *Terms and Conditions of Technology Use*

The following are unacceptable uses of the Internet and technology at Guardian Angels School:

- Using the Internet for entertainment purposes.
- Accessing the sites of questionable taste.
- Using the Internet for illegal activity, including violation of copyright laws.

- Using the Internet in ways, which violate school policies and behavior standards.
- Using the Internet for financial or commercial gain.
- Degrading or disrupting computer hardware or software.
- Invading the privacy of individuals.
- Wasting technology resources including bandwidth, file space and printer resources.
- Gaining unauthorized access to resources or entities.
- Using accounts owned by other users, with or without their permission.
- Revealing your personal address or phone number or those of other students or colleagues, to unknown users.
- Attempting to access information of other students.
- Any cyberbullying, whether through use of computers at school or off-site, of any member of the school community (See Bullying Policy, page 24).

## HOMEWORK POLICY

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, parent/guardian – must understand and be committed to carrying out his/her responsibility. If any of the three (teacher, student, parent/guardian) 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*

1. Communicate to students and the parent/guardian homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
3. Coordinate homework assignments with other teachers with whom students work and who may assign homework.
4. Assign appropriate homework according to students' needs.

### *Homework Responsibilities of Students*

1. Know and understand the purpose of the homework assignment.
2. Responsible for copying assignments into an assignment notebook, understanding directions, and knowing what is required for completion of the assignment.
3. Responsible for completing and returning assignments.
4. Understand when some assignments are to be completed independently, others as a team effort.
5. Complete assignment and do quality work.

### *Homework Responsibilities of the Parent/Guardian*

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Support the teacher and the child.

### *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 in the morning as to who will come for the homework. **Teachers will have assignments ready for pick-up after the regular school day.**

Parents are urged to make every effort not to plan vacations or activities other than at specified vacation times and school holidays listed on the school calendar. Parents should be aware that the school cannot accept responsibility for educating students who are not present for class instruction. Parents will be responsible for tutoring their children who miss classes due to vacations outside the school calendar. Requests for assignments in advance will not be honored. Students who are absent for major tests, projects, or assignments will be expected to make them up under the teacher's direction.

### PowerSchool

PowerSchool is GA's on-line grading system for students in grades 4-8.

Instructions for Use: Access the GA school web-site: [www.gachaska.org](http://www.gachaska.org) and enter the school's portion of the web-site. Under the resources there is a link to PowerSchool. Enter your unique username and password. The screen has all classes that your child has been enrolled in. Click on a percentage/letter grade to see an itemized list of all assignments for that subject area. If any assignment or score appears in a different color, you can click on it for more information on that assignment or score. If you see an empty bracket ( ) that usually means that assignment is incomplete, missing or late and has not yet been graded. If an assignment is listed as "EX", it means that your child is exempt from completing that assignment due to an absence, special accommodation, or other reason that teacher determined. An "EX" does not affect the student's grade at all. It is treated as a non-assignment, not a zero. Use the icon called "Grades and Attendance" to toggle back and forth between the main screen and the itemized listing of assignments. If you click on a teacher's name, you can e-mail that teacher directly.

## **BEHAVIOR AND DISCIPLINE POLICIES/PROCEDURES**

## ATTENDANCE POLICY

It is the policy of Guardian Angels School to 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.

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

1. Parent/guardian must call the absentee line each morning of a student's absence by 9:30 AM.
2. Student will make immediate plans to do all make-up work due to absence upon return to school.
3. If make-up work is requested during the student's absence, parent/guardian must make this request before 9:00 AM. Assignments will be ready for pick-up at the end of the school day.
4. If absence is due to work, travel, or some other reason, parent/guardian should notify the school prior to the absence. **Teachers are not required to issue homework ahead of time for students who anticipate being out of school.**

## TARDINESS

Tardiness is a disruption to the whole class. A warning bell will ring 5 minutes before the start of school.

Students who are not in their appropriate classroom when the second bell rings at 9:10 are considered tardy and must report to the school office for an admission slip to class. Three tardies within a month will warrant a call by the teacher and/or Principal to the parent/guardian and may result in a detention or additional consequences.

## STUDENT CONDUCT/DISCIPLINE POLICY

The goal of Guardian Angels School's student conduct/discipline policy is to promote self-discipline. Respect for oneself, others, authority, property, and the maintenance of a safe and healthy environment in which to learn, is at the heart of Guardian Angels' philosophy of discipline. All teachers have received training in using the program entitled "Discipline With Purpose". Students are to behave in a manner which reflects positively on themselves, their families, and their school.

The three rules that guide us are:

- 1) Respect God, yourself, others, and things
- 2) Contribute to the Learning Environment
- 3) Follow school and classroom procedures

The fifteen self-discipline skills we teach and model are:

### Basic Skills

1. Listening
2. Following Instructions
3. Questioning
4. Sharing time, space, people, and things
5. Basic social skills

### Constructive Skills

6. Cooperation with others
7. Understanding rules
8. Figuring out how to accomplish tasks
9. Exhibiting leadership
10. Communicating effectively

### Generative Skills

11. Organizing time, space, people & things
12. Resolving mutual problems
13. Taking initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing / serving others

## MISCONDUCT

### *Minor Misconduct*

Guidelines for classroom behavior will be established by the classroom teachers and discipline for minor misconduct or infractions will be managed by the classroom teachers. Discipline for minor misconduct may include a verbal warning, written warning, and/or detention. Samples of minor misconduct include, but are not limited to, being unprepared for class, running in the halls, not wearing proper uniform, or gum chewing.

### *Major Misconduct*

Student conduct, which in the opinion of the administration 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:

- Theft
- Property destruction or vandalism
- Leaving the school grounds without permission or a pass
- Fighting
- Inappropriate or profane language
- Any willful conduct which violates or may violate any rule of conduct or school policy
- Any 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 property of the school

## DETENTION POLICY

Detention is time spent in the school as a <sup>20</sup>disciplinary consequence in addition to the

regular school day. Detention is normally served on Tuesdays after school until 4:30 PM.

- Detention slips will be issued to students who repeatedly disobey the rules governing school behavior and/or for misconduct listed above, by the teachers and/or Principal.
- The parent/guardian will be notified of any detention their child is given on a detention form that will be sent home with the student the day the detention is given. This form must be returned signed by the parent/guardian the following day. It is the teacher's responsibility to send home the detention form with the student and follow up on its return. A copy of the detention form is kept in the student's file. Detention is not an option and will be served as scheduled.
- Detention will be served, as scheduled, in a designated area, rotating weekly.
- After a student receives three (3) detentions, a conference may be called involving the parent/guardian, teachers, and student to discuss further options.

## SUSPENSION POLICY

### *Removal from Class/In-School Suspension*

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

### *Out-of-School Suspension*

Out-of-school suspension is an action taken by the administration to prohibit 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 parent/guardian have had a conference with the Principal.

A student may be suspended by the Principal for serious and/or repeated violation of school rules and policies. The Principal in such an instance will take the following action:

1. Notify the student of the violation that will result in suspension.
2. Notify the parent/guardian of the student of the violation that will result in suspension.
3. Notify the Pastor.
4. Schedule a conference with the parent/guardian, student and Principal (possibly the Pastor) to discuss the incident.

In cases of **gross misconduct**, the Principal has the authority to **immediately suspend** a student, and will follow such action with appropriate steps as listed above.

**Gross misconduct** is defined to include, but is not limited to, conduct which creates a substantial and unjustifiable risk of harm to another person, or serious damage to the property of the school or another person, or conduct which substantially impairs the discipline and order of the school environment.

### EXPULSION POLICY

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

If a student's violation of school rules threatens to continually or, in any given instance, disrupt the daily academic process, or if the student's presence poses a danger to himself/herself or other persons or property, the Principal will take the following action:

1. Notify the student of violations which could result in expulsion.
2. Notify the parent/guardian of the student of violations which could result in expulsion.
3. Arrange for a hearing with the Pastor. Take action as recommended by the Pastor and Principal.

### SMOKING/TOBACCO POLICY

The use of tobacco in any form by a Guardian Angels School student during school hours, on school grounds, while riding a school bus, or while attending any school sponsored function will result in confiscation of the tobacco product and disciplinary action by the Principal as follows:

- 1<sup>st</sup> Offense – The parent/guardian will be notified of the offense. An appropriate consequence will be imposed.
- 2<sup>nd</sup> Offense – A disciplinary conference with the parent/guardian, student, and the Principal. Suspension from school may be recommended.
- 3<sup>rd</sup> Offense – Immediate suspension from school.

### ALCOHOL/CHEMICAL/DRUG ABUSE POLICY

If any student attending Guardian Angels School is found buying, selling, or giving away mood altering chemicals, under the influence of mood altering chemicals, or in possession of mood altering chemicals while on Guardian Angels School grounds or attending any school sponsored event, the student will face immediate suspension/expulsion by the Principal.

The Principal, in such instances will:

1. Immediately notify the parent/guardian and Pastor of the child's suspension.

2. Keep the student under supervision until he/she is released to his/her parent/guardian.
3. Schedule a conference with the parent/guardian, student, and a police officer, to discuss the incident.
4. Refer the parent/guardian and student to an appropriate counseling agency for evaluation.

Before the suspension is lifted, the parent/guardian and student will be required to:

1. Provide valid proof that the student is receiving professional help from a drug counseling agency as per evaluation.
2. Agree to being placed on six months probation at Guardian Angels School (if summer vacation intervenes, the probationary period will extend to the next school year).
3. Agree to immediate expulsion from Guardian Angels School if a second offense against the above mentioned drug policy should occur.

If the Principal of Guardian Angels School receives a substantiated report that any student attending Guardian Angels School is buying, selling or giving away mood altering chemicals, under the influence of mood altering chemicals, or in possession of mood altering chemicals even though the student is not on school grounds or attending any school sponsored event, the Principal will:

1. Notify the parent/guardian and Pastor of the student about the report.
2. Schedule a conference with the parent/guardian, student, and a police officer to discuss the report.

Following this conference, the Principal has the option of:

- Taking no further action
- Suspending the student until he/she receives a professional evaluation from an appropriate counseling agency
- Placing the student on six months probation after drug counseling has been received
- Expelling the student from Guardian Angels School if circumstances warrant expulsion and/or parent/guardian or student refuse to cooperate with the rules of the above policy

Mood altering chemicals include any substance such as drugs or alcohol that substantially changes the behavior of the person taking them.

## WEAPONS / EXPLOSIVES DANGEROUS ITEMS POLICY

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any <sup>23</sup>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.

Guardian Angels School takes a very strong position against real and look-alike weapons including, but not limited to:

- All firearms (whether loaded or not), firearm muffler, or firearm silencer
- Other guns of all types including pellet, starter, or B-B
- Switch blades or automatically opening knives.
- Explosives, including firecrackers or live ammunition.

## HARASSMENT POLICY

All members of the Guardian Angels School community assume responsibility for contributing to a healthy learning and working environment. To assure an environment that enables all individuals to reach their maximum personal potential free of unreasonable interference, the following policies addressing harassment have been adopted:

### *Definition*

Harassment is the unwanted or unwelcome behaviors which make a person feel threatened, intimidated, degraded or discriminated against or which creates an intimidating, hostile, or offensive learning, working or play environment.

Sexual harassment is against the law and will not be tolerated. Sexual harassment includes, but is not limited to the following behaviors:

- Unwelcome physical contact or intimidation of a sexual nature, either direct or indirect.
- Unwelcome sexual comments, including jokes and stories.
- Any conduct of a sexual nature, either direct or indirect, that contributes to a verbally offensive or intimidating environment.
- Encouraging sexually inappropriate behavior in others.

### *Procedure*

Any student who believes he/she has been the victim of harassment by a student or an adult, or any third person with knowledge or belief of conduct which may constitute harassment shall report the alleged acts immediately to a teacher, the Principal, or the Pastor. A timely and proper investigation by the Principal or Pastor of harassment will begin immediately. A detailed investigation report documenting interviews, conclusions and recommendations will be placed in a school harassment file. If it is deemed necessary by the the Principal or Pastor, legal authorities will be notified.

The Principal or Pastor will advise complainant, alleged harasser and parent/guardian of all parties involved of the investigation. The harasser and parent/guardian will be warned in writing that he/she must not retaliate against the victim. Complainant will be

encouraged to report reoccurrence or retaliation and the situation will be monitored.

### *Consequences*

The consequences of a violation of this policy may result in any or all of the following:

- Assignment designed to increase awareness and sensitivity to the the issues of harassment and/or sexual harassment
- Administrative conference with student or parent/guardian of student
- Detention
- Referral to an outside agency
- A donation to the Carver County Sexual Violence Center
- Suspension, in or out of school
- Exclusion/expulsion
- Referral to police or other law enforcement agencies for criminal action

## BULLYING POLICY

Policy: Guardian Angels School strives to maintain a safe and welcoming environment for every student in our community. Bullying behavior negatively affects our community and each member in it and is therefore unacceptable.

### Definition:

Bullying is defined as repeated and systematic harassment of a victim or victims by individuals or groups of individuals. It can take the form of physically hurting someone, verbally using words to hurt or humiliate someone (such as teasing), or rejecting someone socially and encouraging others to reject them as well. It also includes cyberbullying, which involves the use of information and communication technologies to harm others.

### Procedure:

Any member of the school community who experiences or witnesses harassment or bullying is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. Our expectation is that the bullying behavior ceases.

If the behavior does not stop, it should be reported to either a teacher, an administrator, or another adult in charge. Once a form of bullying is reported, the individual to whom it is reported will assume responsibility for investigating the complaint.

Based on the information gathered, appropriate action will be taken. The appropriate action may include, but is not limited to:

- Parents will be contacted by the student, a teacher, and/or administrator
- A group conference

- Detention
- Required student and/or student /parent sessions with Guidance staff
- In School Suspension

Severe violations, and/or failure to change the bullying behavior, may result in more serious action including expulsion.

The school shall retain the sole discretion to determine the nature, extent, or duration of any appropriate consequence, which may include loss of privileges, removal from class, suspension, or expulsion of a student.

A record of the report, investigation and outcome will be kept on file in the school.

### ACADEMIC INTEGRITY POLICY

In accordance with our mission statement, we at Guardian Angels believe in the academic, social, and ethical well being of our students. As a result, the following policy was developed in an effort to foster, teach, and encourage appropriate, ethical behavior.

- A. CHEATING: An act or attempted act by which a student deceives, acts dishonestly, or misrepresents work that he/she has produced on an academic exercise or assists another to misrepresent his/her work. Cheating *includes* but *is not limited to* the following examples:
1. Copying from others during an examination;
  2. Collaborating on a test, quiz, homework assignment, or project with others without authorization;
  3. Using unauthorized materials to complete an exam or assignment;
  4. Programming of notes, formulas, or other aids into a programmable calculator or electronic devices without prior authorization;
  5. Using a communication device such as a cell phone, pager, PDA, or other devices to obtain unauthorized information during an exam;
  6. Using online resources such as Web sites or e-mail while completing an online exam without the permission of the teacher.
  7. Copying computer files from another person and representing the work as your own;
  8. Taking an exam for another student or permitting someone else to take the test for you;
  9. Allowing others to do research or writing of an assignment; e.g.,
    - a. Using the services of a commercial term paper company,
    - b. Using the services of another person (family member, tutor, etc.) inappropriately, without acknowledgement
  10. Submitting substantial portions of the same academic work for credit in more than one course without consulting the second teacher.
- B. FABRICATION: The use of invented information or the falsification of research or other findings. Fabrication *includes* but *is not limited to* the following examples:

1. Citation of information not taken from the source indicated. This may include incorrect documentation of secondary source materials; e.g., using the bibliographic information from a source instead of going to the original source yourself;
2. Listing sources in a bibliography not used in the academic exercise;
3. Submission in a paper or other academic exercise of false or fictitious data, or deliberate and knowing concealment or distortion of the true nature, origin, or functions of such data;
4. Submitting as your own, any signature or academic exercises prepared totally, or in part by another.

C. PLAGIARISM: The inclusion of another's words, ideas, or data as one's own work. This covers unpublished as well as published sources. Plagiarism *includes* but *is not limited to* the following examples:

1. Quoting another person's words, sentences, paragraphs, or entire work without acknowledgement of the source;
2. Utilizing another person's ideas, opinions, or theory without acknowledgement of the source;
3. Using resources without documentation on a task that is to be completed without resources;
4. Copying another student's written test answer;
5. Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own;
6. Working together on an assignment, sharing the computer files, and programs involved, and then submitting individual copies of the assignment as one's own individual work.

#### RANGE OF CONSEQUENCES

Consequences will vary dependent on grade level. Consequences *may include* but *are not limited to*:

- A grade reduction on the assignment in question.
- A grade of zero (0) for the assignment in question with no opportunity to make up for that work in any way, including extra credit work.
- Student will be exempt from honor roll status for that trimester
- Assignment to be redone
- Detention with an essay on this topic
- In-School suspension
- Expulsion

#### LOCKER INSPECTION

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without <sup>27</sup>student consent. The same is true of

school desks. Students may be asked to empty the contents of their backpacks for inspection.

### LUNCHROOM BEHAVIOR

Lunch at school is part of the total learning situation and as such, good conduct is to be expected and will be enforced.

### PLAYGROUND BEHAVIOR

All students are required to stay within the playground boundaries and play in a respectful manner with other students. The students are free to choose an area of the playground in which to play. However, students may not play in neighbor's yards, on the steps near the garage, or in the alley. The playground will be used by the grades according to the schedule established by the classroom teachers.

#### *Playground Rules*

- All food is to be kept indoors.
- Students may never leave the playground without the permission of the playground supervisor. This includes going to the nurse, to the bathroom, or other parts of the school building.
- Students must notify the playground supervisor in order to retrieve playground equipment which has gone into the street or a neighbor's yard.
- Students must dress for the weather.
- Throwing of snowballs or other non-athletic items is not allowed at any time.
- Signs will be posted when play on snow hills is deemed safe.
- On the playground slide, students must walk up the steps. They may not jump from the slide. Children must sit when sliding down the slide. Laying on the stomach, back, side, or kneeling, is not allowed. One student may be on the slide at a time.
- Students must sit while on the swings. Standing, or laying on the stomach, back or chest is not allowed. No playing games on the swings. Only one student on a swing at a time. Students must stop the swing to get off – no jumping off the swing.
- Students must not be on top of the monkey bars.
- As soon as the recess handbell rings, students must stop playing and line up.
- Students must respect the right of all other students to be able to play safely on the playground. All disagreements that can't be settled peacefully must be brought to the attention of the playground supervisor.
- Playground supervisors are in charge and will handle all disagreements and other behaviors such as fighting, pushing, shoving, tackle games, etc. that do not promote a safe environment for the students.

### UNIFORM POLICY

Guardian Angels School has established a school uniform and appropriate dress codes for students. Any approved changes will be communicated to parents through the

newsletter. Uniform guidelines are enforced at the discretion of the Principal and teachers.

**Uniform for Girls  
Jumper/Skirt**

Grades K-5 Blue, Red Gold Plaid Uniform Jumper (Felicities #55 Plaid, Lands' End #06501-05X7 Plaid)

Grades 6-8 Uniform A-line, Pleated, or 2 Kick Pleat Skirt

- **All Uniform skirts and jumpers must be at the knee in both front and back.**
- **Shorts must be worn under the uniform jumper or skirt, but should not be visible.**

**Blouses/Shirts**

Grades K-5

Solid yellow\* or red knit polo shirt, long or short sleeve with collar

Solid yellow\* peter pan blouse long or short sleeve

Solid yellow\* or red turtle neck, no mock turtlenecks or crewnecks

\*Yellow must be the yellow in the plaid jumper

Grades 6-8

Solid Bright Navy polo short sleeve shirt must be purchased through Felicities

**Sweater**

Grades K-5

Solid navy blue cardigan, crewneck pullover or vest with Guardian Angels School logo

Grades 6-8

Solid navy blue v-neck cardigan with Guardian Angels School logo

**Slacks**

Grades K-5

Solid navy blue corduroy or twill dress uniform pants

Grades 6-8

Solid khaki (docked style khaki color) dress uniform pants

**All slacks must be at the waistline. No cargo, tight fitted or extremely loose, faded or visibly torn slacks.**

**Belts**

Grades 6-8

Girls are required to wear a PLAIN dark brown belt with no writing when wearing slacks with belt loops

**Socks**

Grades K-8

Solid Navy blue or white knee-highs or navy blue tights

Socks that cover the ankle are required

**Sweatshirt**

The official Guardian Angels School sweatshirt is the only sweatshirt permitted and may be worn in place of a sweater. The uniform blouse or shirt must be worn under the sweatshirt.

**Shorts**                    **Shorts or skorts may be worn from April 15 – October 15**  
Grades K-5  
Only uniform navy blue shorts (longer navy blue twill) or skorts  
Grades 6-8  
Only uniform solid khaki (docker style khaki color) shorts  
**All Uniform shorts must be no more than two inches above the knee.**

**Uniform for Boys**

**Shirts**                    Grades K-5  
Red knit polo shirt, long or short sleeve with collar  
Red turtle neck, no mock turtlenecks or crewnecks  
Grades 6-8  
Solid Bright Navy polo short sleeve shirt with collar must be purchased through Felicities

**Sweater**                Grades K-5  
Solid navy blue cardigan, crewneck pullover or vest with Guardian Angels School logo

**Slacks**                    Grades K-5  
Solid navy blue corduroy or twill dress uniform pants  
Grades 6-8  
Solid khaki (docker style khaki color) dress uniform pants  
**All slacks must be at the waistline. No cargo, tight fitted or extremely loose, faded or visibly torn slacks.**

**Belts**                    Grades 6-8  
Boys are required to wear a PLAIN dark brown belt with no writing.

**Socks**                    Grades K-8  
Solid Navy blue or white socks  
Socks that cover the ankle are required

**Sweatshirt**            The official Guardian Angels School sweatshirt is the only sweatshirt permitted and may be worn in place of a sweater. The uniform blouse or shirt must be worn under the sweatshirt.

**Shorts**                    **Shorts may be worn from April 15 – October 15**  
Grades K-5  
Only uniform navy blue shorts (longer navy blue twill)

**Shorts**                    Grades 6-8  
Only uniform solid khaki (docker style khaki color) shorts  
**All Uniform shorts must be no more than two inches above the**

knee.

### **General Guidelines:**

- **Uniforms must be neat and clean**
- **Shirts or blouses MUST BE TUCKED IN AT ALL TIMES**
- If the uniform clothing is purchased other than an approved uniform store (Felicities, Land's End or Donald's) clothing items must be consistent with uniform store items in style, color and texture.
- The collar of the uniform shirt or blouse must be visible when the sweatshirt or sweater is worn.
- Shoes must have enclosed heels or backstraps, for safety reasons and must be tied.
- Tennis shoes are required for physical education classes
- Shorts are only allowed April 15 – October 15; even on casual pass days

### **Unacceptable Wear**

- **Clothing with logos, designs, adornments or embellishments**
- **Shirts hanging below the sweatshirt or sweater**
- **Sweats, denim, leggings, stirrup or knit pants.**
- **Cargo, low-waisted or extremely close fitting pants.**
- **Slacks may not be worn under the uniform jumper or skirt in the classroom**
- **Oversized or baggy shirts blouses, slacks or shorts**
- **Hats and caps during school hours**
- **Excessive or distracting jewelry used to draw attention**
- **Facial hair or artificial, unnatural hair coloring/extensions**
- **No make up is allowed in grades K-5**
- **Tattoos, stickers or body graffiti of any kind**
- **Flip flops or crocs**

### **Acceptable Wear**

- A plain, white t-shirt or camisole may be worn underneath the uniform shirt, visible only at the neckline.
- Simple jewelry such as; single, small necklace, bracelet, watch or earrings.
- A minimal amount of makeup is acceptable in grades 6 through 8

### Mass Day Wear

Dress uniform is required for Mass and other special events.

Girls K-5      Uniform Jumper and red shirt

Girls 6-8      Uniform Khaki skirt and bright navy shirt

Boys K-5	Uniform Blue slacks and red shirt
Boys 6-8	Uniform Khaki slacks and bright navy shirt

### Game Day Wear

Jerseys are allowed to be worn over the uniform shirt on game days for players in grades 4-8 except when it is a Mass day.

### Spirit Day Wear

When spirit days are announced by the school students may wear clothing that represents Guardian Angels School. This includes official Sabre sweatshirts, T-Shirt and flannel pants or any other officially recognized Guardian Angels attire.

### Non-uniform Days

Non-uniform or casual days will be given at the discretion of the administration and faculty. Such days will be used as rewards and/or privileges and for special occasions. Dress on these days must be appropriate school attire according to the guidelines.

### Non-uniform Day Guidelines

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 attention to itself including, but not exclusive to, attire which makes reference to tobacco or drugs, shirts with straps or tank tops, shorts shorter than two inches above the knee, extremely baggy or torn pants/shorts and shirts that are tight or expose the midriff are not acceptable. If dress is found to be inappropriate, parents will be called to bring a change of clothing. Sandals, flip-flops or crocs may not be worn due to gym classes and for safety reasons. Shorts or skorts are only allowed April 15 – October 15.

### Out of Uniform

The uniform policy will be enforced. If a student is out of uniform, a note from the parent/guardian must accompany the student to school. Otherwise, the following consequences will occur:

1. 1<sup>st</sup> offense – A written notice sent to the parent/guardian, which must be signed and returned to the school office the following day.
2. 2<sup>nd</sup> offense – A telephone call to the parent/guardian and/or consequence deemed appropriate by the classroom teacher (loss of recess, loss of casual day privilege, etc.)
3. 3<sup>rd</sup> offense – Telephone call to the parent/guardian to pick up child in the school office. Student will be readmitted with proper uniform attire.
4. Students not in dress uniform at required times will call home to obtain a dress uniform or will borrow one from the used uniform selection.

## Approved Uniform Stores

When purchasing your school uniform you may choose from the following options with the exception of the **bright navy polo shirt** which can only be purchased through Felicities for consistency in color. The Khaki skirt can be purchased at Donald's, Lands End as well as Felicities depending on which skirt you choose. There are three choices: 2-kick pleat skirt, A-line skirt or pleated skirt.

### **Donald's:**

Skirt-

2-kick pleat skirt #34  
pleated skirt #4335

### **Lands' End**

Skirt-

solid A-line skirt #06804-5BQ3  
pleated skirt #06514-5BQO

**Felicities:** 612-250-2179

2-kick pleat

Navy polo shirts

When purchasing the khaki pants they may be purchased at the uniform stores or a store of your choice (Kohl's, Old Navy, Target etc.) following the school's guidelines.

## **SCHOOL PROGRAMS AND ORGANIZATIONS**

### **ATHLETIC POLICY AND PROGRAMS**

Guardian Angels athletic program shall afford the students the opportunity to develop physical coordination, knowledge of the applicable game, and the development of friendships through athletic participation and the development of school spirit. 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 sport.

Prior to the commencement of each athletic program, a meeting shall be held with the parent/guardian, participants, and their coaches, which shall inform all parties of expectations such as fees, regulations, rules, etc. At this time, both students and parents sign a code of Christian Ethics. Students and parents must also review the Guardian Angels Athletic Handbook and sign their acceptance of the handbook's content.

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.

The planning and implementation of the athletic program, including volunteers and other coaches, shall come under this policy and will be the responsibility of the Athletic Director assisted by the G.A. Booster Club. The Booster Club supports the school's athletic programs in cooperation with the Athletic Director. Duties include assisting the Athletic Director in the recruiting of coaches and activity directors, recruiting new committee members (including club officers), scheduling, and other duties as deemed necessary to ensure a successful program. The Booster Club submits an annual budget to the Principal and must remain fiscally responsible throughout the school year. Any variances from their budget must be approved by the Principal.

In addition to the provisions of this policy, students, instructors, coaches, volunteers and administrative personnel shall comply with existing state laws applicable to this area. The Athletic Director will be responsible for having all coaches fill out a Bureau of Criminal Apprehension background check and providing proof they received VIRTUS training as required of all employees and volunteers.

### Athletic Programs

Opportunities are available for students in grades 5-8 to participate in various co-curricular activities such as volleyball, basketball, baseball, cheerleading, and soccer. Students must have the physical ability to gain a position on the team.

### Academic and Behavioral Expectations

A team member shall maintain satisfactory or acceptable academic achievement. Satisfactory is defined as at or above a C - (70%) average, with some modifications for

a student with special educational needs. The Athletic Director will be informed of a mid-term grade of “F” and/ or missing assignments or an end of a trimester grade of below a C – (70%), which will result in the student’s suspension from the team for a probationary period of not less than one week. The student’s ability to meet academic goals during this time will determine the extension or end of the probation period. The parent/guardian will be notified by the Principal of the athletic suspension.

A team member is expected to display high standards of behavior exemplifying good sportsmanship and respect for others. The misbehavior of any team member, which in any way reflects on the school, team, parish, community or Booster Club, will cause the athlete’s suspension from the team.

Students who receive an in-school suspension will not be allowed to participate in the next scheduled game or event. A subsequent in-school suspension, during the same school year, will result in removal from the team. Any out-of-school suspension will result in the student being removed from the team.

Please refer to the Guardian Angels Athletic Handbook for additional information.

## CO-CURRICULAR ACTIVITIES

Co-curricular activities offered by Guardian Angels School are school-sponsored activities carried out in accord with our mission statement and are governed by the school. These activities are offered to enhance the continued development of our students.

### Field Trips

Field trips are part of our educational program. These trips support the curriculum and introduce students to community resources. Students are expected to participate in field trips and parents/guardians will be notified in advance of scheduled trips.

Insurance regulations require that parents/guardians complete an authorization form each time the student participates in a field trip. If authorization forms are not returned, the student may not go on the field trip and must stay at school. **Telephone calls do not fulfill authorization requirements for participation.**

Transportation for most field trips is provided by bus. If transportation by private vehicles is required, parents/guardians will be notified. Private vehicles must have documented current registration and proof of insurance.

### *Guest Speakers*

To enhance students learning opportunities, assemblies are held throughout the school year with invited guest speakers.

### *Yearbook*

Guardian Angels School publishes a yearbook each school year. Eighth grade students, under the direction of a faculty advisor, design and publish the yearbook. Individual and classroom photographs are featured along with photographs of the year's activities and events.

*Student Council (GAAC)*

Under a faculty advisor's supervision, a student President, Vice President, Secretary, and Class Representatives are elected. Students campaign for office and are elected at the beginning of the school year. The purpose of the GAAC is to advise the Principal and faculty by communicating the ideas of students, encourage the involvement of our students in school activities, and to enhance school spirit.

*Service Club*

Middle School students are invited to grow in their service to others through giving their time, talents and treasures to others, coordinating drives, hosting events, etc.

*Band*

Students in grades 4-8 may take band lessons within the school day and full band rehearsal outside of the school day. There is an additional charge for band.

*Choir*

There are two choirs at Guardian Angels – a Middle School Choir (grades 6-8) and Angel Rock Choir (grades 3-5).

*Tech Squad*

Middle School students with interest and expertise in technology may sign up for extra tech projects.

SCHOOL AGED CHILD CARE PROGRAM (SACC)

Our school age child care program is a before and after school program as well as a Summer program held in St. Francis Hall on school days, for Guardian Angels students in grades K – 5. Further information is available in the SACC Handbook.

**Fee Schedule:** There is a non-refundable enrollment fee of \$50.00 per family for the school year program. There is also a Summer SACC program.

<u>Option</u>	<u>Fulltime &amp; Part Time Enrollment</u>	<u>Schedule Drop-In</u>
Before School Care	\$8.00/day	\$10.00/day
After School Care	\$7.00/day	\$10.00/day
Summer Program	Rates dependent on days per week	

Please contact the school office for more information. Children not picked up when dismissal is finished, will be sent to the SAAC program and charged the \$10.00 fee.

PRESCHOOL PROGRAM

Little Angels Preschool for 3-5 year olds is held daily, in the morning or afternoon per attendance, at Guardian Angels School, along with a lunch bunch option. Further information is available in the Preschool Handbook. Please contact the school office for

more information.

### PARENT TEACHER ORGANIZATION (PTO)

All parents/guardians of students enrolled in Guardian Angels School are automatically members of the PTO and are welcome and encouraged to attend all scheduled meetings throughout the school year. PTO events include parent/guardian education, social events and fundraising events. The success of Guardian Angels programs depends on volunteer hours contributed by the families of all Guardian Angels students. Every family is required to complete a T.E.A.M. (Together Everyone Achieves More) contract at the beginning of each school year.

### SCHOOL ADVISORY COMMITTEE (SAC)

Members of the School Advisory Committee (SAC) work collaboratively with the school Principal and Pastor in an advisory capacity. They do much of their work behind the scenes to plan for and guide Guardian Angels School so that it is the best school it can be. SAC's work involves budget planning in conjunction with school administration, review and adoption of policy, development/ marketing/fundraising, and long-range planning. This is a supportive group both physically and spiritually. Contact: Barb Winfield at 952-448-4246 (w4895@usfamily.net).

## **HEALTH AND SAFETY POLICIES/ PROCEDURES**

### ACCIDENT/INJURY INSURANCE

School accident insurance is available to those families who wish to participate. Forms are sent home at the beginning of the school year. If the parent/guardian chooses not to participate in this program, they accept all responsibility for costs resulting from injury in school and on the playground.

### EMERGENCY INFORMATION

An emergency form for each student is sent home at the beginning of the school year. This form is to be completed and signed by the parent/guardian. If changes occur during the year, it is the responsibility of the parent/guardian to notify the school office in writing or by telephone.

### SCHOOL NURSE

Guardian Angels School receives health services through ISD #112. The school nurse maintains school health and immunizations records, conducts periodic health screenings, handles all emergency medical situations and oversees the general good health of the student body. The school nurse is employed, supervised and directly accountable to the public school district. Supplies are billed to Guardian Angels School.

### 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 that immunizations be up-to-date.

### HEALTH SCREENING

Annual vision, hearing, and scoliosis examinations are conducted by public school personnel for all students.

### IMMUNIZATIONS

Guardian Angels follows the requirements of Minnesota School Immunization Law. 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 students by the family's physician.

### ILLNESS/INJURY DURING THE SCHOOL DAY

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

A written doctor's note must be given to the teacher if a student is to remain indoors for recess or is unable to participate in Phy. Ed classes for more than a single incident.

### MEDICATION DURING A SCHOOL DAY

Any student that will take a medication during school hours must have a Medication Authorization form filled out and signed by the parent/guardian prior to medication dispensation, thereby releasing the school personnel from liability should reactions result from the medication. Additionally, for prescription medications, a doctor's order that the medication be administered at school is also required. The form can be downloaded from the school's web site under school, or obtained from the school or health office.

Drugs or medicines must be in their original container and prescription medications must be in a container with a label prepared by a pharmacist. Administration of the medication during school hours shall be by qualified personnel and in a manner consistent with instructions on the label.

Over the counter medications should be handled the same as prescription medications. All medication must be stored in the health office, not with the student.

### REPORTING OF CHILD ABUSE/NEGLECT

The staff members of the school are legally required to follow the requirements of Minnesota Law pertaining to reporting child neglect and/or abuse. 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. 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 substances. Abuse can be physical or sexual

abuse or, emotional maltreatment.

## **Guardian Angels Wellness Policy**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

- A. We recognize that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote students' health by encouraging healthy eating and physical activity.
- C. Children need access to healthy foods and physical activity.
- D. All students in grades K-8 will have the opportunity and encouragement to be physically active on a regular basis.

### **III. GUIDELINES**

#### **A. Nutrition Education and Promotion**

- 1. Guardian Angels will encourage and support healthy eating by students and engage in nutrition promotion that is:
  - a. Offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health.
  - b. Part of physical education classes as well as classroom instructions in all other areas of the curriculum as appropriate.
- 2. Guardian Angels will encourage all students to make age appropriate healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through fundraising events and concession stands.

#### **B. Physical Activity**

- 1. Students need opportunities for physical activity and to fully embrace regular physical activity as personal behavior. Toward that end, comprehensive school health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.
- 2. Opportunities for physical activity will be incorporated into other subject lessons, when appropriate.

3. Students will have the opportunity for daily recess, preferably outdoors.

4. Guardian Angels will provide extracurricular physical activity programs and interscholastic sports

programs that will meet the needs and interests of all students.

C. Nutrition Standards

Guardian Angels will provide K-8 students access to a variety of nutritious and appealing foods that meet the health and nutrition needs of students working with ISD #112, through

- Meeting the USDA nutritional requirements
- Participating in available federal and state school meal and milk programs
- Accommodating individualized health plans
- Accommodating religious, ethnic, and cultural backgrounds
- Providing adequate time for students to eat

D. Communication with Parents

1. Guardian Angels recognizes that parents and guardians have the primary and fundamental role in promoting and protecting their children's health and well being.
2. Guardian Angels will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. Guardian Angels will provide information about physical education and other school-based physical activity opportunities and will support parental effort to provide their children with opportunities to be physically active outside of school.

### SCHOOL EMERGENCY PROCEDURES

Guardian Angels School does have a Crisis Plan, which includes procedures for emergencies, approved by the Chaska Police Department. The Guardian Angels Crisis Team has received NIMS training (National Incident Management System). As procedures are further developed, they will be communicated to parents/guardians.

In the event of a school emergency, parents will be notified as soon as possible; they will also be notified in writing as soon as all available details are verified. Students will be retained at school in the event of any dangerous or threatening activity at the normal time of dismissal. Parents should not panic if they are unable to reach the school office by telephone; certain activities would require personnel to use the telephone lines. Parents may call the Chaska Police (at the non emergency number 952-448-4200) for an update. Media statements are made only by approved spokespersons (Pastor, Principal, or their delegate).

Guardian Angels Crisis Team members:

Mrs. Nancy Ronhovde  
Mrs. Amy Gallus

Mrs. Peg Scott  
Mr. Eric Crowell  
Mrs. Vicky Goers  
Ms. Lawana Ananda

## **ADDITIONAL INFORMATION**

### **ARRIVAL/DISMISSAL PROCEDURES**

#### *Arrival*

Students arriving by bus, car, or walking, will enter the building through the main front doors. **No students may be in the building before 9:00 AM without the permission of the Principal or classroom teacher.**

Dropping off students during the school day requires that a parent accompany them to the office and sign them in. The student will then receive a pass to be accepted into class.

#### *Dismissal*

Dismissal time is 3:40 PM. Walkers are dismissed first while safety patrols are on duty. Car riders are dismissed through the gym doors on First Street. Drivers are given a number for pick up. Bus numbers are called as they arrive and students are dismissed out the front doors on Second Street. Students with parents in the building may not leave until all buses finish loading. Children not picked up by 3:50 PM will be sent to the SACC program and charged the drop in rate.

#### *Parking*

Drop off parking spaces are provided on Cedar Street. Parents and staff may park on the west side of the church and school. No parking is allowed in front of the school or on the playground during school hours.

### **SCHOOL CLOSING**

In case of emergency or severe weather, watch or listen to any of the major radio or television stations for school closings. No announcement means that school is in session. Guardian Angels School will be closed if Independent School District 112 (Schools of Eastern Carver County) is closed because of severe weather conditions. Guardian Angels will be listed specifically. Arrangements should be made for alternative care in case of an early school closing.

### **CONTACTING THE SCHOOL**

The school office hours are 8:00 AM to 4:30 PM. After these hours, voice mail is available for messages.

### **MONEY AND VALUABLES**

Non-instructional items should not be brought to school. Money, when sent to school, should be placed in an envelope and labeled with the student's name, grade, and

purpose for the money. School insurance does not cover loss of personal possessions; therefore, students are to refrain from bringing electronic devices to school. The use of cell phones during school hours is not acceptable. If used, they will be confiscated and must be picked up by the parent. Please call the school office if you need to reach your child.

### SCHOOL SUPPLIES

Parent/guardian will provide school supplies for their child(ren). A list of needed supplies will be provided each year. Students may purchase some basic school supplies from the school store. If you need financial assistance in purchasing these supplies, please contact the Principal.

### LOST AND FOUND

Lost items are kept near the maintenance office on the lower level. Please check there for lost items.

### LUNCH PROGRAM

ISD #112 provides the hot lunch option and milk program. Payment may be sent directly to ISD #112 or brought to school. Please make **checks payable to District 112 Food Service**. Pop may not be brought or purchased for lunch. (see Wellness Policy on page 38)

### TELEPHONE USAGE

Students **may not** call home to make arrangements to go home with a friend or have forgotten items brought to school. As a rule, neither teachers nor pupils are called to the phone during class hours. Messages may be left with the school secretary if it is necessary to contact a student or teacher. In cases of an emergency, students may use a school phone after receiving permission from the classroom teacher or Principal.

### VISITORS

All parent/guardian or visitors must sign in at the office before going to a classroom. Parent/guardian and visitors are welcome for open houses, special programs or observations. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher or Principal. For security reasons, visitors are required to wear identification. This requirement will be enforced. Persons not reporting to the school office could be considered trespassers and may be reported to local authorities.

### PARTY INVITATIONS

Party invitations that do not include all children of a particular class are discouraged at

school. Invitations that are not inclusive should be mailed by the parent/guardian and not given out at school. Invitations, which include all children of a class, may be given out during school time.

### **Criminal History Background Checks.**

*Mandatory Criminal Background Check Policy.* All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks and VIRTUS training. The following positions are subject to a mandatory background check:

- Teachers, all grades and all specialists
- Substitute teachers
- Tutors
- Athletic coaches
- Extracurricular advisors
- Paraprofessionals
- Food service personnel
- Janitorial service personnel
- Health Office workers
- Bus drivers
- Overnight chaperones

All school volunteers are highly encouraged to attend VIRTUS training and complete a volunteer background check.

### **DISCLAIMER**

Policies and operational procedures of Guardian Angels School are intended to preserve and facilitate the best of traditional and contemporary education standards within a Catholic school environment.

Recognizing that each individual student brings his or her own unique needs to an educational program, the administration of Guardian Angels School reserves the right to modify the stated policies contained herein to both facilitate and enhance the learning experience of the individual. Additionally, the administration reserves the right of final interpretation of all stated policies. Students and parents will be given prompt notification of any and all changes.

AGREEMENT TO BE GOVERNED BY HANDBOOK POLICIES

After reading the Guardian Angels Parent/Student handbook please sign below and return this form to the school office.

Thank you.

We have read and understand the 2009–2010 Guardian Angels Handbook and agree to be governed by All the policies and procedures, which includes the Academic Integrity Policy as stated in the Handbook.

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

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

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

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

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

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

**\*\* PLEASE SIGN THIS FORM AND RETURN TO SCHOOL OFFICE BY THE FIRST DAY OF SCHOOL**

**Please see reverse side for Photograph Authorization Policy.**