

Parent Student Handbook 2019-2020

MISSION STATEMENT

Grounded in our Catholic faith, we enrich each student's journey from pre-K to 8th grade by nurturing meaningful growth in academic achievement and service to Christ in the world.

VISION STATEMENT

We excel at academic preparation and development of the whole child, educating students in a diverse student body. We inspire every student to build a lifelong commitment to Catholic values and service, to go forth as informed, ethical leaders with a lasting love of learning.

Believing that each child is unique and an important gift from God, Faithful Shepherd Catholic School is dedicated to:

- Providing academic excellence in the core subjects while developing creativity and interest in the arts, physical education, and foreign language.
- Helping each student develop a personal relationship with Jesus and a deep understanding of the Catholic faith.
- Empowering students to think critically, act ethically, and have respect for others and one's self.
- Creating a sense of social justice and service to others through thought, actions, and prayer.
- Differentiating our instruction in the classroom so that all learners find success.

Non-Discrimination Policy

Faithful Shepherd Catholic School is committed to creating and maintaining a learning environment free from unlawful discrimination. It is the school's policy to comply with all applicable state and federal laws prohibiting discrimination. To that end, no person shall be unlawfully 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, status with regard to public assistance, or disability.

SCHOOL PROCEDURES

Office Hours

The school office is open between 7:30 a.m. and 3:30 p.m. on the days when school is in session. The school's office hours in June, July, and August are limited.

School Hours

- Regular school hours are 8:00 a.m. to 2:30 p.m. Students should arrive at school no earlier than 7:45 a.m. When the second morning bell at 8:00 a.m. rings, all students should be in their classrooms ready to begin instruction.
- Students arriving after the 8:00 a.m. bell must first stop by the office for an admittance slip before going to class.
- Students are dismissed at 2:30 p.m. All students must be picked up no later than 2:45 p.m.
- Students remaining on the school grounds after 2:45 p.m. for co-curricular activities must be under adult supervision per the activities handbook.



Important: Students staying after 2:45 p.m. on a consistent basis will be sent to the YMCA School Age Care (SAC) program and parents will be billed accordingly.

Arrival/Dismissal Procedures

Entrance/Exits/Parking:

- The Columbia Drive entrance serves as the main entrance to FSCS. This door is the only accessible entrance during school hours and is monitored by a security system. The front parking lot is for visitors and parents who accompany their student(s) into the building.
- The Discovery Drive entrance will serve as a vehicle drop-off and pick-up area at dismissal and the beginning of the day. There is **NO PARKING** at the Discovery Drive entrance from 7:30 a.m. to 3:30 p.m., since this blacktop area serves as playground space. During school hours the Discovery Drive building entrance is locked/secured for safety reasons.
- If your child needs assistance getting out of the car, please park in the lot and walk them in; **PLEASE - DO NOT GO THROUGH THE CARPOOL LINE**. Parents who escort their children into the school building in the mornings are asked to leave the classroom area by 7:55 a.m. so classes can begin on time.
- For efficiency and safety reasons, please pull as far forward as possible in the carpool lines.
- The driveway between the front and back entrances/parking areas is for emergency vehicles only and is off limits for parking.
- The fire lane at the front entrance is a **NO PARKING** area 24 hours a day, as required by Fire Code. For safety reasons, vehicles in violation are subject to ticketing by the Eagan Police.
- Students who wish to bike to school must park and lock their bikes in the bike racks located in the front of the school building. Bikers and walkers will not be dismissed until after front carpool is completed. Students riding their bikes or walking will wait at the front entrance for dismissal and **must** have a note from a parent granting permission to be released to bike or walk.

School Office Dismissal:

- We understand the need to make student medical/dental appointments close to the end of the school day where carpool use may not be convenient. In these cases, a note/email must be written to the school office that day alerting them of the change, and a pink note will be written for the student to be dismissed to the office at 2:30 p.m. Parents picking up at the office at the end of the day will remain in the front vestibule until the doors unlock at 2:30. Office pickup **may not** be used as a regular pickup destination, or without a parent/guardian note or email. This is a security measure to ensure that the school can be aware of who is picking up the students.
- Important reminder: To ensure the safety of our students as well as end of the day confusion, parents should restrain from last minute pick up changes. If at all possible, all transportation change notices should occur before 1:00 p.m. daily.

Please include both the office (schooloffice@fscsmn.org) and the classroom teacher when notifying the school of transportation changes via email.

Attendance

Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever. Tardies and Absences are **excusable** for illness, recovery from an accident, professional appointments, death in the immediate family, and other reasons deemed acceptable by the Administration. Tardies and Absences for such reasons as camping, vacations, non-school activities, visiting, or late activities the evening prior are discouraged and are considered **unexcused** absences. All absences and tardies are noted on report cards and in student files. Students are tardy if they are not in the classroom when the 8:00 a.m. bell rings, regardless of the reason the student is late. Students who are tardy must first report to the school office to receive a class admission pass. The student's attendance record will be noted accordingly.



Parents should call the attendance line at 651-406-4740 or email the school at schooloffice@fscsmn.org by 8:30 a.m. on each day their student is absent or tardy. If parents have not contacted the school by 10:00 a.m., School Messenger will send an automated email noting the absence. Generally, a student who is absent from school is not allowed to participate in after school activities.

Appointments - Parents are encouraged to arrange medical and dental appointments during vacation periods or after school hours. If this is not possible, the following is the process for excusing students from class during the school day:

- a. The parent must notify the school office in writing the reason, date and time the student will leave school.
- b. The parent must sign the student out at the school office.
- c. The school office personnel will call the student to the office.
- d. If the student is to return to school that same day, the parents must sign the student in at the school office upon return.
- e. To avoid disruptions, parents are not permitted to not walk the student back to the classrooms.

Absences from school for more than two hours are noted as a half-day absence on the student's attendance record.

FSCS Excessive Unexcused Absence and Tardiness Procedures

1. **Compulsory Instruction** – MN Statute 120A.22, Compulsory Instruction, states: "Every child between seven and sixteen years of age must receive instruction."
 - a. Once enrolled in our school, the student is subject to the compulsory attendance provisions of Minnesota Statutes 120A.22 and 120A.34.
2. **Continuing Truant** - A truant is defined as a child who is subject to the compulsory instruction requirements of MN Statute 120A.22 and is absent from instruction in a school, as defined in MN Statute 120A.05, without a valid excuse within a single school year for:
 - a. Three (3) days if the child is in the elementary school or middle school; or
 - b. Three (3) or more class periods on three (3) days if the child is in the middle school.
3. **Habitual Truant** – A habitual truant means a child under the age of 16 years of age who is absent from school without lawful excuse for seven (7) days if the child is in the elementary school, or for one or more class periods, for seven school days if the child is in middle school. The following steps will be taken with the parent/guardian of a habitually truant student;
 - a. The school will send a letter by first class mail and file a Dakota County Notice of Initial Habitual Truancy
 - b. If there are three more incidents (for a total of 10) of truancy, the school will again send a letter by first class mail and file a Dakota County Notice of Initial Habitual Truancy
4. **Excessive Unexcused Tardies/Absences** – If a student is regularly tardy or absent (unexcused) FSCS administration will take one or more of the following steps:
 - a. Review the reasons for the absences;
 - b. Determine whether there is a pattern of absences;
 - c. Write a letter to the student's parents expressing concern about the absences (after 10 or more unexcused tardies/absences);
 - d. Request a note from the student's medical provider explaining the medical reason for the absences; and/or
 - e. Meet with the student's parents to review the student's absenteeism and outline corrective action.

Faithful Shepherd Catholic School will adhere to the regulations of the State of Minnesota concerning school attendance. The principal will be responsible to supervise student attendance and communicate with the parents/guardians of students with excessive absences and/or tardies. Excessive unexcused absences and/or tardiness may result in school disciplinary action including but not limited to dismissal from the school.

The attendance of each student shall be noted on the student's permanent record.

Faithful Shepherd Catholic School shall provide the local public school superintendent with the name, age, and address of each student enrolled each academic year as required by law.

Adopted 5 -1-00; Revised 12-6-05

If a student has 15 unexcused tardies/absences, the school's Administration will determine whether to contact Social Services. Failure to correct excessive absenteeism may result in dismissal from the school.

Make-up Work for Absences

Teachers are not responsible for sending homework home the first day of an absence. Students will receive the assignments that they missed when they return the next day. If a student is absent two or more days, the student's work may be requested before 8:30 a.m. when calling the office to report the absence. Assignments may be picked up in the office after 2:30 p.m. Individual teachers will provide the student a reasonable amount of time to complete missed assignments. Students are expected to make up tests and projects at the teacher's direction.



The school urges parents to make every effort not to plan vacations or activities other than at specified vacation times and school holidays listed on the school calendar. The school is not responsible for educating students who are not present for class instruction. Parents are responsible for tutoring their children who miss classes due to vacations outside the school calendar.

Further, requests for assignments in advance may not be honored.

Illness During the School Day

A nurse is available to give temporary care for students who become ill during the school day. When necessary, parents/guardians will be notified to pick up their ill child or asked to make arrangements for a relative or other authorized person to pick up the child in the school office.

The school does not provide supervision for students who cannot go outside for recess. If your child is not well enough to go outside, the school recommends that the child stay home for the day.

School Closing

Faithful Shepherd Catholic School will be closed whenever the public school district, ISD 196 (Rosemount, Apple Valley, and Eagan), is closed due to severe weather conditions. If the school is closed due to weather conditions, all after school activities will be cancelled. School closures are posted on the school's website and Facebook page, and local news channels. The school will also send notice via text and/or email from School Messenger.

In the event of an early dismissal, parents are responsible for arranging alternative care for their children. Preschool and SAC will be closed when FSCS is closed.

In the case of a delayed start due to weather conditions, parents should not bring their children to school more than 15 minutes before the announced start time. The school will not provide child care prior to that time.

Cold Weather

With cooler temperatures, please ensure your child is sent to school with the appropriate attire. All students go outside for recess daily, and students are not allowed to stay indoors if they do not have sufficient winter clothing. Weather exceptions to daily outdoor recess are determined by Administration on a class-wide basis.

Celebrations

Due to the increased number of children with various allergy restrictions and in accordance with the District 196 celebration policy, students and parents are not permitted to bring group/class treats, fast food lunches, trinkets, balloons, flowers, or other items to school to celebrate birthdays or other events, including during lunch. Students

and parents are also not permitted to decorate the outside of student lockers.

For each Holiday classroom party, the teacher and/or classroom representative may ask up to three parents to arrange treats and/or help coordinate age-appropriate activities.

Invitations to private parties held outside of school may not be distributed at school.

Admission of Students

Admission to School

Students entering kindergarten must be five years old on or before September 1.

Parents are strongly urged to have their child complete a medical physical examination within 12 months before entering school. A permanent health record must be completed and kept on file for each student.

Students are required to be in compliance with the state immunization law.

Admission: Early Admission to School

FSCS will consider 1st grade applications for enrollment for a child:

- whose 6th birthday falls before Sept 30 of the year of enrollment (Sept 1- Sept 30 birthdays would be considered an early acceptance)

AND

- who have completed Kindergarten through an accredited Kindergarten program.

Acceptance will be based on both the review of the child's testing scores (provided by the child's Kindergarten place of enrollment) and interview with the child's parents. FSCS reserves the right to decline admittance at any point for factors outside of these evaluations. Acceptance should not be considered guaranteed. FSCS is dedicated to the education of a child as a whole and believes that beyond academics, there are several factors that must be considered when determining acceptance, to ensure that the decision is made in the best interest of a child.

Adopted 3.3.2015

Admission: International Students

International Students are students who enter the country on their own initiative on an F-1 visa and have arranged to reside with relatives or friends. They require a school official to complete the I-20 form from the U. S. Department of Justice Immigration and Naturalization Service.

International Exchange Students are students who enter the country on a J-1 visa and who come under the sponsorship of an organization that specializes in student exchange activities. Such students reside with a sponsor family chosen by the international exchange organization.

The student's host family is asked to contact the school in advance to make arrangements to enroll the student.

General Requirements:

International exchange students and international students are subject to all of the requirements pertaining to resident students.

International exchange students must have English proficiency skills at a level that will not require support services. *Adopted 11-5-13*

Students shall not be denied admission because of a handicap unless the handicap seriously impairs the student's ability to complete successfully the school's academic

program or the school cannot provide sufficient care or make reasonable accommodations for the child.

All new students are admitted on probation for one academic year.

PARENT INFORMATION

Partnership with Parents

Parents/Guardians are important partners with the administration and staff in the education of their children. To strengthen this partnership, the school requests that parents/guardians:

- Check website/Facebook regularly for updates/news
- Review school newsletters and other communications
- Check Parent Portal for students in grades 4-8 and Specialists K-8
- Inform the school of:
 - Student illness or absence
 - Parental status and custodial constraints
 - Changes in transportation routine
 - Changes in address, phone, emergency contact, and childcare
 - Arrangements that might affect communication with the school
- Meet the financial obligations of tuition, fees, lunch accounts or other accounts that apply
- Support and comply with the policies, regulations, procedures outlined in this Handbook as well as other appropriate Board and/or Archdiocesan policies
- Work closely with their child's teachers by maintaining good lines of communication
- VOLUNTEER!

Non-Custodial Parents

In the absence of a court order, the school will provide a non-custodial parent access to the academic records and other school related information regarding the child, and on request, will honor a non-custodial parent's request for conferences. Non-custodial parents who wish to receive school mailings and announcements should contact the school office to provide the appropriate contact information.

Communication

The level of communication between the staff and the school families has a significant impact on the overall effectiveness of the home/school partnership. The following means of communication are used to help keep parents informed about the progress of their children and various school activities:

- Website
- Facebook
- Parent/Student Handbook
- Wednesday Electronic Newsletter
- Classroom newsletter
- Report cards/Progress reports
- Parent Portal – grade 4 and older; Specialists K-8
- Parent/Guardian, student, and teacher conferences
- Telecommunications (i.e. voice mail, phone calls, e-mail)
- Activities Handbook/Newsletters
- School Messenger



In addition, the school publishes a weekly newsletter via email.

Dispute Resolution Procedure

As set forth in our mission, Faithful Shepherd Catholic School is committed to enriching each student's educational experience by nurturing meaningful growth in academic achievement and service to Christ in the world. We understand that in fulfilling that mission, disputes may arise. We strive to address and resolve any such disputes consistent with our mission and informed by our guiding principles, premised on our belief that each child is a unique and important gift from God.

In utilizing the dispute resolution procedure, we request that all members of our community remain mindful of Faithful Shepherd Catholic School's mission and guiding principles.

1. For purposes of this policy:
 - a. A complaint, conflict, or disagreement that a parent or student seeks to resolve pursuant to this procedure is referred to as the dispute.
 - b. The parent or student identifying the dispute is referred to as the complainant.
 - c. The person with whom the complainant has a dispute is referred to as the respondent.
 - d. All meetings referred to herein shall occur in person unless the complainant and respondent agree that communication by other means – telephone, email, etc. – is acceptable.
 - e. The timeframes identified herein shall apply absent extenuating circumstances. If extenuating circumstances render it impossible to meet within the time periods required, the respondent shall advise the complainant that such circumstances exist within the original required timeframe for response and identify a mutually-agreeable time to meet as soon thereafter as possible.
2. Absent extenuating circumstances, the complainant shall first communicate the dispute to the respondent. The respondent shall offer to meet with the complainant within three (3) business days of the date of this communication to discuss and attempt to resolve the dispute. The complainant and/or respondent may request that the respondent's immediate supervisor also attend this meeting.
3. If the dispute is not resolved through the complainant's communications with the respondent, the complainant may communicate the dispute to the respondent's supervisor. The respondent's supervisor shall offer to meet with the complainant within three (3) business days of the date of such communication to discuss and attempt to resolve the dispute.
4. If the dispute is not resolved by communications with the respondent's supervisor, the complainant may communicate the dispute to the next level of the school's administration. For example:
 - a. Parent/student to teacher – if no resolution,
 - b. Parent/student to Principal – if no resolution,
 - c. Parent/student to Executive Director – if no resolution,
 - d. Parent/student to School President/Canonical Administrator.

In communicating the dispute to the next level of the school's administration, the complaint should identify the nature of the dispute and summarize the complainant's prior efforts to resolve the dispute consistent with this procedure. The level of administration to whom this communication is directed shall offer to meet with the complainant within three (3) business days of the date of such communication to discuss and attempt to resolve the dispute.

5. For any disputes escalated to the school's Principal, Executive Director, and/or President/Canonical Administrator, the Principal, Executive Director, and/or President/Canonical Administrator will write a summary of the meeting held and provide a copy of the written summary to the complainant within five (5) business days of his/her meeting with the complainant. The written summary shall also identify the agreed-upon resolution, if any, and if not resolved, that the dispute was not resolved and summarize the nature of the outstanding dispute.

If more than one of the Principal, Executive Director, and/or President/Canonical Administrator participates in the same meeting with the complainant, only one written summary will be provided to the complainant.

6. In the event that the complainant exhausts the steps of the dispute resolution procedure identified above, and the complainant believes that the dispute is not resolved, the complainant may communicate the dispute to the Chair of the Board of Directors. The Board Chair will present the dispute to the Executive Committee of the Board of Directors to consider whether the President/Canonical Administrator's resolution of the dispute is consistent with Faithful Shepherd Catholic School's applicable policies and procedures.
7. To the extent possible, Faithful Shepherd Catholic School will maintain communications made pursuant to the dispute resolution procedure as confidential.

Report Cards/Progress Reports/Conferences

The school believes that parents are its partner in education, and values communication with parents. For students in grades K-3, progress on I Can assessments is sent home with students. Student progress in grades 4-8 and in Specialist classes is monitored through the Parent Portal. Passwords for the Parent Portal are distributed at Back to School Night. In addition, the school offers parent-teacher conferences in the fall and optional parent-teacher conferences in the spring. Parents/Guardians who miss conferences can reschedule at a time mutually convenient to parents and teachers, or, if necessary, by phone or email.

Report cards are sent home with students at the end of each trimester. Additional communication is encouraged with your child's teacher. However, parents should not attempt to meet with a teacher without an appointment. Teachers will respond to parent email and telephone communications within 48 hours of receipt.

Testing

Students in grades 2-8 are assessed through the NWEA Map Test, which is administered three times (Fall, Winter, Spring) per school year. Results of these tests are used by the school in evaluating and planning instruction and curriculum. Individual student results will be reported to parents. Students in K-3 use Fountas and Pinnell testing to determine reading and comprehension levels. Students in grades 3 and 5 will take the CogAT Assessment in place of the winter NWEA Assessment to assist with identifying students that have a high level of ability in reasoning skills needed to excel in Math and/or English.



Volunteers

Faithful Shepherd Catholic School is blessed with many generous volunteers. These people are a valuable asset to the school and its students. The school seeks to promote an atmosphere welcoming to its volunteers. All volunteers shall operate under the direction and supervision of appropriate school personnel and shall receive appropriate training. Classroom volunteers shall follow a teacher appointed classroom volunteer schedule.

In order to maximize the learning environment for our students and to minimize risks for younger children, all parent volunteers are asked to place their preschool children with outside childcare while they are volunteering at school.

We are committed to promoting a Safe Environment at Faithful Shepherd. All volunteers must complete the **Essential 3** requirements as outlined by the Archdiocese of Saint Paul and Minneapolis. This includes submitting to a background check, reading and signing the Code of Conduct for Volunteers as well as attending a VIRTUS: Protecting God's Children for Adults Awareness Session. Essential 3 requirements must be updated every three years. Please contact our Safe Environment Coordinator for further information on volunteer requirements.

Religious Education

The formal study of the Catholic religion as well as curriculum that reflects Catholic values and tradition are integral parts of our total education. All students, including non-Catholics, attend religious instruction and liturgies.

Parents/guardians are invited to attend school Mass held on Wednesdays at 8:15 a.m. in the school gymnasium whenever their schedules permit. To ensure the liturgical reverence and environment of the Mass, students shall remain seated with their class during Mass. Our Strategic Plan emphasizes strengthening FSCS and Tri-Parish relations and engagement, therefore, three school masses will be celebrated at our supporting parishes, one each trimester.

Student Records

Faithful Shepherd Catholic School shall permanently maintain records for each student enrolled at the school in compliance with all provisions of the Student Privacy Act. Such records are, and will remain, the property of the school. No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age shall have access to individual student records without either a subpoena or appropriate written authorization from the parents/guardians of minors, or from the adult student or former student.

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:

1. Identifying data
2. Level of achievement (grades, standardized achievement test scores)
3. Attendance data
4. Scores on standardized testing
5. Health data (separate records kept in health room)
6. Family demographic information

In accordance with state and federal laws, parents/guardians are entitled to see their child/ren's records. A written request and an appointment to view the records with Administration should be made in advance. Administration is to respond to the request in a reasonable amount of time, not to exceed 45 days.

Non-custodial parents have legal access to their child's school records unless the custodial parent has obtained and provided the school administrators with a prior court order denying such access.

Transfer of Student Records

When a student transfers, copies of school records will be sent to the new school upon request of the school and once a release authorizing the transfer of records to the student's new school has been signed by the parent/guardian.

Media Use

We believe that the primary use of audio-visual materials is to support and enhance instruction. All media materials should be of the highest quality and used only under appropriate legal viewing guidelines. The content of the material should be suitable for the developmental level of the children and teachers should be cognizant of limiting screen time of students.

All videos or video clips should be 30 minutes or less in viewing length, with the educational purpose stated in the teacher's lesson plan. If a video or video clip is longer than 30 minutes in length, the teacher must notify the parents prior to showing the video. If a parent elects not to permit his/her child to view the video, the school will arrange an appropriate alternative activity for the child.

Videos may be viewed under the following rating guidelines:

Grade K-8 G rating

Grades K-8 PG rating with parental and administration's approval

Grades 6-8 PG 13 rating with parental and administration's approval, with the video's application to the curriculum communicated to both

Visitors/Security

For security reasons, all doors to the school are locked during the school day. Visitors are only allowed to enter the building through the Columbia Drive entrance during school hours. All visitors, including parents and volunteers, must check in at the school office upon entering the building and wear an identification badge while in the building. On school Mass days only, visitors are permitted to check in at the back entrance of the school near the gym.

It is our goal to teach our students responsibility. However, when necessary, parents should leave forgotten items on the Dropoff Shelf in the hallway across from the school office. Teachers are notified when items are dropped off, and students are permitted to pick them up during a break in instruction. To avoid classroom disruption, parents should not deliver items to the students themselves.

FINANCES

Tuition/Fees

Tuition costs and deposit costs will be set annually based on budget projections and cost-of-living increases. A \$400 non-refundable deposit per family will be required by March 1st to hold the student(s) spot for the following school year. This will apply to all students and must be submitted with the non-refundable family registration fee and new student application fee (if applicable). The deposit will be applied toward tuition.

Tuition/Fees for the 2019-2020 school year:

- \$6,349 per student for parishioners of St. John Neumann, St. Peter's, or St. Thomas Becket
- \$8,463 per student for non-parishioners
- \$75 per family registration fee

All tuition is collected through FACTS Tuition Management, and all families must have a current FACTS account. All NSF checks will be charged a \$25 fee.

Tuition Assistance

Tuition assistance is available to qualified families. Applications must be made annually through FACTS who will determine the eligibility based on income, expenses, debt, and other special circumstances. Applications must be made annually. The Family-to-Family Fund is also available to families needing financial assistance to fund field trips or extracurricular activities. Requests for this fund can be made directly to Administration.



Student Withdrawal

Families who wish to withdraw their child from Faithful Shepherd Catholic School after acceptance of their application but prior to June 30th will lose the non-refundable tuition deposit and application fee(s).

Families who wish to withdraw their child after July 1st or at any time during the school year will be assessed the applicable, full-year tuition amount multiplied by the rate below:

- | | |
|---|---|
| • Notice of withdrawal received by the school before June 30th: | All amounts paid refunded except non-refundable deposits and fees |
| • Notice of withdrawal received by the school between July 1 and August 31st: | 20% |
| • Notice of withdrawal received by the school during first trimester: | 55% |
| • Notice of withdrawal received by the school during second trimester: | 90% |
| • Notice of withdrawal received by the school during third trimester: | 100% |

The tuition refund/amount due will be determined based on the difference between the applicable, full-year tuition and the tuition amount paid to date. The school will notify FACTS to terminate or adjust the tuition payment agreement as appropriate consistent with this policy.

Faithful Shepherd Catholic School will notify the tuition payment administrator to terminate or adjust the tuition payment agreement.

Any person requesting relief from this schedule must submit in writing to the Executive Director, the reason for requesting relief. The Board of Directors will make the final determination whether to grant or deny the request.

Note: If a student withdraws from FSCS during the school year, the student's records will be released upon payment of any outstanding tuition.

STUDENT RESPONSIBILITIES

Dress Code

The uniform at Faithful Shepherd Catholic School reflects the importance of learning and our pride in being members of this school community. Parents are expected to monitor student dress to ensure compliance with the required uniform. Uniform items should be clearly marked with the student's name.

All students are expected to be in uniform during school, except for designated out of uniform or StarWear days. Uniforms should always be presentable. No ripped, cut, faded or torn items may be worn. Shirts need to be tucked in at all times. Collars must be visible under sweatshirts. All clothing must reflect the respectful Christian environment of FSCS.

The following are **not permitted** at FSCS, including on out of uniform or StarWear days:

- Short skirts (must be mid-thigh or longer).
- Short shorts (must not be distracting to the learning environment).
- Mesh or sheer (see-through) clothing or clothing exposing the midriff area.
- Clothing with inappropriate words or symbols. This includes any writing on the back side of pants or shorts.
- Sandals, clogs, open-toe or open-heel shoes (including Croc-type footwear), and shoes with wheels.
- Ripped/torn clothing.
- Hats, caps, scarves, bandanas, kerchiefs, winter headbands, or sunglasses in the school building during school hours (unless needed for medical reasons).
- Low riding pants.
- Yoga pants and leggings are allowed if worn under a top, skirt or dress mid-thigh (must not be distracting to the learning environment).
- Excessive or inappropriate jewelry, including rings, bracelets, necklaces, and earrings.
- Low-cut or Spaghetti strap shirts.

Hair must be neat, clean, and non-distracting to the learning environment. Boys' and girls' hair may not be colored to an unnatural hue.

Minimal make-up for girls in grades 6-8 is permitted and must not be distracting to the learning environment.

Students who violate the dress code may receive a Dress Code Warning from any teacher/staff member, which must be signed by a parent/guardian and returned to the school office.

Uniforms

All students are expected to be in uniform during the school day, except for designated out of uniform or StarWear days.

To ensure a consistent look among students at Faithful Shepherd, when possible, all uniform items should be purchased at the designated uniform supplier. Clothing can be ordered online at: www.donaldsuniform.com.

Boys Uniform

Pants:

- K-8 Navy blue twill dress pants
- 5-8 Khaki twill dress pants
- Pants must fit properly. Baggy, cargo, carpenter style or hip hugging styles prohibited.

Shorts:

- K-8 Navy blue twill dress shorts
- 5-8 Khaki twill dress shorts
- No short shorts, carpenter or cargo style shorts allowed

Shirts:

- K-8 White, hunter green or navy knit golf shirt (mandatory logo on green, navy and white shirt), short or long sleeve
- 5-8 White, button-down oxford dress shirt with collar, short or long sleeve
- Shirts must be tucked in

Turtlenecks:

- White or hunter green turtleneck
- Shirts must be tucked in

Sweaters:

- Red or navy pullover or cardigan sweater

Sweatshirts:

- Red or navy plain or school sweatshirt

Unisex $\frac{3}{4}$ Zip Performance Pullover:

- Navy $\frac{3}{4}$ zip performance pullover, summer weight or winter weight, available through Home and School.

Middle School Only Option:

- Navy Pullover Fleece with school logo available through Home and School.

Socks:

- Solid color coordinating socks; socks must be worn with shoes



Girls Uniform

K-4 Jumper:

- Red/green plaid (Donald's Jumper #9466 Plaid)
- Jumper length should come to the top of the knee cap

5-8 Skirt:

- Red/green plaid skirt (Donald's Skirt #3466 Plaid)
- Skirt length is to be to the top of the knee

Shirt:

- K-8 White, hunter green or navy knit golf shirt (mandatory logo on green, navy and white shirt), short or long sleeve
- K-8 Tailored white blouse, long or short sleeve with collar
- 5-8 White, button-down oxford dress shirt with collar, short or long sleeve
- Shirts must be tucked in

Turtleneck:

- White or hunter green turtleneck
- Shirt must be tucked in

Pants:

- K-8 Navy blue twill dress pants
- 5-8 Khaki twill dress pants
- Pants must fit properly. Baggy, cargo, carpenter style, pajama, or yoga styles are prohibited.

Shorts:

- Navy blue twill dress shorts
- 5-8 Khaki twill dress shorts
- Only navy blue or black bike shorts may be worn under the jumper or skirt
- On PE days, shorts must be worn under jumpers and/or skirts
- No short shorts allowed length should be to mid-thigh

Sweater:

- Red or navy pullover or cardigan sweater

Sweatshirt:

- Red or navy plain or school sweatshirt

Unisex $\frac{3}{4}$ Zip Performance Pullover:

- Navy $\frac{3}{4}$ zip performance pullover, summer weight or winter weight, available through Home and School.

Middle School Only Option:

- Navy Pullover Fleece with school logo available through Home and School

Socks:

- Socks must be worn with shoes.

Uniform Shoes

Shoes worn with uniforms must be functional and neat. Students are not permitted to wear sandals, clogs, clunky heels, and open-toe or open-heel shoes (including Croc-type footwear). Dress boots, riding boots or Ugg-type boots may not be worn during the school day. Shoes with eyelets must be laced and tied securely. Tennis shoes are allowed and are required for participation in Physical Education.

StarWear Days

Once a month, students may wear StarWear on designated Faith in Action Fridays. These dates are noted on the calendar and usually fall around the first or second Friday of the month. A minimum \$1.00 donation is suggested. Monies raised on Faith in Action Fridays are donated to a designated charity to help our community serve others locally, nationally, and globally. The Dress Code Policy always applies, including on days when students are permitted to wear StarWear.

Out of Uniform Passes

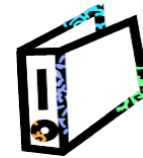
Out of Uniform passes may be issued for specific reasons deemed appropriate by the school's administration. Out of Uniform Passes are valid only for the school year of issuance. Students are not allowed to use Out of Uniform passes on Mass days.

Gum and Candy

Gum and candy may not be chewed/eaten in the school building at any time, including during recess and field trips and before and after school, unless given as a special treat by staff.

Lockers

Students in grades 1-8 are provided a locker for their personal use during the school year. Students are responsible for keeping their lockers clean. Students in grades 6-8 purchase a school issued lock to use for the school year. Lockers used by students in grades 1-5 may not be locked.



Lost and Found

A lost and found area will be provided. Students are responsible for checking for lost items in the area when something is missing. Labeling all school clothing, including shoes will help students/parents recover lost items. Items not claimed are donated or discarded by the school.

Personal Possessions

Headphones/wireless headphones, laser pencil pointers, electronic games, laptop computers, electronic schedulers, and toys of any kind do not enhance the educational environment and may not be brought to school. If a student brings these types of items to school, the items will be held in the office and will not be released until a parent picks them up. FSCS cannot assume responsibility for loss/damage to personal possessions. Cell phones are allowed but are not to be used during the school day without permission from a teacher.

School Supplies/Electronic Readers

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be provided for each grade level and posted on the school's website. If parents cannot provide supplies due to financial reasons, please notify the school principal. The use of electronic readers may be used in classrooms for independent reading purposes. Teachers will monitor to ensure appropriate use, but are not responsible for lost devices.

Phone Access

Students are discouraged to use phones during the school day except for emergencies. Students are also discouraged to use phones to call home for any forgotten items, including lunch or homework.

Library

The library provides valuable resources for the entire school community. To ensure the availability of materials and provide for the efficient operation of the library, the following procedures apply:

- Materials may be checked out for a period of two weeks. Students may keep an item for an additional two weeks if they bring it to the library to be renewed.
- Additional material may not be checked out if a student has an overdue item.
- Students are responsible for payment of replacement costs for damaged items. Students are responsible for inspecting material prior to check out.

Homework

Homework is essential to the learning experience and is assigned for the following reasons:

1. To reinforce concepts and skills presented in class.
2. To foster creativity and discipline through enrichment projects and research.
3. To train students to work independently and to accept responsibility for completing a task.

Homework is usually not assigned on weekends or vacations, with the exception of long-range projects or other special assignments. Students vary in their ability to complete homework, so time allotments must be flexible. If there is concern about time required to complete homework, please contact the student's teacher.

It is helpful for students to have a quiet area to complete homework and a scheduled homework time. Parents may assist in the homework process, but assignments should be completed by the student and reflect his/her own ability.

Technology

Students should use the internet appropriately and responsibly as agreed to in the [Technology Agreement for Students and Parents/Guardians](#). The school will monitor usage, and any inappropriate access will be flagged and reported to parents/guardians.

Grading Scale

Faithful Shepherd Catholic School utilizes different academic grading scales designed for age appropriate reporting:

Kindergarten

C – Consistently
M – Most of the time
P – Part of the time
N – Needs more practice
N/A – Not assessed

Grades 1-3

S – Strong performance on targets
M – Meets targets
N – Not yet meeting targets

Grades 4-5

A= 93-100 Consistently demonstrates strong performance on targets
B= 86-92 Frequently demonstrates strong performance on targets
C= 76-85 Meets expectations on targets
D= 65-75 Working below expectations on targets
F= Below 65 Performance on targets needs improvement

GRADES 6 – 8:

| Grade | GPA | Cut-Off |
|-------|-----|---------|
| A | 4.0 | 95 |
| A- | 3.7 | 93 |
| B+ | 3.3 | 91 |
| B | 3.0 | 88 |
| B- | 2.7 | 86 |
| C+ | 2.3 | 84 |
| C | 2.0 | 78 |
| C- | 1.7 | 76 |
| D+ | 1.3 | 74 |
| D | 1.0 | 69 |
| D- | 0.7 | 65 |

Specialist Classes Grading:

Grades K - 3:

S – Strong performance
M – Meets expectations
N – Not yet meeting expectations

Grades 4 – 8:

A= 93-100 Consistently demonstrates strong performance on targets
B= 86-92 Frequently demonstrates strong performance on targets
C= 76-85 Meets expectations on targets
D= 65-75 Working below expectations on targets
F= Below 65 Performance on targets needs improvement

SCHOOL PROGRAMS

Enrichment Opportunities

As a Professional Learning Community, Faithful Shepherd Catholic School strives to give every child every chance to have the richest possible experience, every day. Faithful Shepherd Catholic School uses the Levels of Service Model to enhance and develop each child's God-given talents.

- Level I ALL LEARNERS** - Providing foundational skills and tools through differentiation, field trips, speakers
- Level II MANY LEARNERS** - Encouraging and verifying interests through clubs / competitions / contests/ and flexible circle groups
- Level III SOME LEARNERS** - Meeting the need for alternative opportunities through pull-out and subject acceleration (reading and math)
- Level IV FEW LEARNERS** – Providing for highly individualized services through Independent Study, UMITYP, Online High School Classes
- See the enrichment tab on the school's website for identification procedures.

In addition, various programs, speakers, curriculum extensions, and academic challenges are offered to enhance the students' learning opportunities.

Siblings of students participating in a performance during the school day may not be excused from their regular class to attend.

Field Trips

Field trips are a valuable extension of the classroom experience. Only field trips that have a specific goal clearly related to the curriculum and have a significant educational value will be considered. Administration must approve and sanction arrangements for all school field trips.

Parents/guardians will be notified in advance of scheduled trips. Parents are responsible for paying field trip fees. However, no student will be denied the opportunity to participate for financial reasons. The Family-to-Family Fund is available for this reason. For further information, please contact Administration. All inquiries will remain confidential.

Field trips are a privilege. Students may not be permitted to attend a field trip if their behavior is not acceptable.

Insurance regulations of the Archdiocese require written parental approval for each field trip on the official form provided by the school. Students who do not have the signed permission form will be excluded from the field trip and must stay at school. Verbal permission is not acceptable. Blank field trip permission slips may be printed from the school's website.



Whenever possible, field trip participants travel by bus. If it is necessary to use transportation provided by parents in private vehicles, parents/guardians will be notified and the use of seat belts will be assured. All private vehicles used to transport students must have documented current registration and proof of insurance.

YMCA School Age Care Program (SAC)

SAC is independently operated as the after-school extended day program available at an additional cost to all Faithful Shepherd Catholic School students in grades K-8. The program runs from the end of the school day until 6:00 p.m. On designated non-school days during the school year, please refer to the SAC Handbook. If there is a non-scheduled closing of Faithful Shepherd (e.g. blizzard, electrical failure, cold, etc.), the extended day program is also closed for the day.

For more information, please contact the SAC office at 651-406-4740, x5311 or the Southwest Area YMCA at 651-456-9622.

State and Federal Programs

There are several state and federal programs in which nonpublic students may participate on an equal basis with public school children. These programs are administrated through the local public school district.

Faithful Shepherd Catholic School receives state and federal entitlements allocated on a per-pupil basis.

State programs include:

Education Aids for Nonpublic School Children which provides textbook and related individualized instructional materials, health services and secondary guidance and counseling for students.

Transportation - Minnesota public school districts provide transportation within the district boundaries. The public school has the sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

Bus transportation is a privilege, so 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 ensure 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.

Denial to ride the bus may be a consequence for misconduct on the bus. Parents/guardians are notified when such action is necessary.

Only bus students are to ride the bus. Students are to go home on their assigned bus and get off at their assigned stops. Students who wish to ride home with a friend who is a bus rider must provide a written permission slip to the school office.

Parents who want to utilize busing after the school year starts should contact the District 196 Transportation Office at 651-423-7685.

If parents have a specific issue regarding discipline/behavior or any other point of concern, they should contact District 196, as well as the FSCS school office.

Federal Programs include:

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

1. Classroom teachers see the needs of their students and consult with the Special Education Staff from District 196 or our on-site special education consultant. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health, or motor skills.
2. 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. Once the assessment is complete, a meeting is set up to report on the results and possibly develop an Individual Educational Plan (IEP).
3. 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 provided at the non-public site. Direct service is provided off site and transportation is provided.
4. FSCS does provide some direct special education services on-site through the special education consultant. If parents have a specific concern related to their child's academic performance, they should consult with the classroom teacher first.

School Lunch and Milk Program

A hot lunch/milk program is available to all students in the Faithful Shepherd dining room. The cost of milk is \$.55; the cost of lunch for K-8 is \$3.20, which includes milk. Students in grades 6-8 may purchase a premium lunch for \$3.65, which includes milk.



Lunchroom Behavior

Lunch at school is part of the learning environment and good conduct is expected of all students. Table manners and other lunchroom conduct are discussed as a regular part of respecting others and acting responsibly and safely. Appropriate lunchroom behavior includes:

- Walking in the cafeteria
- Not saving seats for friends
- Staying seated during the entire lunch period until dismissed by a teacher/adult
- Using indoor voices
- Cleaning up after self, i.e., dispose of all trash
- Acting respectfully toward adult volunteers, lunchroom staff, and other students

Students who do not act appropriately during lunch will spend their lunch time in the school office.

School Pictures

Individual student pictures are taken each fall. Notification will be given in advance of the photography session. Lifetouch will send out email notifications regarding picture dates, available packages, and payment. You may unsubscribe from these emails at any time.



Yearbook

The school publishes a yearbook each school year. Individual and classroom pictures are featured in the yearbook, as well as other photographs portraying the school's many activities and events. Yearbooks may be purchased at Meet and Greet Night and throughout the school year.

Co-Curricular Programs

Faithful Shepherd Catholic School strives to create an extracurricular program emphasizing fun, a sense of challenge, and a Christian atmosphere that encourages honesty, integrity, respect, effort and participation of all participants representing our school. Our programs are designed to teach rules, basic skills of the activity, the value of cooperation and teamwork and the ideals of hard work and sportsmanship.

To be eligible to participate, students must be successful academically, according to their abilities, and set a good example in their behavior and attitude at school and on the playing field. Policies regarding programs and eligibility to participate in co-curricular programs are outlined in the Activities Handbook, which is available on the Faithful Shepherd website. A study hall option is available for student athletes who need after school supervision. A flat fee for study hall is charged per sport season.

Parents are reminded that they represent the school at sporting events. These activities should be fun for both participants and spectators.

A participation fee is charged for each activity. If fees for activities present a hardship for parents, they should contact the Activities Director. Fees are used to cover the costs for the programs including materials, supplies, equipment, stipends, league fees, and uniforms. To be considered registered for an activity or sport BOTH the registration form and the appropriate fees must be recorded as paid in the office.

SCHOOL DISCIPLINE

It is every student's responsibility to respect the rights of all involved in the educational process and refrain from any conduct that interferes with the education of other students. Throughout the school, on school grounds, and at school sponsored events, students are expected to demonstrate behaviors that reflect Christian behavior and the school's Catholic identity. Students at Faithful Shepherd Catholic School are expected to:

- Respect others in what they say and do.
- Keep their hands, feet, and objects to themselves.
- Respect school property and the property of others.
- Follow the directions of all teachers and staff.
- Engage in conduct that is conducive to learning.
- Refrain from using inappropriate language.
- Practice and encourage honesty in academics and other activities.
- Exercise a high degree of self-discipline in promoting the physical safety and personal security of others.
- Attend classes well prepared and on time.
- Refrain from using, possessing, buying, or selling alcohol or other dangerous substances.
- Refrain from and discourage others from possessing or transmitting items such as matches, pocket knives, or weapons of any kind.
- Refrain from harassment or bullying in any form, including via electronic communications.

It is the school's intent to create a safe and welcoming environment, and to do so proactively rather than reactively. Faithful Shepherd staff will model, teach, and reinforce expected behaviors using research-based, developmentally appropriate best practices that include preventable and remedial measures and effective discipline to promote positive behavior throughout the school.

Examples of conduct that will not be tolerated by students – in school, on school property, at a school activity or event, or in transportation to/from school, a school activity, or school event – and may result in disciplinary action:

- (1) **Abuse: verbal, written, or otherwise expressed** – The use of language toward a student or staff member that is discriminatory, abusive, bullying, threatening, or obscene, including through the use of electronic communication.
- (2) **Use or possession of alcohol, illegal drugs or paraphernalia** – Being in possession of or under the influence of alcohol or illegal drugs at school, on school property, or at a school sponsored event. Local law enforcement will be contacted.
- (3) **Assault with a weapon** – Committing an assault on another person with a weapon or a device used as a weapon.
- (4) **Use of cell phones and other electronic devices** without teacher permission.
- (5) **Cheating** – Includes copying another student's work, either in whole or in part, allowing another student to copy your work, copying from a book or the internet (plagiarism), forging signatures, or using illegal notes or other information on a quiz or test. ***Use of cell phones or any other unauthorized electronic devices during test constitutes cheating.***
- (6) **Damaging property (vandalism) or stealing** – Intentionally stealing, damaging, or tampering with property that belongs to Faithful Shepherd, buses, other students, or employees.

- (7) **False alarm and unauthorized fire extinguisher use** - Intentionally giving a false alarm of a fire or other emergency, including making a false report to 911 and interfering with any alarm system, AED, or school phone.
- (8) **Fighting** – An exchanging of blows with the intent to injure (different from poking, pushing, shoving, or scuffling) in which one or both of the parties contributed to the situation by verbally instigating a fight and/or physical action.
- (9) **Harassment** – Participating in or conspiring with others to engage in acts that injure, degrade, intimidate, or disgrace other individuals, including indecent exposure, displaying pornography, inappropriate sexual conduct, and harassing words or actions that negatively impact an individual or group because of their gender, race, abilities, disabilities, etc., including through the use of electronic communication.
- (10) **Insubordination** – Willful refusal to follow an appropriate direction given by a staff member.
- (11) **Bodily harm** – Acting with intent to cause immediate bodily harm, or intentionally inflicting or attempting to inflict bodily harm on a student or staff member.
- (12) **Possessing a weapon or look-alike weapon** – Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm, any knife, or any device or instrument designed as a weapon.
- (13) **Bullying** – According to the Safe and Supportive Minnesota Schools Act, bullying is defined as intimidating, threatening, abusive, or harming conduct that is objectively offensive where there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- (14) **Cyber-bullying** – Cyber-bullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

Students who engage in unacceptable conduct, including, but not limited to the conduct enumerated above, may be subject to disciplinary action. Such disciplinary action may include, but is not limited to, a parent conference, loss of privileges to participate in school events and activities, restitution, in-school suspension, out-of-school suspension, expulsion, and/or other interventions.

The school reserves the right to determine the appropriate consequence based on the relevant facts and circumstances. However, the consequences for misbehavior are designed to be fair, firm, and consistent for all students. Minor misbehaviors are dealt with by classroom teachers, bus drivers, counselors, administration, and other appropriate staff members.

Definitions

- **Parent conference** - A meeting with both the parent(s) and student(s) in which a plan is discussed to resolve any disciplinary issues and introduce any plan to assist this student in succeeding at Faithful Shepherd.
- **Restitution**- A student could choose to fix a problem or mistake, or to set things right. Restitution may be done instead of a consequence or along with a consequence.
- **Mediation**- Bringing two parties involved in a conflict together to settle the dispute.
- **In-school suspension**- Student is removed from the rest of the student body for the entire day and will be allowed to complete school work during the school day. Students will be responsible for any work/test that was given on the day missed and must turn in school work the following school day.
- **Out-of-school suspension**-An action taken by school administrators under the school's discipline policy, which prohibits a pupil from attending school for a period of no more than ten school days. The suspension period may be extended by an additional five days with a parent conference. A re-entry conference must occur before the pupil returns to school. This conference will include the pupil and his/her parent/guardian and any administrator deemed necessary.
- **Expulsion**- An action taken by the school board and administration to prohibit an enrolled student from further attendance during the current school year.

Bullying

Bullying/cyber-bullying can occur on or off school property (i.e. school building, school grounds, bus stop, on a bus, etc.) or any school-related function, school-sponsored activity, event, or trip. If bullying occurs off school property and impacts the educational process, it should be reported to any member of the school's staff.

Any person who believes he or she has been the victim of bullying, or any person with knowledge or belief of conduct that may constitute bullying, shall immediately report such conduct to a staff member. Reports of bullying can be made verbally or in writing.

The school will take all reports of bullying seriously and conduct an immediate investigation. The school will determine the appropriate disciplinary action based on the results of its investigation.

All staff and volunteers who have witnessed or are aware of any instance of bullying or retaliation must report it to the school's administration. Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying.

Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

Faithful Shepherd respects the privacy of the reporter, the victim, the individual against whom the report is filed, and the witnesses as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

Filing a false accusation of bullying is prohibited.

Retaliation against a victim, witness, or a person who makes a good faith report of bullying, or who provides information during an investigation of bullying, is prohibited.

HEALTH AND SAFETY

Emergency Procedures

Lock down/safe place drills, fire drills, and severe weather drills will be conducted on a regular basis as required by law. An emergency procedures handbook at the doorway in each classroom delineates specific procedures for emergencies.



Emergency Information

Parents/guardians must complete an emergency card for each student at the beginning of each school year. If any changes occur during the school year, it is the responsibility of the parent or guardian to notify the school in writing.

In case of the serious injury or illness of a student in school, the following steps will be taken immediately:

1. The school nurse will be summoned
2. EMS (Emergency Medical Services, 911) will be called, if deemed necessary
3. The student's parent, guardian or designated emergency contact will be called. If none of these can be reached, school staff will make whatever arrangements are necessary for the health of the student.

Immunizations

To enroll in school in Minnesota, parents/guardians must show that their child has received the required immunizations for their age. Alternately, parents may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent or guardian and notarized. This information must be on file with the school nurse before the first day of school.

Health/Medical Records

Minnesota state law mandates that parents/guardians provide accurate, current health and medical information for each of their enrolled students. To help ensure a learning environment free from conditions that may pose a health hazard, parents/guardians are asked to notify the school of any known health conditions affecting their students: allergies, asthma, seizure disorder, etc.

School medical records contain:

- Emergency information
- Selected physical, health, and sensory data
- School health screening test results
- Physical examination reports
- Immunizations and medications



Vision and Hearing Screening

The school nurses perform routine vision and hearing screenings per MDH guidelines. These include vision screening in grades 1, 3, 5 and 7, and hearing screening in grades 2 and 4; plus kindergarten vision and hearing screening as time allows. They will also check any student's vision or hearing upon parent or teacher request. Parents may opt out of any screening for their child by contacting the school nurse.

Medications

Prescription and nonprescription medications will be kept in the nurse's office and dispensed by the school nurse, or, in the event of her absence, trained staff member. Written parent authorization is required for all medication given at school. A licensed prescriber's signature is also required for any medication given for longer than two weeks, and for all controlled medications. Medication must be sent to school in a current, labeled prescription bottle or in the original over-the-counter container. Questions about inhalers, Epipens and insulin should be directed to the school nurses.

Blood-Borne Pathogens

Any student with a disease transmitted by a blood-borne pathogen shall not be excluded from attending school for reason of infection, unless their presence poses a threat to their health or that of others.

- Faithful Shepherd administration and staff shall protect the privacy rights of children infected with blood-borne pathogens and take precautions to maintain confidentiality with regard to the student's records. Knowledge of the child's medical condition shall be confined to those persons with a direct need to know: principal, school nurse, Canonical Administrator, teachers, and staff in direct contact with the student.
- Children thought to be at risk to themselves or others in the school setting should be evaluated on a case-by-case basis.

In the event that a child's presence poses a threat to their own health or that of others, there shall be a consultation with or among the student's physician, the student's parent(s) or legal guardian(s), the appropriate school administrators and the Canonical Administrator. Only after such consultation, may the administrator make a decision to exclude a student.

If a student with an infectious condition which is communicable through blood-borne pathogens is not permitted to attend classes or participate in school activities with other students, the child's teachers, principal and parent(s) or legal guardian(s) in cooperation with medical personnel shall ensure that the student receives an appropriate alternative education.

In implementing this policy, Faithful Shepherd Catholic School will comply with all OSHA recommendations. Parents/guardians are asked to notify the school if their child is infected with a disease transmitted by a blood-borne pathogen.

Life Threatening Allergies

Faithful Shepherd Catholic School recognizes that a severe allergy can result in a life-threatening emergency. Faithful Shepherd staff will maintain medically accurate and evidence-based, system-wide procedures for preventing and responding to allergic reactions. In addition, for any student whose parent or guardian and physician have notified the school in writing that the student has a potentially life-threatening allergy, an Individualized Health Plan (IHP) may be developed by the school nurse, staff and parents of the allergic student to prevent reactions while at school or school activities. This team shall periodically review the IHP to determine any changes to be made.

Adopted 5-1-00 Revised 4-4-06 Revised 6-3-14

SCHOOL ORGANIZATIONS

Board of Directors

The Board of Directors serves as the governing body for Faithful Shepherd Catholic School. The formation, duties, and responsibilities are in



accordance to the Bylaws of Faithful Shepherd Catholic School and include responsibility for the Catholicity of the school, spiritual formation, long range planning, fiscal development, and policy approval. Each parish appoints two board members for a three-year term. See the FSCS website for a list of the current board members.

Home and School Association

The Home and School Association's (HSA) primary purpose is to foster Christian fellowship and build relationships between Faithful Shepherd Catholic School, families, and parishes. HSA promotes collaboration among families, school and parish communities; provides volunteer opportunities for parents to support the school; promotes enrichment opportunities for faculty, students and parents; sponsors school and parish community building events; and undertakes fundraising activities.

All parents, guardians and teachers of Faithful Shepherd Catholic School are HSA members. HSA Officers are determined each spring. See the FSCS website for a list of current officers and activities.