

Parent Student Handbook 2011-2012

Mission Statement

Faithful Shepherd Catholic School works in partnership with parents/guardians, students, educators and the parishes of St. John Neumann, St. Peter, and St. Thomas Becket. Faithful Shepherd Catholic School fosters an educational environment based on the Word of God. Enlivened by Catholic values, students are prepared to flourish spiritually, intellectually, physically, and personally. Faithful Shepherd Catholic School strives to inspire life-long learners and respectful, responsible Catholic participants in the greater community.

Philosophy

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

- Enable children to grow in their Catholic faith and in relationship to Jesus Christ in a positive, nurturing environment where Catholic values are taught and modeled.
- Provide academic excellence with a strong foundation in basic skills while respecting the needs and abilities of each child.
- Motivate students to reach their fullest potential and to become life-long learners.
- Help students to develop a healthy self-esteem and to become respectful, honest, and compassionate people.
- Respect the dignity of each individual in an atmosphere that celebrates God's gift of life and of diversity in all people.
- Encourage each child to develop a sense of responsibility for peace and justice by giving witness to their faith through acts of service to others.
- Fosters a partnership for education between parents/guardians, students, staff, parishes, and community.
- Encourage children and their families to build a strong relationship with their parish community through faithful attendance at Sunday Mass and active participation in other aspects of parish life.

Non-Discrimination Policies

Faithful Shepherd Catholic School is in compliance with Title IX of the Education Amendments of 1972 to the extent that no person shall on the basis of gender, race, or national origin, be excluded from participation in or denied the benefits of, nor be subjected to discrimination under any educational program or activity, nor shall there be discrimination by gender, race, or national origin in the employment of personnel.

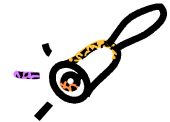
SCHOOL PROCEDURES

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. There are limited office hours during the months of June, July and August.

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 first morning bell at 7:55 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. 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 who arrive before 7:45 a.m. or who stay after 2:45 p.m. on a consistent basis will be sent to 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 7:30a.m. to 3:30p.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 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 Egan Police.
- Students who wish to bike to school are to park and lock their bikes in the bike racks located in the front of the school building. Bikers will not be dismissed until after front carpool is completed. Students riding their bikes will wait at the front entrance for dismissal.

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 Principal. Tardies and Absences for such reasons as camping, vacations, non-school activities, or visiting are discouraged and are considered to be **unexcused** absences. All absences and tardies will be notated on the report cards and student files. Late night activities that cause a student to be tardy or absent the following day are also discouraged and are unexcused. Students are marked tardy if they are not in the classroom when the 8:00 a.m. bell rings, regardless if the reason is excused or unexcused. Students who are tardy must first report to the school office to receive a class admission pass. The office personnel will mark the student's attendance record accordingly.



Parents are requested to call or email the school by 8:30 a.m. on each day a student will be absent or tardy from school. Tardies and Absences should be reported on the attendance line at 651-406-4740 or via email at schooloffice@fscsmn.org. If parents have not called by 9:00 a.m., school personnel will call to check on the child. Generally, a student who is absent from school will not be 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 process for excusing students from class during the school day is as follows:

- a. Parents are to first communicate in writing to the office the reason, date and time the student will be leaving school. Giving the school as much prior notice as possible would be appreciated.
- b. When the parent arrives at the school office to sign the student out, office personnel will then call the student to the office.
- c. If the student is to return to school that same day, parents are to sign them in to the school office, and the student's attendance record will be adjusted accordingly. Parents are asked to not walk their children to the classrooms to avoid disruptions.
- d. Appointments lasting longer than two hours will equal a half-day absence on the student's attendance record.
- e. Please include both the office (schooloffice@fscsmn.org) and the classroom teacher when making transportation changes via email.

FSCS Excessive Unexcused Absence and Tardiness Procedures

1. **Compulsory Instruction** – MN Statute 120A.22, Compulsory Instruction, provides that: "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) the FSCS administration will take one or more of the following steps:
 - a. Review of notes from home and reasons for the tardy/absence
 - b. Determination of a pattern of tardies/absences
 - c. Letter to home expressing concern over tardies/absences (after 10 or more unexcused tardies/absences)
 - d. Requesting a note from the family doctor to justify excessive tardies/absences for medical reasons
 - e. A conference with parents to review the problem and outline corrective action
 - f. A letter sent to parents following the conference documenting the discussion of the problem and the corrective action needed

At 15 unexcused tardies/absences, the Principal will determine if Social Services needs to be contacted. Failure to correct the problem may result in dismissal from the school.

Make-up Work for Absences

Teachers will not be responsible for sending homework home the first day of an absence. Students will get missed assignments 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 set reasonable limits regarding time allowed to complete missed assignments.



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 up them up at the teacher's direction.**

Illness During the School Day

A registered nurse is available to give temporary care for students who become ill during the school day. 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 student in the school office.

There is no provision for supervision of students who cannot go out for recess. If your child is not well enough to go outside, it probably would be best to keep him/her at home.

School Closing

Faithful Shepherd Catholic School will be closed whenever the public school district, ISD 196 (Rosemount, Apple Valley, Eagan) is closed due to severe weather conditions. All after school activities will also be cancelled in the event school does close. School closures will be posted to the FSCS website and Facebook page, and local news channels.

In the event of an early dismissal, parents are responsible for arranging alternative care for children. The YMCA School Aged Care (SAC) will be closed when FSCS is closed due to severe weather and/or emergencies.

In the case of delayed starts due to weather conditions, parents are asked to bring their children to school 15 minutes before the opening. There will be no provision for 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 unless instructed by Administration. Students are not kept inside for insufficient winter clothing.

Celebrations

Due to the increased number of children with various allergy restrictions and in accordance with the District 196 celebration policy, birthday treats and trinkets will NOT be allowed in the school. Parents are asked to not to bring fast food, birthday treats, trinkets, balloons, flowers or other items to the cafeteria at lunchtime. Birthday celebrations will be limited to the classrooms and decorating of students' lockers will not be permitted. To avoid hurt feelings, Invitations to private parties being held outside of school are NOT to be distributed at school.

For each Holiday classroom party, up to three parents may be asked by the teachers/classroom rep to arrange treats and/or help coordinate age-appropriate activities.

Admission of Students

Students will be admitted according to the policies set by the Board of Directors.

Students entering kindergarten must be five years old on or before September 1. First graders must be six years old by the first of September of the calendar year in which they intend to enroll and have attended kindergarten.

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 unless 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

Non-Custodial Parents

In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. Upon request, parent conferences will be scheduled for the non-custodial parent. Non-custodial parents who wish to receive school mailings and announcements are asked to contact the school office to provide the appropriate mailing information.

Partnership with Parents

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

- Check website/Facebook regularly for updates/news
- Review school newsletters and other communications
- 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 the Parent-Student Handbook as well as other appropriate Board and/or Archdiocesan policies
- Work closely with their child's teachers by maintaining good lines of communication

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
- Parent/Guardian, student, and teacher conferences
- Telecommunications (i.e. voice mail, phone calls, e-mail)
- Activities Handbook/Newsletters

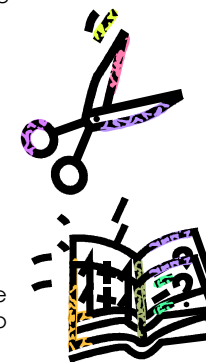


As part of the communication process, a school newsletter is published and emailed to you each week. If you do not have email access and would like to receive a hard copy each Wednesday, please inform the school office in writing.

Parents who have complaints or issues of concern are asked to address those issues promptly and directly with the person involved. Discussion and gossip with persons who cannot resolve the issue are destructive to the Catholic school community and are in direct conflict with the values being taught and modeled for the students.

Report Cards/Progress Reports/Conferences

Faithful Shepherd values communication with you, our partners in education. Frequent progress on I Can assessments is sent home with students in grades K-3. Student progress in grades 4-8 is monitored through the Parent portal. (Passwords are distributed at Back to School Night.) Progress reports and goal setting conferences with parents are held during the fall of each school year. Optional parent conferences are offered in the spring of the year. 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 your child at the end of each trimester. Additional communication is encouraged with your child's teacher, but because instructional time belongs to your children, please do not attempt to conference with a teacher without an appointment. Teachers are not free for unplanned conferences/conversations during the school day. To ensure quality time with the teacher, it is always best to make an appointment. Communication from the teacher (email or voicemail) will be returned within 48 hours of receiving the initial message.



Testing

Students are assessed through the Iowa Test of Basic Skills (ITBS) and the Cognitive Abilities Test (COGAT). Students in grades three through eight are tested annually. Results of these tests are used by the school in evaluating and planning curriculum. Individual student results will be reported to parents.

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 doing volunteer work at school.

For safety reasons, Archdiocesan policy requires all schools to conduct a background check, VIRTUS training, and signed Code of Conduct form for all volunteers who have contact with minors. In order to provide all our families with the opportunity to volunteer, all necessary forms will be included with initial registration packets.

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 (Wednesday, 8:15 a.m.) whenever their schedules permit. To ensure the liturgical reverence and environment of the mass, students shall remain seated with their class. Parents are also asked to respect the reverence of the liturgical space by refraining from bringing in beverages and engaging in conversations during mass time.

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 either 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. Academic work completed
3. Level of achievement (grades, standardized achievement test scores)
4. Attendance data
5. Scores on standardized testing
6. Health data (separate records kept in health room)
7. 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 the principal should be made in advance. The principal 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 administrator with a prior court order denying such access.

Visitors/Security

Visitors are asked to enter the building through the Columbia Drive entrance during school hours. For security reasons, all visitors, including parents and volunteers, must check in at the school office upon entering the building to pick up an identification badge.

It is our goal to teach our students responsibility. If you must drop off a forgotten item for your child, please leave it at the school office. The teachers are notified when items are dropped off so that students can pick them up during a break in instruction.

FINANCES

Tuition/Fees

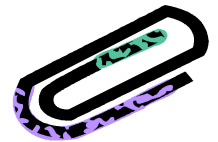
Tuition/Fees for the 2010-2011 school year:

- \$4,685 per student for members of St. John Neumann, St. Peter's, or St. Thomas Becket
- \$6,460 per student for non-members
- \$75 per family registration fee

A \$400 non-refundable tuition deposit per student is required of all students upon notification of admission or readmission. All tuition is collected through FACTS Tuition Management. Families pay tuition by automatic withdrawal from a savings or checking account. All NSF checks will be charged a \$25 fee. All tuition is collected through FACTS Management, therefore, we are unable to accept payments in the business office. All families must have a current FACTS account.

Tuition Assistance

Tuition assistance is available to qualified families. An independent agency determines eligibility based on income, expenses, debt, and other special circumstances. Applications must be made annually and are available upon request. The Family to Family Fund is available to families needing financial assistance to fund field trips or extracurricular activities. Requests should be made to the school office.



Student Withdrawal

The tuition fee for withdrawing students will be the **full tuition rate multiplied by the percentage below:**

Withdrawn before June 30th:	All money will be refunded except non-refundable deposits and fees
Withdrawn between July 1 and August 31st:	20%
Withdrawn anytime during first trimester:	55%
Withdrawn anytime during second trimester:	90%
Withdrawn anytime during third trimester:	100%

Tuition refund/amount due will be determined based on the difference between the calculated tuition fee and the tuition amount paid to date. The school will notify FACTS to terminate or adjust the tuition payment agreement.

STUDENT RESPONSIBILITIES

Dress Code

The uniform at Faithful Shepherd Catholic School reflects the seriousness and 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 "out of uniform" or "StarWear" days:

- Short shorts/short skirts (must be to the top of knees or longer)
- Mesh or sheer (see-through) clothing or clothing exposing the midriff area
- Clothing with inappropriate words or symbols. This includes writing on the back side of pants or shorts.
- Sandals, clogs, open-toe or open-heel shoes (including Croc-type footwear) or shoes with wheels
- Ripped/torn clothing
- Hats, caps, scarves, bandanas, kerchiefs, winter headbands or sunglasses in school building (unless needed for medical reasons)
- Low riding or hip hugging pants
- Excessive or inappropriate jewelry including rings, bracelets, necklaces, and earrings
- Low-cut or Spaghetti strap shirts

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

Tasteful, minimal make-up for girls in grades 6-8 is permitted.

Students in violation of the FSCS dress code could receive a Dress Code Warning from any teacher/staff member. These are to be signed by a parent/guardian and returned to the teacher.

Uniforms

All students are expected to be in uniform during the school day, except for designated out of uniform or StarWear days. All uniform items should be neat and clean and fit properly. To ensure a consistent look among students at Faithful Shepherd, all uniform items are to be purchased at the designated uniform supplier – Donald's Apparel and Uniforms. The school logo may be embroidered on polo shirts, sweaters and sweatshirts at an additional cost. Clothing can be ordered online at: www.donaldsuniform.com

Boy's 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 or hunter green knit golf shirt, short or long sleeve; no banded waist
- 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

Socks:

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



Shoes for Boys and Girls

Shoes worn with uniforms must be functional and neat. Sandals, clogs, clunky heels and open-toe or open-heel shoes (including Croc-type footwear) are not allowed. This includes out of uniform and StarWear days. Dress 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

Beginning in October, students will be allowed to wear StarWear on the second Friday of each month for a donation of at least \$1.00. Monies will go to a designated charity. Dress code requirements are always in effect, including StarWear days.

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

Girl's Uniform

K-4 Jumper:

- Red/green plaid (Donald's Jumper style #94 - #66 plaid)
- Jumper length should come to the top of the knee cap

5-8 Skirt:

- Red/green plaid skirt (Donald's Style #34- #66 plaid)
- Split skirt (Donald's Style #40- Plaid #66)
- Skirt length is to be to the top of the knee

Shirt:

- K-8 Tailored white blouse, long or short sleeve with collar
- 5-8 Oxford, button-down dress shirt with collar, short or long sleeve
- White or hunter green knit golf shirt, short or long sleeve, no banded waist
- Shirt 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
- 5-8 Capris are permitted
- Pants must fit properly. Baggy, cargo, carpenter style, pajama pants or hip hugging 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 need to be worn under jumpers and/or skirts
- No short shorts allowed- Length should be to the top of the knee

Sweater:

- Red or navy pullover or cardigan sweater

Sweatshirt:

- Red or navy plain or school sweatshirt

Socks:

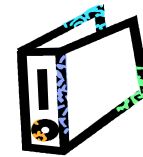
- Knee-high's, anklets, or tights, white/navy leggings in solid color coordinating socks or Donald's matching plaid ruffle socks. Socks must be worn with shoes.

Gum and Candy

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

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.



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 will be donated or discarded.

Personal Possessions

Cell phones, MP3 players, radios, CD players, tape players, headphones, laser pencil pointers, pagers, electronic games, walkie-talkies, laptop computers, electronic schedulers, and toys of any kind do not enhance the educational environment and are not to be brought to school. Items of this nature that are found will be held in the office and require parents to pick them up. FSCS cannot assume responsibility for loss/damage to personal possessions.

School Supplies

Parents/Guardians will provide school supplies for their child(ren). A list of needed supplies will be provided for each grade level and is posted on the school website. If parents cannot provide supplies due to financial reasons, please contact the school principal.

Phone Access

Students will not have access to phones during the school day except for emergencies. Students may not call home to make arrangements to go home with a friend; nor will they be permitted to call home for any forgotten items, including lunch or homework.

Please assist us in teaching children to be responsible by not bringing forgotten items to school. That action may communicate to children that they don't have to think for themselves and that parents will come to their rescue when they forget. Invaluable life lessons are learned when children deal with the consequences of their actions.

Library

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

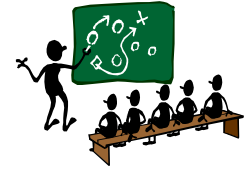
- Materials may be checked out for a period of two weeks. Students may keep an item for an additional two weeks by bringing it to the library to be renewed.
- Students will be informed if an item is one week past due.
- Parents will be notified in writing if an item is two weeks past due.
- A bill covering the cost will be issued for any item overdue more than three weeks.
- Additional material may not be checked out if a student has an overdue notice.
- Replacement costs will be imposed for damaged material. Students are responsible for inspecting material prior to check out.

School Discipline

Since the Gospel spirit is one of peace and understanding, students are expected to exhibit Christian behavior consistent with their age and maturity level at all times. A school rooted in love, patience and respect must explore ways to deepen its students' concern for others. The principal and faculty are to encourage students in self-discipline by word and example. Responsible behavior on the part of all students is required.

As members of the Faithful Shepherd Catholic School community, parents and students agree to comply with the policies and regulations of the school. The school reserves the right to dismiss any student whose conduct or effort is unsatisfactory.

The staff is committed to establishing a school atmosphere permeated by gospel values and a spirit of mutual respect, order, responsibility, and self-discipline.



With every right there is a corresponding responsibility; it is the responsibility of every student to respect the rights of all involved in the educational process and to refrain from any behaviors that interfere with the education of other students including bullying and intimidation. Bullying or intimidation may take many forms and includes, but is not limited to, electronic forms and forms involving internet use. Faithful Shepherd Catholic School provides classroom management systems designed to maintain an environment conducive to learning and to assist each student in growing in the image and likeness of Christ.

Students at Faithful Shepherd Catholic School are expected to:

- Maintain an overall atmosphere conducive to learning.
- Refrain from interfering with the rights of others.
- Obey all reasonable requests from school staff and other supervising adults.
- Refrain from the use of 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.
- Respect school property and the personal property of staff and students.
- 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, toy weapons, or any kind of dangerous items or weapons.
- Refrain from harassment in any form, including electronic modalities (i.e. email, Instant Messaging, and Message Boards)

In accordance with school policies, certain behaviors may result in suspension or expulsion. These may include but are not limited to:

- Conduct endangering the safety and property of others.
- Consistent violations of school rules and policies.
- Behavior that interferes with the learning of other students.

The disciplinary action to be taken for possession of a weapon or look-alike weapon will depend on the circumstances of the event, the grade level of the student, and the type of offense, according to the table below. Suspension or expulsion will occur as deemed appropriate by the principal.

Grade Level	1 st Offense	2 nd Offense	3 rd Offense
K-5 Look -Alike	Up to 3 days suspension	Up to 5 days suspension	Expulsion
K-5 Weapon	Up to 5 days suspension	Expulsion	
6-8 Look-Alike	Up to 5 days suspension	Expulsion	
6-8 Weapon	Expulsion		

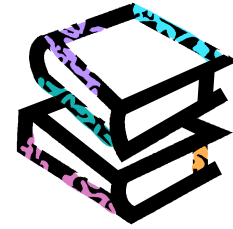
Homework

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

1. To reinforce concepts and skills that have been 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 your child/ren's teacher.

It is helpful for students to be provided with 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.



Grading Scale

Faithful Shepherd Catholic School utilizes different academic grading scales designed for age appropriate reporting. Grading codes are as follows:

Kindergarten

- C - Consistently
- M - Most of the time
- P - Part/Some of the time
- N- Needs More Practice
- N/A - Not Assessed

Grades 1-3

- S - Strong Performance
- M - Meets Expectations
- N- Needs More Practice

Grades 4-5 Grade 4

- A= 93-100 - Consistently demonstrates strong performance
- B= 86-92 - Frequently demonstrates strong performance
- C=76-85 - Meets expectations
- D=65-75 - Working below expectations
- F =Below 65 - Demonstrates poor performance; 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	83
C	2.0	79
C-	1.7	76
D+	1.3	73
D	1.0	68
D-	0.7	65
F	0.4	64

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, UMTYMP, Online High School Classes

See the enrichment tab on the website for teachers and 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 will give approval and sanction arrangements for all school field trips.

Parents/Guardians will be notified in advance of scheduled trips. Parents are responsible for 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 whose general behavior does not merit participation may be excluded from these events.

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 our school website.

Whenever possible, field trip participants travel by bus. Should it be 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 before and after-school extended day program available at an additional cost to all Faithful Shepherd Catholic School students in grades K-8. If there are sufficient student numbers to sustain the morning program, it will run from 6:30 a.m. until the start of school (a decision on the morning program will be made mid-August). The afternoon program will run from the end of school 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.) then the extended care 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 Joyce Ponthan, District 196 Transportation at (651) 423-7891.

If parents have a specific issue regarding discipline/behavior or any other point of concern, they should contact District 196 (Randy Dukek), 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. A lunch menu is sent home monthly. The cost of milk is \$.55; the cost of lunch for K-8 is \$3.05, which includes milk. Middle School (6-8) students have the option to purchase a premium lunch for \$3.55, which includes milk.

Lunch at school is part of the total learning situation and as such, good conduct is to be expected. Table manners and other lunchroom conduct are discussed as a regular part of respecting others, being responsible and acting safely. Parents are asked to NOT bring in fast food to the lunchroom.



Lunchroom Behavior

Appropriate lunchroom behavior does include:

- No running in the Cafeteria
- No saving seats for friends
- Stay seated during the entire lunch period until dismissed by teacher/adult
- Indoor voices
- Clean up after yourself, i.e., dispose of all trash
- Respectful of adult volunteers/lunchroom staff

School Pictures

Individual student pictures are taken each fall. Notification will be given in advance of the photography session.



Yearbook

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. 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 are expected to be successful academically, according to their abilities, and to 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 those student athletes in need of after school supervision. A flat fee for study hall is charged per sport.

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.

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

An emergency card for each student is sent home at the beginning of each year to be filled in and signed by the parent/guardian. All students must have current emergency information on file at school. If changes occur during the year, it is the responsibility of the parent or guardian to notify the school in written form.

In the event of a medical emergency, paramedics or other response team will be called as deemed appropriate by the school nurse or administrator and the student's parent or guardian will be notified immediately.

Health/Medical Records

Minnesota state law mandates that parents/guardians provide accurate, current health and medical information for each of their enrolled students. Students must be up to date on all state required immunizations. 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 and all known health conditions affecting their students including allergies, asthma, diabetes, epilepsy, and infectious diseases.

School medical records contain:

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



Health Screening



The school nurse will conduct routine vision and hearing examinations for students of Faithful Shepherd Catholic School.

Medications

Prescription and nonprescription medications will be kept in the nurse's office and dispensed by the school nurse. All prescription bottles must be labeled by the pharmacy. Medication will be dispensed according to the written instructions of a physician. Cough drops are to be brought to the school nurse for distribution.

Blood-borne Pathogens

Any student with a disease transmitted by a blood-borne pathogen (i.e., AIDS, Hepatitis B or C) will be permitted to attend all classes and school functions as long as that student is not putting himself/herself or others at a health risk.

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.

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 approval of policies. Each parish appoints two board members for a two-year term. See the FSCS website for a list of the current board members.



The Board of Directors approves all policies governing Faithful Shepherd Catholic School. A copy of the complete policy manual is available for review in the school office.

Home and School Association

The Home and School Association's primary purpose is to foster Christian fellowship and build relationships between Faithful Shepherd Catholic School, families, and parishes. The association sponsors social and educational events for families and special programs for students, faculty, and parents. In addition, the Home and School Association provides volunteer support and helps to coordinate the annual fund raising activities.



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

FACILITIES USE POLICIES

The Tri-Parish Center committee is responsible for policies governing the use of the facilities. All non-school sponsored activities are subject to FSCS-TPC fees and requirements.