

# Kindergarten – Grade 8

## ***FAMILY HANDBOOK*** ***2011-2012***

8201 Main St.  
Chanhassen, MN 55317  
952-934-6003  
952-906-1229  
[www.sthubert.org](http://www.sthubert.org)

## **INTRODUCTION TO PARENTS**

Welcome to St. Hubert School! We look forward to working with you and your child/ren in providing a quality Catholic education.

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

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

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

## **SCHOOL ACCREDITATION**

The Minnesota Non-public School Accrediting Association accredits St. Hubert School. Annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation on the part of staff. St. Hubert School had an onsite visit in October 2009 as part of the accreditation renewal process.

## **MISSION STATEMENT**

The Mission of St. Hubert School is to teach as Jesus did within the context of the teachings of the Catholic Church. As such, our mission is to educate the whole child. In a Preschool through eighth grade Catholic setting, teachers, students, staff and parents work together to build an all-inclusive education and a spiritual foundation that will last a lifetime.

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

## **PHILOSOPHY**

The purpose of St. Hubert School is to provide students with the tools and knowledge that will allow them to continue toward Christian adulthood. Each child will be provided with the curriculum, social interaction and worship opportunities.

These areas include...

### **WORSHIP**

We believe in...

- ◆ Experiencing prayer, including private, communal, and liturgical prayer
- ◆ Encouraging students to participate in preparing liturgies that are student-centered
- ◆ Fostering an enthusiasm for worship in each student
- ◆ Educating each student on the Church traditions, the sacraments, and elements of the Mass

### **ACADEMICS**

We believe in...

- ◆ Creating lifelong learners by providing students with the skills and knowledge base necessary so that students may continue to confidently discover new things.
- ◆ Promoting competence, self-confidence and a sense of responsibility and respect so that students can respond to life situations.

### **SERVICE**

We believe in...

- ◆ Providing opportunities to serve others.
- ◆ Fostering a sense of ongoing, personal commitment to service.
- ◆ Modeling and practicing an attitude toward service as exemplified by Jesus Christ.

### **COMMUNITY**

We believe in...

- ◆ Peace and justice being evident in all we do.
- ◆ Fostering a sense of ongoing, personal commitment to service.
- ◆ Modeling and practicing an attitude toward service as exemplified by Jesus Christ.

### **MESSAGE**

We believe in...

- ◆ Teaching Scripture and tradition as a way of life.
- ◆ Teaching the tenets of the Catholic faith and the Catholic view on moral issues of the day.
- ◆ Teachers, staff, volunteers and parents establishing themselves as Christian role models.

## **ACADEMIC PHILOSOPHIES**

**Religion:** We believe the foundation of religion is the conviction that God is always present in our daily lives. Children will become aware of their responsibility to themselves, to each other and the world around them through the teachings of Jesus Christ, taught through doctrine, tradition, scripture and prayer.

**Spanish:** We believe that through the study of another language and culture, students will gain a better understanding of the world and their relationship to the world.

**Science:** We believe the science program will develop the child's willingness and ability to investigate, understand and explain their biological, physical, chemical and technological world.

**Computer Literacy:** We believe the computer literacy program will develop the child's eagerness to learn with today's technology. Children will use computers to learn, review, research and as tools for presenting material.

**Art:** We believe that art is a creative experience, art is a skill development, and art is knowledge of subject matter. These components are best delivered using learning experiences that are student-centered, discipline based, and structured sequentially from simple to complex according to learner outcomes.

**Language Arts:** We believe that the goal of a language arts program is to create effective communicators. Using the interrelated processes of reading, writing, speaking and listening, students will learn to comprehend and communicate with confidence, clarity, creativity, and competence.

**Physical Education:** We believe the physical education program consists of activities and experiences designed to develop the health, safety, physical, and social skills of all students, while providing positive self- concepts for life.

**Math:** We believe the math program will provide resources and instruction for the individual needs. Students will be able to apply math concepts to life situations.

**Music:** We believe the music program is a resource to develop each student's creativity and self-confidence through the study of theory, practice and performance.

**Social Studies:** We believe the social studies program will create responsible citizens, who are accepting of cultural diversity in our global society. Through understanding the past and the present, students will be able to meet the challenge of their future.

## **TIER GROUPING PHILOSOPHY**

St. Hubert School offers students in grades kindergarten through sixth tier grouping in math and reading. The purpose of providing tier opportunities for learning is to best fit the needs of each individual student.

It is our philosophy that grouping alone does not lead to achievement. The instruction of each group needs to be combined with curricula that have been adjusted based on students' learning styles, interests and abilities. Two curricular practices, modification and differentiation, are implemented to meet the needs of all of our diverse learners.

It is our goal to provide four or five different groups per grade level for reading and math. Our tier grouping arrangement will provide the opportunity to modify the curriculum for a group of students that need extra assistance. This grouping arrangement also provides the opportunity to modify the curriculum for a group of students that have been identified as higher level learners in math and/or reading. Adjustments will be made through differentiation and modification in groups as needed for growth for all students.

Placement of students in tier groups will be based on specific criteria which may include: posttests from previous grade, curriculum based pretests, standardized test scores, classroom performance and teacher recommendations. Adjustments may be made if test scores and teacher recommendation indicate need for change.

## **ST. HUBERT SCHOOL ADVISORY BOARD**

The mission of the School Advisory Committee is to create an environment that enables the parents and faculty of the St. Hubert community to provide a sound, quality education in a Catholic setting for students in grades K-8.

The purpose of the School Advisory Committee is:

- To advise and support school administrators on broad issues that impact students, parents or faculty
- To review and evaluate policies and potential policies brought to the School Advisory Committee by school administration
- To establish long and short term goals and objectives for St. Hubert School

The advisory committee consists of 9 at-large members, the Pastor, President, Principal, Assistant Principal, Athletic Director and a parish council representative. The length of the membership term for at-large School Advisory Committee members is three years.

Prospective new school advisory committee members are recruited through the weekly electronic school bulletin. Letters of interest are addressed to the executive committee of school advisory board (SAC Chairperson, School President and School Principal). A slate of three candidates is put forth at the May or June meeting. Current members must approve of the slate of three new members.

### **2011-2012 St. Hubert School Advisory Committee Members**

Father Rolf Tollefson, Pastor  
Paul Rothstein, Chairperson  
Gordon Medeiros, Chairperson  
Mary Roles, School Principal  
Brian Cruikshank, Parish Council Representative  
Cammy Enck, Vice Chairperson  
Colleen Hannigan, Director of Technology  
Phil Singewald, Secretary, Athletic Director  
Scott Wosje, Hornet Club Representative  
Jennifer Perrill, PTO Representative

#### **At-Large Members**

Lisa Rickman	Todd Michels	Cara Galioto
Susan Frommelt	Mike Hidding	Marilou Olson

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## **Staff Directory**

### **Administration**

Pastor .....	Father Rolf Tollefson
Associate Pastor .....	Father Paul Kubista
Principal .....	Mary Roles
Dean of Students .....	Phil Singewald
Administrative Assistants .....	Cheryl Elenz Terry Schabel
Volunteer Coordinator .....	Katie Hodges
Office Manager .....	Brenda Westland
Technology Director .....	Colleen Hannigan

### **Teachers**

Preschool .....	RuthAnn Scharf Jennifer Veum
Kindergarten .....	Callie Goehring Nicole Kulbaba Christie Simatic Mary Thomas
First Grade .....	Mary Ann Noziska Teri Spratt Amy Rogers
Second Grade .....	Danielle Arnold Bruce Ehalt Ann Singewald
Third Grade .....	Angie Fuhrman Jill Kunze Erin Offerdahl
Fourth Grade .....	Ann Kandiko Barb Meinert Evelyn Mustanski
Fifth/Sixth Grade .....	Lane Bendzick Zach Faricy Sara Hesse Mary Knauff Amy Loney Julie Pint
Seventh/Eighth Grade .....	Paul Berry Cindy Petersen Meg Schneeman Mollie Johnson Mary Yazvec Scott Zaske

## Specialists

Art .....	Barb Loiselle
Band .....	Amy Meenk
Library .....	Connie Klingelhutz
Music K-4 .....	Sharon Schindler
Music 5-8/Choir .....	Diane Fornshell
Health/Physical Education .....	Mark Agnew
Physical Education .....	Mark Schuh
Spanish K-4 .....	Bridget Whalen
Spanish 5-8 .....	Denise Garcia
Technology .....	LuAnn Berg
Reading/Language Arts .....	Jan Ebel
Learning Specialist .....	Jeanne Engwall
Science/Math .....	Sandy Schmall

## Support Staff

Athletic Director .....	Phil Singewald
School Counselors .....	Kesney McCarthy Steve Kahn
SACC Director .....	Robyn Winneroski
Food Service .....	Yuliya Yakovleva
Nurses .....	Lawana Ananda
Paraprofessionals .....	Lisa Kupcho Mary Maeser Ann Zimprich Janice Gammon

## **School Office Hours**

Monday-Friday 8:00 AM - 4:30 PM

## **Building Schedule**

SACC Opens	6:45 AM
Study Hall Opens	7:45 AM
Band/Choir	8:00 AM
Students enter building	8:45 AM
K-8 begins school	9:00 AM
Lunch served	11:00 AM – 1:40 PM
K-8 Dismissal	3:50 PM
SACC Closes	6:00 PM

## **Contact Information**

School Office 952-934-6003

School FAX 952-906-1229

SACC/Preschool 952-374-5069

**Attendance Line \*** 952-374-5050  
**Attendance E-mail \*** [attendance@sthubert.org](mailto:attendance@sthubert.org)  
(\*For reporting late arrivals, early dismissals and absences)

Address 8201 Main St.  
Chanhassen, MN 55317

Website [www.sthubert.org](http://www.sthubert.org)

## **HOURS**

- Doors open with the 8:45 a.m. bell
- St Hubert School begins with the 9:00 bell.
- Half Day Kindergarten is dismissed at 11:40.
- Dismissal bell rings at:
- 3:44 – 2<sup>nd</sup> Car Riders
- 3:48 – 1<sup>st</sup> Car Riders
- 3:50 – Bus Riders

These times are approximate and dependent upon fluency of the dismissal procedure

## **ADMISSIONS AND REGISTRATION**

### **ADMISSIONS POLICY**

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

No child(ren) will be denied attendance or enrollment at St. Hubert School due to the inability to pay tuition. St. Hubert School has financial aid available. The Scholarship Fund is completely funded by individuals who have donated monies for the tuition of students outside their families. St. Hubert School uses TADS to help determine financial aid needs. Preference is given to those who have attended St. Hubert School for at least a year, are active volunteers at St. Hubert School, are experiencing a financial hardship and have a definite financial need.

### **Kindergarten**

Children will not be considered for Kindergarten unless the child is five before **September 1<sup>st</sup>** of the year in which they are to begin Kindergarten.

The Kindergarten teachers assess each incoming student for emotional, social and academic readiness in the fall.

### **REGISTRATION**

Student registration occurs in late January or early February each year. Registration is first open to current St. Hubert School families (Preschool – 8). Priority is then given to Kindergarten families who have submitted an “Intent to Register” form, other members of the parish, then to families from other Catholic parishes and finally, to all others.

### **WAITING LIST**

A waiting list will be kept for grades that have reached maximum enrollment.

### **TRANSFER STUDENTS**

If you need to transfer your child out of St. Hubert School during the school year, the school **records can only be sent to the new school if our office receives a formal written request from the new school.** *When registering at the new school, request and sign a “transfer of records” form to be sent to St. Hubert.*

## COMMUNICATION

In order to increase the understanding of the school's mission, programs and goals in general, several means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren) including...

- Family handbook
- Middle school handbook
- School electronic bulletin in Sycamore
- Weekly newsletters
- Sycamore – report cards / midterms
- Parent / teacher conferences
- St. Hubert website [www.sthubert.org](http://www.sthubert.org)
- E-mail
- One Call Now phone messaging

### CONFERENCES

Parent/Teacher Conferences are held in November on the Monday and Tuesday before Thanksgiving and in the spring before Spring Break. A parent/guardian and/or teacher may request a special conference at any time as the need arises.

### CONTACTING THE SCHOOL

**The school office hours are 8:00 a.m. to 4:30 p.m.** Before and after these hours voice mail is available for any messages. Someone will contact you as soon as possible. If leaving an e-mail or voice mail for teachers, **please be aware that teachers may not be able to check messages until after students leave for the day.**

Entering classrooms when teachers have left for the day is not permitted. Custodians are asked not to open classroom doors for students or parents who may have forgotten something inside.

### CHANGE OF ADDRESS/EMAIL/PHONE NUMBER

It is important to keep student addresses and phone numbers current for contacting you in case of an emergency or illness involving your child. To make any change in your address, email or phone in Sycamore, follow these steps:

- Log in to Sycamore and scroll down the left side and click on My Sycamore/MySchool.
- On the My Family page, under the General tab, you can update the student's home address/phone number and indicate what information you'd like to exclude in the Online Family Directory. Make sure to click Update in the upper right corner when finished.
- Please continue to make any changes by clicking on the Contacts tab. Click on the name of the parent's information (in blue) you wish to update. You can update parent place of employment, home address, phone numbers (home, work, cell) and email addresses. Again, click Update, but this time located at the bottom of the page in the center.

- Change Student information by clicking on the Students tab and clicking on the student you wish to update. Don't forget to click Update at the bottom.
- Some medical information such as Physician, Dentist and Insurance can be updated by clicking on the Medical tab. Click Update in the upper right.

### **CLOSING/LATE START (emergency or inclement weather)**

In case of emergency or severe weather...

- Listen to WCCO-830 AM radio.
- Watch TV Channels 4,5,9, or 11 for school closing or late start.
- It is the rule that St Hubert is closed if Eastern Carver County School District #112 is closed because of weather conditions.
- No announcement means school is in session.
- One Call Now will be used in case of a closing or late start

### **ELECTRONICS**

iPods, MP3 players, CD players, cell phones, cameras, pagers, hand-held games, and other electronic or audible devices are not permitted during the school day, from 8:45-4:00. Should these items be visible or audible during the school day (including field trips) without special permission, they will be subject to confiscation and a parent will need to pick up the item. St. Hubert School is not responsible for items lost or stolen.

### **GRIEVANCE POLICY**

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

1. The parent/guardian or student (grievant) will meet the teacher (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the Principal (if the grievance involves a teacher) or with a person designated by the pastor (if the grievance involves the school administrator).
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
7. The pastor or his designate will then decide the grievance.
8. The grievance procedure should be completed within 30 days.
9. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process Procedures.

### **“PINK FROM THE PRINCIPAL”**

Occasionally, there will be important information that needs to get out to parents. You will find this information on pink paper from Mary Roles.

### **SCHOOL BULLETIN**

Parents may access the School Bulletin through Sycamore (<https://www.sycamoreeducation.com>). A letter regarding login information is sent home in August packet. School Administration will use their discretion for bulletin articles. The school bulletin will be updated on an as needed basis. Parents are expected to access Sycamore on a daily basis. If you feel it is necessary to respond to an item in the bulletin, please respond to the appropriate individual.

## **ATTENDANCE**

### **REPORTING AN ABSENCE, LATE ARRIVAL OR EARLY DISMISSAL**

Parent/guardian will e-mail or call the school each morning of a student's absence, late arrival or early departure **by 9:00 a.m.** and leave a detailed reason for the child's absence. *It is **mandatory for parents to report any and all of their student's contagious illnesses ie: chicken pox, strep throat, lice, whooping cough, etc.*** Absences or late arrivals not called in or e-mailed will be recorded as **UNEXCUSED.**

**Attendance Direct Line (952) 374-5050 or**

**E-mail [attendance@sthubert.org](mailto:attendance@sthubert.org) before 9:00 a.m.**

When your child needs to arrive late or depart early for any reason, including medical or dental appointments, it is imperative that you leave a message on the **ATTENDANCE LINE BEFORE 9:00 A.M.** When your child arrives late there will be a pass filled out for them in the school office to admit them to class. **Parents must sign their child in at that time. If your child has to be taken out of school during the day, parents must sign them out upon departure and sign them in upon re-arrival.** A pass will be waiting for them in the office to readmit them into class. **Your child will be called from the classroom only when the parents have arrived in the school office and signed their child out. Under no circumstances may the parent pick the child up from the classroom. St. Hubert School prohibits parents from taking their children out of school for lunch. However, if a special situation comes up, permission can be received from administration and the homeroom teacher to do so.** Students will receive a tardy on their record each day they come in late or leave before regular dismissal except for school-sponsored events.

## **ATTENDANCE AND TRUANCY POLICY**

### **I. Philosophy and Purpose**

St. Hubert School believes that regular attendance in school and punctuality are important factors in determining a student's success in school. Students who attend school consistently and are on time develop better socially, establish better communication with their teachers, and acquire important lifetime habits such as dependability, self-sufficiency, and responsibility. Therefore, the purpose of this policy is to encourage regular school attendance and punctuality. It is intended to be positive and not punitive.

### **II. Shared Responsibility**

St. Hubert School recognizes that class attendance is a responsibility shared by the student, parent or guardian, and the school. This policy is intended to involve all parties in promoting regular attendance.

**A. Student's Responsibility** – It is the student's responsibility to:

1. attend all classes everyday that school is in session; and
2. complete missed assignments due to an absence.

**B. Parent or Guardian Responsibility** – It is the responsibility of the parent or guardian to:

1. ensure the student is attending school;
2. inform the school in the event of a student absence by calling the Attendance Line (952- 374-5050)
3. be aware of Attendance and Truancy Policy; and
4. work cooperatively with the school and the student to solve any attendance problems that may arise.
5. leave a detailed message stating reasons for absence.

**C. Teacher's Responsibility** – It is the responsibility of the teacher to:

1. take daily attendance and maintain accurate attendance records
2. be aware of Attendance and Truancy Policy;
3. provide any student who has been absent with any missed assignments upon request;
4. work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

**D. Administrator's Responsibility**–It is the responsibility of the administration to:

1. require students to attend school;
2. be familiar with statutes, policies, and procedures governing attendance and apply them to all students;
3. maintain accurate records on student attendance;
4. inform the student's parent or guardian of the student's attendance and work cooperatively with them and the student to solve attendance problems.

### **III. Attendance Requirements**

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction law, Minn. Stat. 120.101, students are required to attend school every day school is in session, unless the student has a valid excuse for absence.

- A. Excused Absences** – The following reasons shall be sufficient to constitute an excused absence:
1. illness,
  2. serious illness to the student’s immediate family,
  3. a family emergency such as a death in the student’s family or a close friend,
  4. medical or dental treatment,
  5. court appearance occasioned by family or personal action,
  6. physical emergency conditions such as fire, flood, storm, etc.,
  7. removal of a student pursuant to a suspension (Suspensions are to be handled as excused absences, and students will be permitted to complete make-up work.)
  8. other prearranged absences approved by the school administrator.
- B. Unexcused Absences** – Unreported absences and absences reported for reasons such as missing the bus, needing to baby sit, not having clean clothes to wear, or oversleeping are considered unlawful by courts and are unexcused.
- C. Excessive Absences** – A student who misses fifteen or more days per trimester may lose academic credit for that trimester. Exemptions based upon serious family or medical reasons may be made by the principal. A student may be required to attend summer school to fulfill their academic obligation to be promoted to the next grade level.

#### **IV. Truancy**

##### **A. Definitions**

1. Continuing Truant: Minnesota Statute 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statute 120.101 and is absent from instruction in a school, as defined in Minnesota Statute 120.05 without valid excuse within a single school year for:
  - a. three days if the child is in elementary school; or
  - b. three or more class periods on three days if the child is in middle school, junior high school or high school.
2. Habitual Truant:
  - a. An habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school.

##### **B. Reporting Responsibility**

1. Continuing Truant: When a student is initially classified as a continuing truant, Minnesota Statute 260A.03 provides that the school administrator or school counselor shall notify the student’s parents or legal guardian, by first class mail or other reasonable means, of the following:
  - a. that the child is truant;

- b. that the parent or guardian should notify the school if there is a valid excuse for the child's absence;
  - c. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute 127.20;
  - d. that this notification serves as the notification required by Minnesota Statute 127.20;
  - e. that alternative educational programs and services may be available in the school district in which the family resides;
  - f. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
  - g. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under MN Statute Ch. 260.
2. Habitual Truant: The school administrator shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Min. Stat. Ch. 260A.

### **C. Resources and Supportive Services**

The school may cooperate with other community-based agencies and groups to provide a variety of intervention, prevention, and educational services for truant students and their families. Services may include:

- 1. assessment for underlying issues that are contributing to the child's truant behavior;
- 2. individual or family counseling, educational testing, psychological evaluations, tutoring, mentoring, and mediation;
- 3. transition services to integrate the child back into school and to help the child succeed once there;
- 4. culturally sensitive programming and staffing; and increased school response, including in-school suspension, closer attendance monitoring and enforcement, after school study programs, and in-service for teachers and staff.

### **ARRIVAL PROCEDURES**

Parents bringing children to school by car need to weave through the circle beginning at 8:45. All vehicles stop and students exit the vehicle. Children need to leave the vehicle on the passenger side as quickly as possible. Several staff members will be outside greeting students and directing vehicles as to how far to pull up and when to leave.

Buses will drop children off along the curb adjacent to the playground beginning at 8:45.

**With the exception of band and choir members, students will not be allowed to enter the school building before 8:45 AM unless they have made specific arrangements with a teacher or administrator.**

## **DISMISSAL PROCEDURES**

### **Half Day Kindergarten Dismissal Procedures**

Parents picking up their half day kindergarten child need to proceed through the circle area and stay in their vehicle until kindergarten students are brought outside for dismissal. Kindergarten students should enter the vehicle through the passenger side.

### **Kindergarten – 8<sup>th</sup> grade Dismissal**

Students at St. Hubert School are dismissed in three different groups.

**First Car Riders:** Families that do not have bussing transportation available to them free of charge are given an opportunity to have a first car rider parking spot. These parking spots are assigned during the summer and notification of the specific spot occurs with the August mailing. The parking lot is closed to car traffic entering at 3:47, at which time all parents must be in their assigned spot. First Car Riders are dismissed at 3:48. Students walk to their vehicle. When all students are in their vehicle and it is determined to be safe a staff member will motion for the first vehicle to begin leaving. Cars in the lower parking lot leave through the northwest exit and vehicles in the upper parking lot leave through the southwest exit. If a parent is not in the parking lot by 3:47, they need to go to the upper Parish lot, go through the gym/fellowship door and pick up their child in the fellowship hall. If a student is not out to the vehicle before parents are motioned to begin leaving, staff will instruct the student to wait in the circle and the parent will drive to the circle to pick up their child.

**Bus Dismissal:** The first group of busses that are parked along the curb by the playground is called immediately after the 3:50 dismissal bell. When those busses are loaded and first car rider vehicles are out of the parking lot, those busses leave. The next group of busses park diagonally in the parking lot, those busses are called and board students.

**Second Car Rider Dismissal:** Second car riders are students who normally take the bus but will be picked up by their parents for a particular reason. Second car riders are called shortly after the first group of buses is called. Second car rider students will go the northeast side of the fellowship hall. Parents will park in the north parking lot and will walk into the fellowship hall through the north outside entrance between the gym and fellowship hall to pick up their children and escort them to the vehicle. Second car riders will be dismissed at approximately 3:52.

## **CHANGE IN TRANSPORTATION FOR A PARTICULAR DAY**

It is understood that there will be times when students who normally take busses will need to be picked up to make an appointment on time. It is recommended that if it is necessary to pick your child(ren) up early, you should park in the spots that are running along the church and opposite that (facing north and south), come into the school and sign your child out. This absolutely must happen before 3:30, because your vehicle must be out of the parking lot by 3:35.

If it is necessary to change dismissal plans for your child, parents should call the school main office before 2:00 PM – **teachers may not be able to check phone/email messages between 8:30 and 4:00.** While we do our best to communicate this change to the teachers and students, we cannot be responsible if the call comes in after 2:00.

## **STUDENTS IN BUILDING BEFORE AND AFTER SCHOOL**

**Students are not permitted to be in the building before or after school without adult supervision.** If an extra curricular activity begins after 4:00, students must go home or have pre-arranged adult supervision.

## **TAKE YOUR CHILD TO WORK DAY**

It is a parental choice whether to take your child out of school for this day. St. Hubert School strongly recommends parents consider the impact of doing so. It affects the entire class when a good number of students are absent. It is counted as an absence and homework will not be given in advance or sent home with a sibling or friend. The child may get missed work on the following school day. Your child must be in uniform when returning to school.

## **ILLNESS AND HOMEWORK**

Excessive absences often result in poor social and academic performance. **Students are responsible for all missed assignments.** All work missed by students who were absent must be made up as soon as possible after returning to school. **The student is responsible for requesting make-up work after an absence,** preferably before the next time class meets. If you wish to pick up your child's homework or have it sent home with another student, it must be requested at the time the absence is reported to the **Absence Line before 9:00 a.m.** Assignments may not be ready if they are not requested at this time. **Assignments will be available in the office AFTER 4:00 p.m.** All homework requests should be left with the message regarding absence and will be forwarded to the child's homeroom teacher. Last minute requests may not be honored. The number of days needed to get work made-up is at the discretion of the teacher. Previously announced projects and tests must be turned in or taken the date of the student's return unless other arrangements have been made.

## **FAMILY VACATIONS AND HOMEWORK**

**Vacations are strongly discouraged when school is in session.** Taking students out of school at this time often gives the child the message that school is unimportant. Teachers will not give out homework prior to the student leaving. When families choose to take children out of school for trips, it is the **student's** responsibility to get caught up and request information, papers, etc. before or after school the day they return. At this time, a due date will be established with the teacher(s). Credit will not be given for work received past the due date.

## **AFTER SCHOOL SPONSORED ACTIVITIES**

If a student is not in attendance for the full day he/she may not be involved in school sponsored activities (i.e sports practices and games, Advent Prayer, etc.) after school. Students who participate in a school-sponsored event (retreat, field trip, testing) will not be considered absent. If there are extenuating circumstances (family emergency, doctor's appt., funeral), a note from the student's parent explaining the absence will allow them to participate. If a student stays home during the morning hours he/she may not return to school for the purpose of being involved in a special activity during the afternoon or be involved in an extracurricular activity that afternoon or evening.

## **HEALTH AND SAFETY**

### **TO SEND OR NOT TO SEND**

If your child has had a fever of 100 degrees or more, he/she must stay home for 24 hours after the temperature returns to normal. If your child has vomited or had diarrhea, the child should not return to school or a weekend extra curricular activity until 24 hours after the last episode. If your child has an undiagnosed rash, please contact your doctor before sending him/her to school.

If a student is not in attendance for the full day he/she may not be involved in school sponsored activities after school.

If a student stays home during the morning hours he/she may not return to school for the purpose of being involved in a special activity during the afternoon or be involved in an extracurricular activity that afternoon or evening.

### **EXCLUSION FROM EXTRA CURRICULAR ACTIVITIES DUE TO ILLNESS**

A student should be excluded from school or weekend extra curricular activities with any of the following conditions:

- Fever of 100 or more, the student needs to stay home until 24 hours after the temperature returns to normal
- Vomiting and diarrhea, the student needs to stay home until 24 hours after the last episode.
- Any undiagnosed rash, the student needs to see a physician before admittance to school.
- Chicken Pox – the student may return to school after the last poxes have scabbed over, usually 7-10 days.
- Any uncontrolled cough
- Influenza – readmit when child feels well, anywhere from 2-7 days
- Impetigo – student may return to school 24 hours after treatment.
- Lice – student may return after treatment
- Pink eye – student may return after treatment if there is no pus-like drainage.
- Ringworm – student may return 24 hours after treatment
- Scabies – student may return 24 hours after treatment
- Strep Throat – student may return 24 hours after first antibiotic treatment
- Pinworm – student may return after treatment
- Hand, foot and mouth disease – student may return 24 hours after temperature returns to normal

## H1N1 INFLUENZA

The H1N1 influenza virus has been shown to affect school-aged children disproportionately and children are known to be highly likely to transmit flu viruses. Health experts are also concerned that the H1N1 virus could mutate into a potentially more severe strain as it spreads throughout the global population.

While H1N1 influenza vaccine production is underway, any vaccine will not be available until after the school year begins. Even if an effective vaccine is produced, it is possible that there will not be enough H1N1 Influenza vaccine produced for everyone to receive it at the same time this fall. Vaccination against the seasonal influenza virus does not provide protection against the H1N1 influenza virus.

Therefore, we are taking steps to reduce the spread of flu at St. Hubert School. We want to keep the school open to students and functioning in a normal manner this school year. **But, we need your help to do this.**

- **Teach your children to wash their hands often** with soap and water or an alcohol-based hand sanitizer gel. *Please consider sending a small container of hand sanitizer gel to school with your child.*
- **Teach your children not to share personal items** like drinks, food or unwashed utensils, and to cover their coughs and sneezes with tissues. Covering up their coughs or sneezes using the elbow, arm or sleeve instead of the hand when a tissue is unavailable.
- **Know the signs and symptoms of the flu.** Symptoms of the flu include fever (100 degrees Fahrenheit, 37.8 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.
- **Keep sick children at home** for at least 24 hours *after* they no longer have a fever or do not have signs of a fever, without using fever-reducing drugs. Keeping children with a fever at home will reduce the number of people who may get infected.
- **Do not send children to school if they are sick.** Any children who are determined to be sick while at school will be sent home. Sick children will be placed in an isolation room while awaiting the arrival of a parent or another approved adult who may take them home. *Please make sure the school has updated contact information for you.*

**If H1N1 proves to cause more severe illness**, we may take additional steps to prevent the spread such as:

- conducting active fever and flu symptom screening of students and staff as they arrive at school;
- making changes to increase the space between people such as moving desks farther apart and postponing class trips; and
- dismissing students from school for at least 7 days if they become sick.

We are working closely with the Minnesota Departments of Education and Health, as well as local health agencies, to monitor developments related to H1N1. We will keep you updated with any new information regarding St. Hubert School's strategy to prevent the spread of influenza.

## **EMERGENCY PROCEDURES**

St. Hubert School has established procedures regarding school emergencies such as hazardous spills, strangers on the playground and bomb threats. Mandatory lock down drills are scheduled 5 times throughout the year.

### **Fire Drills**

The school population participates in fire drills with varied circumstance drills according to agreed-upon procedures. There are 5 scheduled practice drills a year. The school's overall plan:

- leave classroom at the sound of fire alarm
- walk single file in hallways
- no talking
- go to places farthest from the building and line up with the teacher.

### **Severe Weather**

A tornado drill is held a minimum of annually. An announcement is made over the intercom. In case of no electricity, administration will go down the hallways with an announcement.

The students and teachers are to proceed to their shelter area without talking. Once they are in place, they should kneel down facing the wall and place their hands over the base of their heads to protect their neck and heads.

If students are outside, a designated person will blow a whistle blast to alert students and staff to seek emergency shelter if possible.

## **HEALTH RECORDS**

Health records are required for each student. It is recommended that the student have a physical exam before entering kindergarten or first grade, and again in fourth and seventh grades. The State of Minnesota requires immunizations to be up-to-date. See guidelines on page 29.

## **HEALTH SCREENING**

Health screening for all students will be completed in the Fall. Re-screening will be done for students who do not pass and parents will then be notified.

**IMMUNIZATIONS**

St. Hubert School follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 123.70), “No Shots No School” protocol.

All immunization dates are to be submitted to the school nurse **prior to the fall start date** of the school’s present school year. Parents or guardians are responsible for providing this information in writing to the school office, and to include additional immunizations each year as the family’s physician administers them to the student. Updates may be faxed by MD office to 952-906-1229.

**Directions:**

- Find the child’s age/grade level and read **across** to the right
  - Look to see whether the child had the number of shots shown by the checkmark(s) under each vaccine
- Note:** Each row is meant to be read separately, so don’t add up the columns of checkmark(s) under each vaccine.

**Example:** A preschooler needs 4 DTaP, then to enter kindergarten he or she needs 1 more DTaP, for a total of 5 (not 9)

	<b>Hepatitis B</b>	<b>DTaP/DT/Td</b> diphtheria, tetanus, pertussis (whooping cough)	<b>Polio</b>	<b>MMR</b> measles, mumps, rubella	<b>Hib</b> <i>Haemophilus influenzae</i> type b	<b>Varicella*</b> (Chickenpox)
<b>Preschool</b> (3 – 5)		✓✓✓✓	✓✓✓	✓	At least **** ✓	✓
<b>Kindergarten</b>	✓✓✓	✓✓✓✓✓ 5 <sup>th</sup> shot not needed if 4 <sup>th</sup> was after age 4	✓✓✓✓ 4 <sup>th</sup> polio not needed if 3 <sup>rd</sup> was after age 4	✓✓		✓✓
<b>Age 7 through 6<sup>th</sup> grade</b>		At least ✓✓✓	At least ✓✓✓	✓		
<b>7<sup>th</sup> through 12<sup>th</sup> grade</b>	✓✓✓ 7 <sup>th</sup> grade only***	At least ✓✓✓ Plus one more shot at age 11-12 years**	At least ✓✓✓	✓✓		✓✓ 7 <sup>th</sup> grade only

\* Varicella shots not required if child already had chickenpox disease. A second shot will be required for kindergarten and 7<sup>th</sup> grade in fall, 2009.

\*\* If a child received a Td at age 7-10 years, they do not necessarily need another one at age 11-12. However, they must received other shot of Td or Tdap 10 years after their last one.

\*\*\* An alternate 2-shot schedule of hepatitis B may also be used for kids from age 11 through 15 years.

\*\*\*\* The Hib requirement is temporarily suspended due to a vaccine shortage.

**To go to school in Minnesota, students must show they’ve had these immunizations or file a legal exemption with the school.**

Parents may file a medical exemption signed by a health care provider or a conscientious objection signed by parent/guardian and notarized.

Other immunizations recommended for school kids, but not required by the School Immunization Law:

- Influenza (flu) – each year for children age 6 months through 18 years – especially those with risk factors like asthma and diabetes.
- Meningococcal for age 11-18.
- Human papillomavirus (HPV) for girls age 11-18.

For more information, call your doctor, clinic, or health plan, [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize)

## **MEDICAL EMERGENCY**

A nurse provided by non-public aid money through the school district is on duty full-time. A student with a health problem should be brought to the attention of the nurse as soon as possible. **IF A CHILD BECOMES ILL OR IS INJURED AND REQUIRES MEDICAL ATTENTION, PARENTS WILL BE NOTIFIED IMMEDIATELY.** If parents cannot be reached, the person or persons designated as emergency numbers will be contacted.

A school administrator or the school nurse dismisses or approves the dismissal of a student who becomes ill or hurt during the school day. When parents are unable to pick up their child, they must make arrangements for a relative or other authorized person to pick up the student in the school office. No student will be sent home due to illness without a parent's/guardian's permission or if no one is at home to be with the student.

## **MEDICATION DURING SCHOOL DAY**

- **All medication must be in the original container with a label prepared by a pharmacist.** Administration of the medication during school hours shall be by qualified personnel and in a manner consistent with instructions on the label.
- **Prescribed medication will not be dispensed without a written permission from the doctor.**
- **Over the counter medication will not be dispensed without written permission from the parent, and must be in the original container.**
- Written statement is required by the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician, thereby releasing school personnel from liability should reactions result from the medication.
- Parent volunteers & chaperones may NOT administer medication to students on field trips.
- Use of cough drops by students during the school day requires a note from the parent /guardian.

We ask that the School Office be informed of special health needs for individual children at the beginning of the school term or upon enrollment.

## **SEARCH AND SEIZURE POLICY**

- If there are reasonable grounds to believe there is evidence of a violation of the Code of Conduct or the law, lockers, outer clothing, pockets, personal effects (e.g. handbags, backpacks, etc.) will be searched by administration.
- The alleged offender will be asked to remove items from their pockets and pull their pant legs up and their socks down. They will be asked to remove items from their handbags, backpacks, etc.
- Searches shall only be conducted by those directly responsible for the person's conduct

along with another adult witness.

- When a search is conducted, either the conductor of the search, or the witness, shall be the same gender as the subject of the search.
- No search shall be conducted in the presence of any other participant.
- Those who fail to cooperate when requested to shall be subject to other disciplinary action.
- Illegal items (e.g., weapons, drugs, etc.) or other possessions reasonably determined by authorized personnel to be a threat to safety and security will be seized. Parents and legal authorities will be notified immediately.
- Items which may disrupt or interfere with the individuals' or others' participation may be temporarily removed from the person's possession by authorized personnel. Such items will be returned to the participant at the end of the activity. (Some examples might be: walkmans, cell phones, pagers, laser pointers, keys, etc.)
- Pat down searches shall be conducted by legal authorities only (i.e. police).

## **SECURITY**

The only school doors, which will remain unlocked after 9:00 am will be the main school door. All persons who enter the school will need to check in at the school office. All visitors will be required to wear a nametag.

## **VISITORS**

- **For the safety of the students - all visitors or parents/guardians must sign in at the office before going to a classroom so that we can facilitate locating a student, parents, and other visitors.**
- **All visitors will be required to wear a name tag at all times which they will receive when signing in at the school office.**
- Parents/guardians and visitors are welcome for open houses, special programs, or observations, and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and check in at the school office before going to the classroom.
- **PARENTS SHOULD NOT INTERRUPT CLASSES** to drop off things to their child. Items may be left at the office with the child's name and the office personnel will let the teacher know.
- Any person coming to visit with a child of whom they are not the custodial parents must have written permission from the custodial parent to visit, or speak with, the child. The written permission must be presented to the school office before receiving a name badge.

## **HEALTH AND WELLNESS POLICY**

Promoting health and wellness for all students is the shared responsibility of families, schools, communities and the students themselves. The mission of St. Hubert Wellness committee is to foster a culture that promotes healthier lifestyles including physical, mental,

spiritual and emotional well-being. The Wellness Committee is comprised of school staff, parents and students and meets each trimester.

### **I. Purpose**

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

### **II. General Statement of Policy**

- A. We recognize that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment will promote and protect students' health, well being, and ability to learn by encouraging healthy eating and physical activity.
- C. We encourage the involvement of students, parents, teachers, food service staff and other interested persons in implementing, monitoring, and reviewing our school's nutrition and physical activity policies.
- D. Students need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades PK-8 will have opportunities, support, and encouragement to make healthy choices with food and physically activity each day.
- F. We provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; providing clean, safe, and pleasant settings and adequate time for students to eat.

### **III. Guidelines**

#### **A. School Food Service Program/Personnel**

- 1. We will provide healthy and safe school meal programs that comply with all federal, state, and local statutes and regulations.
- 2. The Director of Food Services shall be responsible for our food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
- 3. As part our school's responsibility to operate a food service program, we will provide on-going professional development for the Director of Food Services and staff.

#### **B. Foods and Beverages**

- 1. All foods and beverages made available in school (including concessions and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans.
- 2. Our food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all federal, state, local laws and guidelines.
- 3. Fruits, vegetables, whole grains, lean meats and low fat dairy products will be promoted for healthy meals and snacks.

4. We will provide students access to hand washing and/or hand sanitizing before they eat meals or snacks.
5. We will provide students access to fresh drinking water (drinking fountains and water bottle filtered filling stations) throughout the school day, especially with meals/snacks.
6. We will make every effort to provide students with sufficient time (at least 20 minutes) to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day. If a scheduled lunch is later in the day, a snack time may be provided.
7. We will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
8. We will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually, such as through a la carte, vending machines, fundraising events, hospitality and concession stands.
9. We will not use candy, treats, foods or beverages as rewards for academic performance or good behavior and will not withhold food or beverages as punishment.
10. In-class parties/celebrations will be offered no more than one per month (Grandparents Day, Halloween, Christmas, Valentines Day, Easter, End of the Year, etc.) Individual birthdays will be recognized and celebrated without serving food/treats in the classrooms. Birthday traditions will promote age appropriate, healthy fun through games, music, crafts, activities, choice time, extra recess and/or special traditions determined and communicated by classroom teachers. (See birthday celebrations handout for details)
11. Classroom celebrations will offer no more than 1 treat/food (nut-free) item outside of the USDA guidelines. Beverage choices include: 100% fruit juice, water or milk. Avoidance of foods/beverages with artificial color dyes is encouraged.

### **C. Nutrition Education and Promotion**

We will encourage and support healthy eating by students through nutrition education and promotion that is:

- offered as part of programs designed to provide students with the knowledge and skills necessary to promote and protect their health;
- part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate;
- enjoyable, developmentally appropriate, and relevant.

### **D. Physical Activity and Education**

1. Students need at least 60 minutes of physical activity daily and will be encouraged to embrace regular activity as a lifelong personal behavior. Physical education will be presented in an environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.
2. Our school will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle free of excessive recreational "screen time." Screen time in classrooms will be used for educational purposes.
3. Students will receive at least 20 minutes of supervised playground/recess daily and two sessions of physical education class per cycle. In addition, physical activity will be encouraged through walking field trips and short physical activity breaks between lessons or classes, as appropriate.

4. Our school will not use excessive physical activity (running laps, pushups, etc.) or withhold opportunities for physical activity as a form of punishment.
5. Our school will discourage tutoring, club or organizational meetings or activities during recess or physical education class.

#### **E. Communications with Parents/Guardians**

1. Our school recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well being.
2. Our school will support and encourage parents' efforts to provide a healthy diet and daily physical activity for their children.
3. Our school encourages parents to pack healthy lunches and snacks and refrain from including beverages or foods without nutritional value.
4. Our school will provide information about local teams and programs and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

#### **IV. Implementation and Monitoring**

- A. This wellness policy and associated practices will be implemented throughout St. Hubert School and will be monitored by the wellness committee, under the direction the school leadership staff.
- B. The wellness committee shall be convened monthly by committee lead for the purpose of implementing of this policy, and shall be comprised of the Director of Food Services, and at least four parent representatives and four faculty representatives.
- C. School food service staff will ensure compliance within the school's food service areas and will report concerns to the wellness committee or school leadership, as appropriate.
- D. The wellness committee and the Director of Food Services will make annual updates and improvements in setting forth the nutrition guidelines and procedures for all foods made available on campus and assuring compliance with this policy.
- E. Our school leadership team will ensure compliance with the wellness policy and the wellness team will provide an annual report of the school's compliance with the policy.

#### Legal References:

- 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
- 42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966 and 2010)
- P.L. 108-265 (2004) § 204 (Local Wellness Policy)
- 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)

#### Local Resources:

- Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)
- Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)
- County Health Departments
- Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org) and [www.actionforhealthykids.org/filelib/toolsforteam/recom/MN-](http://www.actionforhealthykids.org/filelib/toolsforteam/recom/MN-)

For questions or comments, please contact [wellness@sthubert.org](mailto:wellness@sthubert.org)

## **BUS TRANSPORTATION**

**Bus Transportation is a privilege.** The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parent/guardians and students need to support the rules and guidelines regarding the safe transportation of students from home to school and field trips. Only bus students are to ride the bus. Students are to go home on their assigned bus and get off at their assigned stops. Occasionally, students will take a different bus home to go to a classmate's home. **A NOTE FROM A PARENT MUST BE INCLUDED TO RIDE A DIFFERENT BUS OR THAT CHILD WILL NOT BE PERMITTED TO GET ON THE BUS.**

(See change in transportation below)

### **Safety Rules:**

- Be at the bus stop on time and stand in a safe location.
- Show respect for private property and rights of others.
- Refrain from pushing, especially while the bus is approaching or while boarding
- Follow the bus driver's instructions promptly.
- Be seated whenever the bus is moving.
- Refrain from making loud noises, using profane or obnoxious language, active play of any kind, eating, fighting, pushing or tripping on the bus.
- Never tamper with bus equipment, emergency doors or windows.
- Willful damage to bus seats or other equipment must be paid for by the students and will be turned over to the local police.
- Never put head, elbows, or arms out of the window or throw litter around the bus or out the windows.
- Do not bring articles on the bus that could be injurious or of an objectionable nature to the well being of all students. No animals or firearms are allowed.
- Playing with matches, fire or use of tobacco, drugs, or other harmful objects is strictly prohibited.
- Do not contribute to other misbehavior that may jeopardize the safety and well being of himself/herself or other persons.

### **Instruction and Training for Bus Safety**

Instructive/review in bus and pedestrian safety is required each year. Instruction/review materials appropriate to grade levels are provided to the teachers by the local public school districts. **All students and parents must sign "bus ridership" forms whether or not they ride a bus to school.** All students will ride a bus for field trips during the school year.

### **Misconduct on the Bus**

It is a privilege to ride a bus to school. Each school district has special rules but St. Hubert Students are also expected to behave in a respectful, Christian manner.

Parents/guardians whose children do not follow the bus rules will be notified as to the appropriate behavior of the child. Teachers are not responsible for student behavior on the bus.

**Bus Discipline Procedure**

- First Report:** A warning to the student and parents are notified with a copy of the report.
- Second Report:** Student is *not* allowed to ride the bus for three to five days, but is not excused from school. Parents are responsible for student’s transportation from school for those days.
- Third Report:** Student is not allowed to ride the bus for one month. Parents are responsible for the student’s transportation to and from school for this month.
- Fourth Report:** Parents will be responsible for their student’s transportation to and from school for the remainder of the school year.

**Transportation Questions**

If you have any questions or concerns about school transportation including student safety, bus routes, lost and found, bus stop, timeliness of buses, etc., you can get help more quickly if you call the appropriate office:

- Positive Connections** (Majority of Dist. 112) **952-361-0899**
- First Student** (Minnetonka/Chaska Charter) **952-470-5366**
- Koch** (Rest of Dist. 112/Victoria Charter) **952-442-3370**

School bus drivers cannot change stop times or locations without District authorization. Questions or concerns about a bus stop, district policies, state regulations, student safety, etc., you can call the District Transportation Office:

- Chaska District 112** **952-556-6160**
- Eden Prairie District 272** **952-975-7500**

For concerns or questions regarding student behavior on buses, call Mary Roles.

## DRESS CODE/UNIFORM POLICY

We expect our students to appear respectable in their school uniform. When a student is not in compliance with the uniform policy, the student will call a parent to bring the necessary attire. He/she will stay in the school office until they are in proper uniform. When a student is out of uniform including, but not limited to, an untucked shirt, no socks or belt, wearing a sweatshirt other than the St. Hubert uniform or Honors sweatshirt, or body graffiti, the student will receive a consequence. Habitual violation of the dress code will result in the forfeit the next non-uniform day.

*\*new items implemented this year*

### GIRLS

#### **Jumper/Skirt**

- K-4** Drop waist Jumper or Round-neck Jumper (Must be worn no more than 2” above the knee)  
**5-8** Plaid Skirt (Must be worn no more than 2” above the knee)  
**7-8** Khaki Uniform Skirt: pleated, a-line, flat front, plain (Must be worn no more than 2” above the knee) ***Jumpers/Skirts are required to be worn on Mass days.***

#### **Leggings**

Full length, STRAIGHT leg, black leggings only (must be worn under skirt or jumper). NO FLARED, WIDE LEG, or  $\frac{3}{4}$  LENGTH LEGGINGS permitted.

#### **Shirt \*Logo**

##### **2011 logo phase-in 2012 logo required**

White collared, “Polo style” or banded bottom, long or short-sleeved, white button, with logo.  
**(Shirts must be tucked in at all times. Shirt bands must not be visible.)**

#### **\*Polar Fleece Full Zip or Vest (replacing SHS Maroon sweatshirt) \*1/4 Zip Pullover**

- K-8** Black St. Hubert School uniform Polar Fleece jacket or vest with SHS logo.  
**5-8** Black St. Hubert School uniform  $\frac{1}{4}$  zip pullover with SHS logo. When earned, the Honors jacket or previously earned (discontinued) gray or black Honors sweatshirt, not cut. Spirit sweatshirts and spirit wear are NOT considered part of the uniform. No green/gray Hornet attire is considered part of the uniform.

#### **Cardigan**

Girls Wine colored, V-Neck, 2 Pocket Cardigan with SHS logo.

#### **Socks**

White or black socks or tights only. Socks must be visible.

#### **Shoes**

Tennis shoes are required for PE classes and are acceptable for everyday wear. **Flip-flops or shoes with an open toe or a heel higher than one inch are not permitted at any time.**  
**K-4 students need to wear shoes with backs.**

**Trousers**                    **K-8** Black polyester blend twill, pleated or flat front uniform pant.  
**7-8** Khaki-colored twill, mid-rise flare or boot cut, flat front or dress uniform pants. Cargo, low-waisted or extremely close fitting pants are unacceptable.

**Belt**                            **5-8** Girls are required to wear a **PLAIN** dark brown or black belt with no writing with pants.

**BOYS**

**Trousers**                    **K-8** Black polyester blend twill, pleated or flat front uniform pant.  
**7-8** Khaki-colored twill pleated or flat front uniform pants are permitted. Cargo, low-waisted or extremely loose fitting pants are unacceptable.

**Belt**                            **5-8** Boys are required to wear a **PLAIN** dark brown or black belt with no writing.

**Shirt \*Logo**

**2011 logo phase-in**    White collared, “Polo style” or banded bottom, long or short-sleeved,  
**2012 logo required**    white button, with logo.  
**(Shirts must be tucked in at all times. Shirt bands must not be visible.)**

**\*Polar Fleece**            **K-8** Black St. Hubert School uniform Polar Fleece jacket or vest with  
**Full Zip or Vest**            SHS logo.  
**(replacing SHS**            **5-8** Black St. Hubert School uniform ¼ zip pullover with SHS logo.  
**Maroon sweatshirt)**    When earned, the Honors jacket or previously earned (discontinued)  
**\*1/4 Zip Pullover**        gray or black Honors sweatshirt, not cut. Spirit sweatshirts and  
spirit wear are NOT considered part of the uniform.  
No green/gray Hornet attire is considered part of the uniform.

**Socks**                        Black or White socks only. Socks must be visible.

**Shoes**                        Tennis shoes are required for physical education classes and are acceptable for everyday wear. **Flip-flops or shoes with an open toe are not allowed.**  
**K-4 students need to wear shoes with backs.**

**WEATHER OPTIONS FOR BOYS & GIRLS**

**Shorts**                        **K-8** Black polyester blend twill uniform short may be worn during the months of September, May and June.  
**7-8** Khaki-colored twill pleated or flat front shorts may be worn during the months of Sept., May and June.

## **PHY. ED. UNIFORM**

All students in grades 4-8 are required to wear a PE uniform during their PE class. The uniform consists of black, St. Hubert shorts and a gray or \*maroon St. Hubert t-shirt.

**Students must have their names printed on both.** If the uniform is lost, outgrown, or destroyed, students will need to order a new one through the school office at their own expense. Uniforms should be taken home, washed, and returned at least once a week.

## **NON-UNIFORM DAY/EXTRA CURRICULAR ACTIVITIES POLICY**

On non-uniform days and St. Hubert extra-curricular activities, students are expected to dress in clothing that is neat, clean, and in good repair. Any attire which draws attention to itself including, but not exclusive to, attire which makes reference to alcohol, tobacco or drugs, clothing that does not cover the shoulder, back, midriff and chest, clothing that does not cover undergarments, shorts and skirts shorter than halfway up the thigh are unacceptable. **Shorts may only be worn during the months of Sept., May and June.** Unacceptable items include, but are not limited to, low waisted or extremely close or loose fitting pants, halter-tops, and shirts with spaghetti straps, flip-flops and open toed shoes. Judgment may be used at the discretion of the St. Hubert Staff regarding inappropriate attire. **If school faculty finds dress to be inappropriate, parents will be called to bring a change of clothing.**

*Except for Marathon incentives, there will only be a non-uniform day when your child's homeroom teacher emails you with the information or there is a notice in the School Bulletin.*

## **SPIRIT DAY**

Spirit Days fall on the last Friday we are in school each month for all students. On Spirit Days, students may wear clothing that represents St. Hubert School. This includes official Spirit or Athletic sweatshirts and flannel pants, KIND Team or Art Festival T-shirts, sports jerseys, St. Hubert School academic team shirts (i.e. Monarch Fair), or any other officially recognized St. Hubert attire.

## **GENERAL NOTES FOR UNIFORM AND NON-UNIFORM DAYS:**

- All jumper and skirt **hemlines should fall no higher than two inches above the knee** in both front and back.
- Shirts are to be tucked in at all times with the exception of PE class and recess. Shirt bands must not be visible.
- The official St. Hubert School Uniform, skirt/jumper for girls, trousers for boys, must be worn on Mass days.
- Socks must be worn EVERY DAY, including non-uniform days and must be visible.
- Light, tastefully applied make-up is permitted for Upper Middle School students. No make-up is allowed in K-6.
- Clear lip gloss/chap stick may only be applied BETWEEN classes.
- No tattoos, stickers or body graffiti of any kind.
- No artificial hair coloring or hairstyles used to draw attention.
- Due to allergies, students and staff are asked not to use cologne, perfume, or perfumed

lotions.

- No excessive or distracting jewelry is permitted.

The St. Hubert School faculty and staff reserve the right to identify what is consistent with our uniform policy.

## **LUNCH AND RECESS**

### **LUNCH PROGRAM**

Our School Nutrition Program is managed by Yuliya Yakovleva. A hot lunch is available to all students.

### **LUNCHROOM EXPECTATIONS**

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 is discussed as a regular part of respecting others.

Expectations include the following:

- Speak in soft voices, do not yell.
- Clean up space after eating.
- Do not throw food.
- Walk, don't run.
- Stay at table until dismissed.
- No soft drink is allowed to be brought from home or purchased at school to drink with lunch. The use of the vending machines is only permitted for after school activities.
- Students must sit at their assigned seats.

Due to lunchroom capacity we discourage parents from joining their children for lunch. We would prefer that parents do not bring fast food to school for their child(ren) during their lunch period. **If lunch is brought in by a parent, special arrangements need to be made with the homeroom teacher to eat the lunch in the classroom.**

**The cost of hot lunch is \$3.25 per day. Please make checks payable to "St. Hubert School" and include student's name and pin number on check.**

A la carte items are available to students in Grades 5-8. They include healthy items such as 100% juice for \$1.35 and yogurt for \$.75. A second entrée is \$1.65.

All students taking hot lunch are expected to drink milk with their meal. If lactose-free milk is needed due to lactose intolerance, a parent needs to file a written request addressed to School Nurse and the Lunch Program. Milk is included with hot lunch. For those bringing cold lunch, milk may be purchased for **\$.45**.

### **Metal Tops**

Due to safety concerns, metal top containers are prohibited in the lunchroom.

## FREE AND REDUCED MEALS

An application for free or reduced price meals is available from Mary Roles. Children can get free or reduced-price school meals if the total household income is within the following limits:

Household Size	Yearly \$	Monthly \$	Weekly \$
1	18,130	1,511	349
2	24,420	2,035	470
3	30,710	2,560	591
4	37,000	3,084	712
5	43,290	3,608	833
6	49,580	4,132	954
7	55,870	4,656	1,075
8	62,160	5,180	1,196
Add for each additional family member	6,290	525	121

Benefits can also be received for children in households receiving MFIP, Food Stamps, and FDPIR benefits, or for foster children.

In accordance with federal law and US Department of Agriculture policy, St. Hubert School is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## FOOD ALLERGY POLICY

A peanut/nut-free eating zone will be created in the south fellowship hall consisting of 4 tables. A form will be given to all parents at the beginning of the school year which asks for parent permission to have their child sit in the peanut free zone since table seating is assigned and changed periodically. See below.

Classrooms that have students with a peanut/tree nut allergy will be considered and posted as nut free zones. Teachers will notify their families if their classroom is a nut free zone. Snacks brought into the classroom need to be nut free and on occasions that lunch will be eaten in the classroom, the lunch needs to be nut free.

Hospitality that is provided for students will be nut free. This would include such events as grandparents day, All Saints Day hospitality, May Crowning hospitality, classroom

parties in nut free rooms, Fiesta of the Arts, 100 day celebration, Marathon, and other events that may occur at which students are served food.

The following form will be distributed at Meet and Greet. Please complete the form and return to the homeroom teacher.

St. Hubert School peanut/tree nut policy includes a peanut free zone of 4 tables in our lunchroom. As you are aware, students are assigned tables for lunch. Table assignments are changed periodically.

Please indicate on this form if you would be willing to have your child sit at a peanut/tree nut free table. If assigned to sit in the peanut free zone, it would be expected that your child would be eating a school prepared hot lunch or a bag lunch that contains no items with peanuts or tree nuts.

\_\_\_\_ I am okay with having my child sit in the peanut free zone.

\_\_\_\_ I am not okay with having my child sit in the peanut free zone.

\_\_\_\_ It is necessary that my child sit in the peanut free zone.

If your child is assigned a table in the peanut free zone, you will be notified by your child's teacher.

---

Child's Name

Parent Signature

### **OUTDOOR RECESS**

Teachers will periodically review playground rules and regulations with their students. Students will **not** be going outside if the air temperature is **below zero**. If the air temperature is **above zero**, but the **wind-chill** is determined to be **dangerous**, students will **not** go outside. Parents, please be certain that your child(ren) have the proper outdoor apparel for the weather. Students without snow pants and/or boots and mittens will not be excused from going outside. We would suggest that children have **an extra hat and pair of mittens/gloves and socks to keep in their lockers during the winter months**.

### **PLAYGROUND RULES AND EXPECTATIONS**

\*All students are expected to respect one another and treat each other with dignity and kindness.

\*Safety First! Never push or roughhouse on playground equipment.

\*Help clean –up balls hula- hoops, chalk, jump ropes, wrappers, and other equipment after recess.

### Landscaping

- Stay out of garden areas and wood chips. Use the sidewalk and stairs.
- Students should do their best to keep rubber chips inside the sidewalk perimeter, where they belong. The rubber chips are not to be played with or thrown.
- Trees are not monkey bars. Do not climb trees or pull the leaves off.

### Small Play Equipment

- Balls are only allowed on the blacktop areas and soccer field and not on the playground.
- Jump ropes, hula-hoops, chalk are to be kept on the sidewalks and blacktop areas only.
- When balls or other objects go into the upper parking lot, beyond cones, beyond fence, or down the hill a teacher must be notified to go get it.
- Hula-hoops are to be used for hula hooping not pulled or bent.

### Large Play Structure (slides, bridge, glider, sliding pole, etc.)

- Students may not play ball tag, tag, running games, etc. on the play structure.
- There is no running or jumping on the play structure.
- All students need to be careful when playing on the structure during crowded times so that they are aware of others.

### Swings

- Students can only swing one at a time, only one student per swing.
- Always sit, do not stand or kneel on swings.
- Do not hang onto other swings while in motion.
- Hold tightly with both hands while swinging, and stop the swing before getting off.
- Stay a safe distance from kids on swings, be careful not to run or walk in front of or behind moving swings.
- Swing only front to back, not side to side/
- Do not twist the swings, this damages the chains.
- There is no climbing on the poles to the swing set.

### Glider

- A maximum of one student may occupy the glider at a time.
- Students should use both hands while gliding.
- Nothing should be tied or attached top any part of the glider. (i.e. jump ropes, sweatshirts, etc.)

- Do not reach for the glider when it is in motion.
- Do not forcefully “throw” the glider to make it bounce back. This is dangerous.
- If the glider gets stuck in the middle, ask a teacher for help to push the glider back across.

### Slides

- Only one student on a slide at a time. Students cannot slide down in groups.
- Students should always slide feet first and sitting up, never head first or on their back, stomach, or knees.
- Students should always check that the bottom of the slide is clear before sliding down. When they reach the bottom, they should get off and move away from the end of the slide, so it is clear for other students to slide down.
- Use appropriate stairs and/or ladders to get to the top of the slide.
- Never climb up the side to get to the top.

### Tire Swings

- A maximum of three students may occupy the monkey bars at one time.
- Students should use both hands and be aware of those below and around them.
- Stay a safe distance from the students on the monkey bars, being careful not to run or walk below climbers.

### Rock Climbing Wall

- A maximum of two students may occupy a side of the rock wall at a time.
- Students should not sit on top of the climbing wall.
- Students should be aware of a safe way down the wall in case they can't complete the climb.

### Play Web

- Students should play on the interior of the play web, do not climb on the outside or bars.
- Students may not sit on the very top bar at any time.
- Students need to climb down the web and not jump to get down.
- Students need to be aware of those around them when climbing.
- Students should not over crowd the web and it is up to a teacher to make students get down if deemed necessary.

### Spinners

- A maximum of three students to a spinner in K-4.
- A maximum of two students to a spinner in 5-8.
- Students may not push students on the spinner to make it go around.
- Students need to spin by their own momentum.

- Students need to stand up to spin with feet on the platform, hands on the handles, and facing center pole.
- Students need to stop spinning and rest when they feel very dizzy or ill.
- Students may not jump off the spinner while in motion.

#### When Recess is over

- The bell will ring or a whistle will sound when recess is over.
- All students must pick up balls and equipment and put in bin.
- All students must pick up their snack wrappers and put in trash bin.
- Students lining up for lunch must quickly, orderly and quietly get in line.

#### Winter Rules

- Students in K-4 should wear boots, snow pants, hats and gloves.
- Students not dressed properly will only be allowed on sidewalks and blacktop areas.
- Do not walk or run on ice. Playing on ice ponds is not allowed.
- Snow and ice should be left on the ground, unless building a snow fort or snowman.
- Never throw ice or snow.
- Never push or roughhouse on snow hills or ice covered areas.

#### Sledding

- K-4 are allowed sleds during snow covered days.
- Round sleds can have one rider. Toboggans can have one or two riders.
- Share sleds with all students.
- One sled should go down the hill at one time. Do not form chains or chase each other down the hill.
- Students should always check at the bottom of the hill before sledding down. When reaching the bottom, move away from the hill so that others can safely come down.
- Go around the hill to climb back up, not in the center of the hill.

#### Student Behavior

- Students are not allowed to use any inappropriate language on the playground.
- Students are not allowed to behave inappropriately on the playground.
- There is no bullying allowed anywhere on school property.
- Students should be respectful of all teachers and there is no arguing allowed.
- Students should be respectful of all students.

## **ACADEMICS**

### **CLASS SIZE**

In May of 2002 St. Hubert School Advisory Committee made the following recommendation regarding class size:

- A. Kindergarten – 20 students in a homeroom
  - B. First through eighth grade – 26 students in a homeroom
- Occasionally a homeroom will need to be at 27 or 28 at which time an effort will be made to form 4 groups for Language Arts and/or Math.

### **CLASSROOM PLACEMENT**

Grade level teachers meet during the month of May and spend much time with the task of placing their students in a classroom for the following year. Factors taken into consideration are the child's learning style, a teacher's teaching style, the individual personalities, peer relationships, number of boys and girls in class, students with special needs, and a multitude of other aspects.

If parents have a particular concern, it is suggested that they speak with child's current classroom teacher at conference time. We would hope that they would trust the professionalism of the current teacher when he/she makes classroom placement for the next school year. (Approved by St. Hubert School Advisory Committee March 2003)

In addition, if a particular teacher is requested for a child, it is imperative that the request be put in writing with two qualifying reasons as to why the child needs to have that teacher. This written request needs to be submitted to the principal before May 1<sup>st</sup>.

### **GRADING SYSTEM**

A grade is one representation of how well a student has mastered the concepts of a class. This is indicated by tests, written and oral presentations, and other measurable means. In order to achieve a grade for a class, a student must complete the requirements of that class to the satisfaction of the teacher. The teacher will outline the requirements at the beginning of the year so that each student will know what is to be expected of him/her. The method of determining grades is up to the teacher, and that method will also be shared with students at the beginning of the class. Students will then know precisely what is needed to earn the desired grade for each class.

Students and parents in Grades 5-8 may check their grades on-line using Sycamore. Each student will be given a personal username and password (in the August packet), which should only be shared with parents. Information displayed includes the assignments, categories the assignments fall under, points earned, and possible points. The percent and grade earned for each class are also listed.

Please be aware that a teacher is expected to update Sycamore on a weekly basis. However, this may not always happen due to many factors including, but not limited to, the nature of an assignment, the temperament of technology, retesting, makeup work, and teacher's schedules. Your child should be the primary communicator of his or her grading status. We encourage students to record their own grades and note incomplete work in their planner.

### **ASSIGNMENT NOTEBOOKS**

We believe that the assignment notebook is an essential tool in your child's educational success. For that reason, we require that each student in grades 3-8 use the assignment notebook on a daily basis. If deemed necessary, students will be required to have a daily teacher and parent signature on each page. Lost assignment notebooks will need to be replaced immediately at a cost to the student of \$7.00.

### **HALL PASS**

All students need a hall pass from their teacher when leaving the classroom. Students in Grades 5-8 have hall passes for each trimester located in the assignment notebook. Students are allowed to use the pass, with the teacher's permission, to go to their lockers or use the restroom during each trimester. However, they must have the assignment notebook with them in order to leave the classroom.

### **HANDBOOK**

Family Handbooks are issued to families in a binder. Replacement pages will be issued at "Meet & Greet" before the first full day of school to each family. A separate Middle School Handbook is located in the front of the middle school student Planner.

### **HOMEWORK**

**Teachers will explain their individual homework policy during their curriculum night presentation.** Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between child, teacher and sometimes parent. **In order for homework to be effective, each participant—teacher, student and parent/guardian—must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.**

As a general guideline – **students should have approximately 10 minutes of homework per grade level per day (i.e. 7<sup>th</sup> grade=70 minutes).** . Teachers need to be made aware of students spending significantly more or less time than the guideline. Parents are discouraged from having students correct all errors – teachers need to see the student's real abilities.

If it is necessary to enter a classroom at the end of the school day due to a forgotten book or homework and the classroom teacher has already left, please go to the school office for access to that classroom. We ask that you do not ask maintenance staff to let you into a classroom.

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

1. Be aware of the homework policy and individual teacher requirements.
2. Help your child create a study area that is quiet, well supplied and relatively free of distractions.
3. If your child has trouble understanding the directions, help her/him with explanations, **DO NOT DO THE HOMEWORK FOR YOUR CHILD.** Doing your child's homework is not beneficial or a good model for the student.
4. Support the teacher and the child. Get both sides of a story before making a judgment.

### **Responsibilities of Students**

1. Know and understand the purpose of the homework assignment.
2. Copy assignments into planners, understand directions, and know what is required for completion of the assignment.
3. Complete and return assignments on time.
4. Acknowledge that some assignments are to be completed independently, others as a team effort.
5. Complete assignments neatly and do quality work.

### **Responsibilities of Teachers**

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

Homework is expected to be on time, neat, and legible. Students are responsible for following the homework guidelines of each individual teacher. At the teacher's discretion, students may be required to Remain at school during out-of-school field trips, or in a supervised study time during in-school field trips if a student has missing work.

For students in grades 5-8, if a student turns an assignment in late, the assignment still must be completed, but the grade will be reduced.

Each student is expected to do his/her best in each class. Cheating is not acceptable, and a student who has cheated may not receive credit for that particular assignment or test and may receive an automatic detention. Parents/guardians will be notified of this offense. Plagerism and forgery are against the law and are considered cheating.

### **HONOR ROLL**

Students in Grades 7 and 8 are eligible for Honors and High Honors Achievement. A student needs at least a 3.67 GPA to qualify for High Honors Achievement. A 3.0 GPA or higher qualifies a student for Honors Achievement. **An I, U, D+, D, D-, or F eliminates the student from the honor roll regardless of his/her GPA.**

All honor roll students names will be printed in the School Bulletin.

### **HONOR JACKETS**

St. Hubert 5th-8th grade students will have the opportunity to earn an honor jacket.

During the course of their fifth, sixth, seventh, and eighth grade years, students can earn points each quarter for participation in various categories. In order to receive a jacket, students must accumulate the minimum number of points for their grade level.

Students can earn points each trimester for participation in several categories. Examples can be found in the Middle School Handbook or on the school website.

### **PROMOTION AND RETENTION**

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parent/guardians sign a written acknowledgement of the school's recommendation. That acknowledgement shall serve to release the school from any responsibility for failure to follow the school's recommendation.

### **RECORDS**

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

- The school shall collect and maintain the records of students while they attend the school.
- Parent/guardian **must sign a release** authorizing the transfer of records to the student's new school.
- To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. If the tuition and other financial obligations of the student have been paid in full, school records will be sent directly to the new school upon request of that school.
- Parent/guardian and student understand, acknowledge, and agree that in the event the tuition or other financial obligations have not been paid in full, St. Hubert School shall have the right to withhold all records, including grades and academic transcript.

**No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization from the parent/guardian (in the case of a minor student), or from the adult student or former student.**

Parents/guardians may ask to review the contents of any records or data collected regarding their child. Records or data may mean any or all of the following:

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized achievement test scores)
- Attendance data
- Scores on standardized intelligence tests
- Health data
- Family background information

- Teacher or counselor rating and observations
- Verified reports of serious or recurrent behavior patterns (may be maintained separately)
- ISP or 504 plans

### **RELIGIOUS EDUCATION**

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is St. Hubert School's policy that all students, including non-Catholics, participate in religion classes and liturgies.

Classes at St. Hubert School take turns preparing the liturgy for the weekly Wednesday school Mass; day and time will be announced in the Electronic Bulletin.

Parents/guardians are invited to attend this school Mass whenever their schedules permit. On Holy Days of Obligation, the students attend Mass on the Holy Day in lieu of Wednesdays.

On occasion, Mass times and days need to be changed due to scheduling conflicts. When this happens, communication from the office will go home with the student.

### **REPORT CARDS/MID TERMS**

Report Cards are issued at the end of each trimester. Mid term reports are sent electronically to parent/guardians of students in grades five through eight who are earning a C- or below in any subject. (Remember, current grades can be checked on-line throughout the quarter.)

### **SACRAMENTAL PREPARATION**

**Parents are the primary educators** in Sacrament preparation. The second grade teachers partner with parents and families and offer their support & resources during this preparation.

Mandatory workshops for sacramental preparation are offered each year. There is one parent workshop and one parent/child workshop offered shortly before the celebration of First Eucharist. First Eucharist is celebrated within Sunday liturgies over two weekends in the weeks following Easter.

For further information regarding First Reconciliation and First Eucharist, contact the Parish Office.

### **SCHOOL SUPPLIES**

Parents/guardians will provide school supplies for their child(ren). A grade level list of needed supplies will be provided each year. If you need financial assistance in purchasing these supplies, please contact Mary Roles.

## **SCHOOL ENVIRONMENT**

### **CODE OF CONDUCT**

Pre-school-Kindergarten, Grades 1-3, Grades 4-6, Middle Schools, Adults (volunteers)  
please read the appropriate Code of Conduct found in the back of the Handbook.

### **DISCIPLINE**

A self-disciplined person can.....

1. Listen
2. Follow Instruction
3. Ask questions when something is not understood
4. Share: Time, Space, People, Things
5. Demonstrate appropriate social skills
6. Work cooperatively with others
7. Understand and explain the reasons for rules
8. Select and develop procedures for accomplishing a task
9. Demonstrate leadership
10. Communicate effectively
11. Organize: Time, Space, People, Things
12. Work together to resolve problems
13. Take the first step to resolve a problem
14. Distinguish fact from feeling
15. Sacrifice/Serve Others

At St. Hubert School, we expect our students to behave in a Christ-like manner and appropriately in all situations. We see our self-discipline program as an opportunity to teach our common Catholic moral principles.

Thus, the aim of our discipline policy is to assist the individual student in developing the knowledge and skills needed for living a responsible, value-centered life.

Opportunities to teach children the 15 self-discipline skills abound within any school day and during extra curricular activities. Because teachers believe confrontation (coming face to face) is part of their task as disciplinarians, they welcome opportunities to help children help themselves. An adult routinely handles all disruptive behavior on the the spot.

Broad rules that affect the daily living together of all members of the school community include these:

1. Show respect to others and your school
2. Contibute to the learning environment
3. Follow school and classroom procedures

The teachers work with the children to make sure the rules are understood and the

reasons for the rules are taught. Children learn that each adult may have different procedures to helping them follow the rules. Children are assessed through observation of their actions, orally, and in writing to ensure they know and understand how rules protect each person's right.

Below is the discipline framework for St. Hubert School. Discipline options are not listed in any specific order. The assignment of discipline will be determined based on consideration of each infraction.

**Minor infraction:** A behavior or choice that needs to be redirected or changed to improve the school environment. Minor infractions will result in a verbal warning or other communication between teacher and child. Three minor infractions in one day will be treated as a major infraction.

**Middle School ONLY: Minor infractions may result in checks being issued.**

Four minor infractions will equal a major infraction, resulting in parent communication and detention. Parents will be made aware each time a student receives a check. After receiving 3 additional checks, the student will have another consequence. After receiving 2 additional checks, the student will have another consequence. When 1 additional check is received, the student will have another consequence. If a student continues to earn checks, a parent meeting will be called with the parents, dean of students, counselor and principal.

**Examples of Minor Infractions:**

- Tardy to class (check issued after one warning)
- Failure to follow school/classroom rules and procedures
- Chewing gum/candy
- Uniform violations (shirt untucked, no belt)
- Throwing snow or playground material
- Bringing a distracting item to class
- In the hallway without a pass
- Not following lunchroom procedures
- Disruptive talking/noise, blurting out
- Locker or lock misuse
- Unprepared for class
- Failure to complete homework or class assignments

**Disciplinary Options for Minor Infractions**

- Verbal warning
- Sign-out used
- Check issued
- Loss of recess
- Parent conferences
- Parent contact
- Community service
- Counselor contact

- Principal/Dean of Students contact
- Detention

**Major Infraction:** A behavior or choice that could harm another person or results in a disrupted educational environment. A major infraction will result in parent communication and a referral to the school office. Consequences will result.

**Examples of Major Infractions:**

- Facility misuse
- Excessive/serious minor infractions
- Rowdy, disruptive, potentially dangerous behavior
- Disrespect towards any student, school personnel, or adult (including swearing, body language, and/or name calling) regardless of where, when or by what method the disrespect occurred.
- Verbal aggression towards other students (including bullying harassment, intimidation or threatening behavior)
- Disruptive behavior that interferes with the learning process or at extra curricular activities.
- Failure to report to an after school conference or detention
- Forgery of a parent or teacher signature
- Lying or cheating on homework, class work, or tests
- Spitting
- Unauthorized use of cell phones
- Gambling
- Misuse of technology

**Discipline Options for Major Infractions:**

- Removal from class or activity
- Detention
- Community service
- Counselor and /or Dean or Students contact
- Parent, teacher, student conference (required to re-enter school if the discipline included suspension)
- Social/extracurricular probation
- Suspension
- Referral to Principal
- Police involvement
- Student principal conference
- Expulsion
- Referral to school psychologist
- Added to school record

**Critical Infraction:** A behavior or choice that results in a ineffective educational environment. A critical infraction will result in an immediate office referral and parent communication. The Principal or Dean of Students will review and keep on file all

Disciplinary Action Infractions. Parents will be asked to meet with supervisors or administrators. Consequences may result.

**Examples of Critical Infractions:**

- Possession of any chemical substance or paraphernalia
- Excessive violations of major infraction(s)
- Threatening to use a weapon to cause bodily harm
- Deliberate destruction of another students/school property
- Misuse of technology
- Inappropriate drawings or writings that depict violence, threaten, harass, bully or intimidate another person. This includes behavior occurring outside of school that could cause a disruption in school
- Verbal, written or physical aggression towards
- Striking school personnel, physical aggression or using abusive language towards school personnel
- Any action by a student that threatens the health and safety of themselves or others (This includes but is not limited to: pulling or activating the fire alarm, calling in a false threat or bomb threat, setting fires, possessing or setting off fireworks.) Regardless of where, when or by what method the action occurred
- Possession, use, sale and/or alcohol and/or drugs
- Unauthorized use or possession of over the counter drugs
- Vandalism or theft of school property
- Truancy (chronic tardiness or absences)
- Leaving school grounds without permission
- Tampering with school documents including but not limited to report cards, detention notices and school-home correspondence
- Possession of weapons, use, control, or transfer of any object, which may be used to cause any bodily harm. Items such as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered a weapon if used or attempted to be used to cause bodily harm.
- Transmitting inappropriate or graphic images through a cellular device
- Stealing

**Discipline Options for Critical Infractions:**

- Removal from class
- Detention
- Parent contact
- Parent/student/teacher/principal/dean of students/counselor conference (This is required to re-enter school if the discipline included suspension.
- Community service
- Counselor contact
- Social/extracurricular probation
- Suspension
- Revocation of privileges
- Expulsion
- Police involvement
- Restitution

- Referral to school psychologist

### **CHEATING/FORGING/PLAGIARISM**

Each student is expected to do his/her best in each class. Cheating is not acceptable, and a student who has cheated may not receive credit for that particular assignment or test and may receive an automatic detention. Parents/guardians will be notified of this offense. Plagiarism and forgery are against the law and are considered cheating.

### **HARASSMENT / SEXUAL HARASSMENT**

All members of St. Hubert School Community assume responsibility for contributing to a healthy learning and working environment. To assure an environment that enables all individuals to reach their maximum personal potential free of unreasonable interference, St. Hubert School has adopted a policy which addresses harassment.

- **Definition:** Harassment is the unwanted/unwelcome behaviors which make a person feel threatened, intimidated, degraded or discriminated against or which creates an intimidating, hostile, or offensive learning, working or play environment.
- **Procedure:** Any student who believes he/she has been the victim of harassment by a student or an adult or any third person with knowledge or belief of conduct which may constitute harassment shall report the alleged acts immediately to a teacher, the principal or the pastor. A timely and proper investigation by the principal/pastor of harassment will begin immediately. A detailed investigation report documenting interviews, conclusions and recommendations will be placed in a school harassment file. If it is deemed necessary by the president, principal or pastor, legal authorities will be notified.

The principal or pastor will advise complainant, alleged harasser and parents of all parties involved of the investigation. The harasser and parents (guardian) will be warned in writing that he/she must not retaliate against the victim. Complainant will be encouraged to report reoccurrence or retaliation and the situation will be monitored.

**Sexual Harassment is against the law** and will not be tolerated by St. Hubert School. Sexual harassment includes, but is not limited to, the following behaviors:

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

### **POSSIBLE CONSEQUENCES FOR HARASSMENT/SEXUAL HARASSMENT**

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

- Assignments designed to increase awareness and sensitivity to the issue of harassment
- Administrative conference with student or parent and student
- Detention
- Referral to an outside agency
- A donation to the Carver County Sexual Violence Center
- Suspension, in or out of school
- Exclusion/expulsion

- Referral to police or other law enforcement agencies for criminal action

### **ZERO TOLERANCE**

St. Hubert School will provide a safe environment that allows us to follow the mission of St. Hubert School to teach as Jesus did within the context of the teachings of the Catholic Church. We expect students and adults involved in activities at St. Hubert School to follow the guidelines in the Code of Conduct, found in the Family Handbook. St. Hubert School has zero tolerance for bullying, weapons, threatening language, harassment/sexual harassment, illegal drugs, tobacco or alcohol on school/parish community grounds.

## **STUDENT ACTIVITIES**

### **BAND PROGRAM**

#### **St. Hubert School Band Program Participation Fee:**

Varsity, Concert, and Wind Ensemble students: \$375 per year.

Guitarists and pianists in Jazz ensemble: \$120 per season.

Automatic payment plan strongly recommended for band payments. Speak with the school office manager for further details.

#### **Varsity Band**

Beginning Band

4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students

Instrumentation – flute, clarinet, alto saxophone, tenor saxophone, trumpet, French horn, baritone, trombone, percussion

Rehearses twice per week during the school day

Method Book: The Yamaha Advantage Book One Publisher: Carl Fischer. (can be purchased at local a music store)

Performances – required attendance:

Christmas Concert

Spring Concert

Grading: skills evaluated on a progressive scale:

Needs improvement

Continues to improve

Shows understanding

#### **Concert Band**

Intermediate Band

5<sup>th</sup> through 7<sup>th</sup> grade students

Instrumentation – flute, oboe, clarinet, bass clarinet, alto saxophone, tenor saxophone, trumpet, French horn, baritone, trombone, percussion.

Rehearses Monday & Tuesday 8:00-8:50 am

Method Book: The Yamaha Advantage Book Two Publisher: Carl Fischer. (can be purchased at local a music store)

Performances – required attendance:

Christmas Concert

### Spring Concert

Grading: SHS grading scale. Band grades are included on GPA. Students evaluated on..  
Rehearsal attendance  
Rehearsal participation and preparedness  
Team effort: individual contributions to the ensemble's goal for musical excellence.  
Individual effort: strive to perform at your personal best every time you play.  
Performance exams  
Concert attendance  
Lesson attendance  
Written work

### **Wind Ensemble**

Advanced Band

5<sup>th</sup> through 8<sup>th</sup> grade students

Instrumentation – flute, oboe, clarinet, bass clarinet, bassoon, alto saxophone, tenor saxophone, baritone saxophone, trumpet, French horn, baritone, trombone, percussion.

Rehearses Thursday & Friday 8-8:50 am

Method Book: Essential Technique Publisher: Hal Leonard (can be purchased at local music store)

Performances – required attendance:

Christmas Concert

MMEA Band Festival

Spring Concert

Grading: SHS grading scale. Band grades are included on GPA. Students evaluated on..

Rehearsal attendance

Rehearsal participation and preparedness

Team effort: individual contributions to the ensemble's goal for musical excellence.

Individual effort: strive to perform at your personal best every time you play.

Performance exams

Concert attendance

Lesson attendance

Written work

### **Jazz Ensemble**

6<sup>th</sup> through 8<sup>th</sup> grade students

Participation in Concert Band or Wind Ensemble required. Exception for guitarists and keyboardists. Auditions required .

Instrumentation – soprano saxophone, alto saxophone, tenor saxophone, baritone saxophone, trumpet, trombone, baritone, drums, electric guitarist, keyboardist.

Rehearses Wednesdays 8:00-8:50 am; regular attendance required. Failure to attend regularly may result in removal from the ensemble.

The Jazz Ensemble “season” runs from October – May. Students must commit for the entire season. Auditions are in September.

Method Book: Essential Elements for Jazz! Publisher: Hal Leonard \$12.95 for book and CD. (can be purchased at local music store)

Performances: required attendance. Performances are scheduled based on the level of commitment & progress of the Jazz Ensemble. The harder you work, the more performances I can plan!

Possible: Jazz Festival with Holy Family Catholic High School Jazz Band. Date to be decided. Spring Concert

**PRACTICE:** Students are expected to practice jazz ensemble music OUTSIDE of rehearsals! We have limited time together – your individual practice is essential for our success!

**Private Lessons** 1:1 student-teacher ratio

Weekly 20 minute lesson during the school day for all Varsity, Concert and Wind Ensemble students.

Computer-based music programs enhance lessons.

Teachers: Mrs. Amy Meenk and Miss Diana Fornshell.

**Concert Attire:**

MMEA Festival: **Black pants or skirt, white top.** Dress it up or wear the SHS School Uniform.

Christmas and Spring Concert: How do you want to present yourself? If you look your best, you will perform your best! Dress in your “Sunday Best”. No jeans, no t-shirts with logos.

## **CHOIR**

St. Hubert has two choirs grouped by grades, 5<sup>th</sup>/6<sup>th</sup> and 7<sup>th</sup>/8<sup>th</sup>. Each choir meets twice a week before school for rehearsals. There is a \$25 choir fee per year to cover costs of music and concerts.

## **CLASS PICTURES**

Individual pictures are taken twice each year, in the fall and the spring. Fall pictures are used for the yearbook. Spring pictures are optional. Individual pictures are taken at the Meet and Greet. Individual retakes will be taken after school starts. Check the school calendar for the retake date. Group pictures will not be taken. A composite of the individual pictures will be made for each class.

## **EXTRACURRICULAR ACTIVITIES**

Extra curricular activities supplement our educational program and provide opportunities for students to participate in activities outside (and possibly during) the normal school day. School-sponsored extra curricular activities include, but are not limited to, sports, Student Council, newspaper, and yearbook. To ensure a positive experience, we want to put a major emphasis on the care and respect of one’s self, others, and the facilities we use. All school rules apply before, during and after each activity. We expect students to be respectful, cooperative and demonstrate responsible behavior.

Students are not permitted to be in the building before or after school without adult supervision. If an extra curricular activity begins after 4:00, students must go home or have pre-arranged adult supervision.

In order to remain eligible for participation in any extracurricular activities at St. Hubert's School, students must remain in good standing. Eligibility for participation is determined by the school administration.

Good standing status includes, but is not limited to, maintaining a minimum grade point average of 2.0 with no grade of "U" or "F" at the end of each trimester. In addition, if an "Incomplete" is received in a class, students will have one week to complete their work or they will receive a "U" or "F" for that class, also resulting in the student becoming ineligible.

Each violation will result in a one-week suspension from participation in extracurricular activities. School-sponsored extracurricular activities include, but are not limited to, sports, Student Council, newspaper, and yearbook. Sports activities include practices, scrimmages, games, tournaments, and all related activities.

**We recognize the important role that parents play in our educational partnership. We also recognize that, from time to time, parents may voluntarily opt to hold a student out of participation from an extra-curricular activity when the demands of school work make it necessary. We are grateful that parents support the educational efforts at St. Hubert School.**

If a student is not in attendance for the full day he/she may not be involved in school sponsored activities after school. Students who participate in a school-sponsored event (retreat, field trip, testing) will not be considered absent. If there are extenuating circumstances (family emergency, doctor's appointment, funeral), a note from the student's parent explaining the absence will allow them to participate. If a student stays home during the morning hours he/she may not return to school for the purpose of being involved in a special activity during the afternoon or be involved in an extracurricular activity that afternoon or evening.

#### **FIELD TRIPS AND IN-SCHOOL FIELD TRIPS**

Field trips are part of the educational program. All trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in both out-of-school and in-school field trips. Parents/guardians will be notified as early as possible for the scheduled field trips. If parents choose not to have their child participate in a field trip, the child is considered absent.

Students are required to wear the school uniform on field trips unless otherwise specified.

**Parents attending or chaperoning field trips must have a completed background check on file and have completed VIRTUS training. Parents should not bring siblings along on field trips.**

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form EACH TIME the students participate in a field trip. Failure to return the form by the due date means that the student may not go on the field trip. The full form needs to be completed for each field trip. **A blank generic field trip form can be found on our website [www.sthubert.org/school](http://www.sthubert.org/school). Phone calls to or from a parent/guardian do not fulfill authorization requirements for participation.**

During the school year there will be a few opportunities offered to students who are in good standing with their academic responsibilities and who have been positive members of the school community. These field trips are part of the educational program, but should be **considered a privilege, not a right**. There are certain supervisory issues that support the decision to have these trips offered only to those students who have demonstrated their ability to handle themselves away from school in a way that will reflect well on the St. Hubert's community. The chaperones need to feel confident that these trips will not be jeopardized by behavioral challenges.

To ensure a positive experience, we want to put a major emphasis on the care and respect of one's self, others, and the facilities we use. All school rules apply before and during each trip. We expect students to be attentive, respectful, and cooperative and demonstrate responsible behavior. Only students with signed and fully completed permission slips turned in by the due date will be allowed to go on the field trip. Participation in a field trip will be decided by a committee of teachers and the administration. Supervised opportunities will be provided for reviewing course materials and making up needed work. They will not be penalized for their lack of participation in the trips that they were not invited to attend.

### **GREEN TEAM**

The Green Team is a Middle School leadership opportunity. We are a group of students and adults dedicated to improving the impact on the environment of our St. Hubert Community members. We will meet about once every 6 weeks after school on Wednesdays (4:00-4:45). We will educate ourselves on current best practices in the environment, find ways to educate others, determine necessary improvements in our building and take action. We will assist the staff members on the Environmental Stewardship Committee in accomplishing their goals.

### **GUEST SPEAKERS/ASSEMBLIES**

Throughout the year, assemblies are held with invited resource guests to enhance the students' learning opportunities. Guest speakers are invited and topics should be consistent with the mission, philosophy, and objectives of the school.

### **KIND TEAM**

The KIND (Kids In New Directions) Team is open to students in grades 4 through 8. The focus of the group is to continue the St. Hubert School tradition of being a welcoming

environment. Students are chosen through an application process in the Spring. Activities of the KIND Team include designing and implementing an anti-bullying week, poster campaigns, and touring new and perspective students.

### **SERVICE HOURS**

Middle school students (5-8) may earn two honor points for one hour of service performed outside of school. These points would include, but not limited to, helping a teacher, serving at school or weekend Masses, operating soundboard, Summer Stretch, babysitting in the nursery during evening school and church activities. We also encourage students and their families to participate in services offered through the parish. Once a student completes their volunteer task, a Service Hour Form needs to be signed by the supervisor. Forms can be picked up in the office from the homeroom teacher. Turn in the form to the homeroom teacher at the end of each trimester to receive points.

### **STUDENT COUNCIL**

Running for a seat on Student Council is open to all 5-8 graders. There are elected representatives from each homeroom. Student Council is responsible for Middle School dances and activities, participating in Catholic Schools Week, Marathon, and setting up service projects which benefit the entire school.

### **YEARBOOK**

The school publishes a yearbook each school year. Individual pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Classroom teachers request that at least one parent per classroom take pictures of the class several times during the year, as well as any sports in which their child participates. With parental help, all students and classes can be more equally represented in the yearbook. The cost of the yearbook is included in each student's activity fee.

If a student defaces another student's yearbook, they must purchase a replacement. Other consequences may also be applied.

## **PARENT ACTIVITIES**

### **VOLUNTEER ROOM**

The volunteer room is number 120. All other school office space is restricted to school personnel only.

### **VOLUNTEERS**

There are many volunteer positions available at St. Hubert School. Look for the “Volunteer Sign-up Form” in the August mailing and return it during the “Meet and Greet”. Check with your classroom teacher(s) or contact Katie Hodges (Volunteer Coordinator) in the school office if you have any questions regarding any of the volunteer positions.

### **BACKGROUND CHECKS**

The United States Catholic Bishops, in 2002, adopted policies dealing with the problem of sexual misconduct in the Church and School. Among those policies was a requirement for background checks for volunteers who regularly work with, or come in contact with minors or vulnerable adults. A background check must be completed for each individual that comes in contact with our students. The information sought is needed in order to conduct a thorough background check, and will be kept confidential by the parish. The forms are available in the church or school office.

### **VIRTUS Training**

The Archdiocese has also mandated that volunteers attend a one-time, three hour VIRTUS Training session. Session times and registration for this training may be done online at [www.Virtus.org](http://www.Virtus.org).

## **PROPERTY**

### **LOCKER POLICY**

- Grades K-4 do not use locks on their lockers.
- Locks are optional for grades 5-6
- Locks are required for grades 7-8. Students must purchase their own locks and supply their homeroom teacher with the combination.
- All students will be assigned a locker at the beginning of the school year.
- No trading or moving from the assigned locker is permitted without the approval of the homeroom teacher.
- All students are expected to keep their lockers neat and organized.
- Students are expected to keep the hallway around the lockers free of student supplies and litter.
- Students in grades 5-8 who choose to have a lock must have it locked at the end of the school day. The lock combination must be given to the homeroom teacher.
- Mistreating lockers (i.e. kicking, slamming, marking on, etc.), like all school property, will result in a consequence.
- Students with lockers that are not closed properly (i.e. backpacks or books protruding) will receive a consequence.

### **LOST AND FOUND**

Lost items will be kept in an appropriate place. Encourage students to check for lost items in the *LOST AND FOUND* area in the Volunteer Room #120, when something is missing. Any item remaining in the lost and found at the end of each trimester will be donated. To prevent items from being lost, **LABEL EVERYTHING with first and last name** including the uniform sweatshirts, jumpers, pants, skirts, shirts and the Phy. Ed. uniform.

### **MONEY/VALUABLE PERSONAL ITEMS**

**When money is sent to school it should be placed in an envelope and *labeled* with the student's name, grade and the purpose of the money.**

Students are **not** to have electronic equipment during the school day, from 8:45-4:00 (including, but not limited to, iPods, MP3 players, CD players, cell phones, cameras, pagers, hand-held games, and other electronic devices). Laser pens, beanie babies, key chains, etc., are also not permitted during school hours except with special permission from a teacher. Should these items be visible during the school day (including field trips) without special permission, they will be **SUBJECT TO CONFISCATION** and a parent will need to pick up the item. St. Hubert School is not responsible for items lost or stolen.

**School insurance does not cover loss of personal possessions.**

### **CANDY AND POP MACHINES**

The candy and pop machines may not be used during the school day, from 8:45-4:00. If a classroom teacher gives his/her class something to eat, it must be eaten in that classroom. Unauthorized consumption of candy, gum, or breath mints will result in a consequence. Use of cough drops requires written permission from a parent or guardian.

## **FINANCES**

### **FEES**

In addition to tuition, some programs/activities require an additional participation fee. These programs, may include, but are not limited to, athletics, band, clubs, and field trips. Fees are collected at the “Meet & Greet” in the fall before the start of the school year.

### **FUNDRAISING**

All fund-raising efforts require prior approval by the school principal. This process eliminates scheduling conflicts and insures compliance with the parish/school’s mission statement and philosophy. Archdiocesan and legal regulations are considered when planning fundraising programs/events.

St. Hubert families are expected to participate in fund-raising activities during the year. Major fund-raising projects include the Marathon for Non-public Education in the fall and the Spring Fling Event. Students in middle school will be given several opportunities during the school year to raise funds to help defer the cost of class trips. It is a family decision as to which, if any, fund-raisers in which the student will participate.

### **TUITION**

St. Hubert’s Advisory Committee sets a yearly tuition rate during its budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising and donations supplement tuition to pay for the cost of education at St. Hubert.

St. Hubert School has set the following tuition policy:

Families may choose between a 10 or 12 month electronic debit option or full payment of tuition due at the “Meet & Greet”.

Since the entire parish benefits from Catholic educational programs, the entire parish shares in financial responsibility for the education of children. Parish subsidy is that amount contributed by the parish annually to the school. The percentage of parish subsidy level is determined at the local level. St. Hubert School receives subsidy from St. Hubert Parish.

## **SCHOOL AGE CHILD CARE (SACC) PROGRAM**

- Before and after school child care program open only to St. Hubert School students who are in Kindergarten through sixth grades.
- Hours for SACC are **6:45 a.m. to 8:45 a.m., and 3:50 p.m. to 6:00 p.m. on school days.**
- SACC kids must check in with the SACC teacher if they are going to be late or before going to any after school activity.

Please call **Robyn Winneroski at 952-374-5069** for more information

## **STATE AND FEDERAL PROGRAMS**

There are several state and federal programs that non-public students may participate in. These programs are administrated through the local public school district.

St. Hubert School receives state and federal entitlements allocated on a per pupil basis.

### **State programs include:**

Education Aids for Non-Public School Children – provides textbook and related individualized instruction materials, health services, and secondary guidance counseling.

Transportation – Minnesota public school districts must provide “equal transportation” within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes and bus stop locations.

School Lunch Program – State funds are matched with federal funds to assist families who qualify for free or reduced lunch.

### **Federal programs include:**

Special Education - Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a non-public school. The district must provide assessment, periodic observation, and review of progress and establish an ISP (Individual Service Plan), which generally involves direct service by a special education teacher.

## **SPECIAL EDUCATION SERVICES**

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

- Classroom teachers see the needs of their students and consult with the St. Hubert Intervention Team (iTEAM). 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.
- If the interventions are not successful, the student may be referred for assessment. If the school initiates the assessment, written parental/guardian permission will be required. Once the assessment is

complete a meeting is set up to report on the results and decide whether to develop an Individual Service Plan (ISP). If it is determined that a student qualifies for special education services an ISP is written.

- If an ISP is written, it will include goals to help improve the areas of need. The services may be direct or indirect. Most direct services for students will take place in our building. Classroom teachers and the special education educator will meet periodically with the student and parents and determine accommodations that will be made for that student in the regular classroom.
- If your child has special needs which have been medically diagnosed and does not qualify under District Special Ed services, parents may request to draw up a 504 plan to meet those needs. A parent requesting a 504 plan for their child should contact school counselor, Kesney McCarthy. \*\* ISP'S (Individualized Service Plans) and 504 Plans (Student Accommodation Plans: Section 504-Rehabilitation Act of 1973.) Locked files are maintained in the school counselor's offices. It is required that all SHS staff and Chaska District 112 staff sign out any files for their professional use, required by data privacy laws.

As part of our philosophy of honoring every student's individuality, we make every effort to tailor each student's school experience to his or her unique needs and circumstances. Students come to school with different gifts and abilities. At St. Hubert School, we feel more confident about developing the best plan for a student when we are informed about any challenges that student may be experiencing. **For the child's benefit, it is advisable that parents share any information that will benefit the teacher's /specialist's ability to meet needs of students.** If accommodations are necessary regarding homework requirements, a doctor's recommendation will be needed for our files. **Often times teachers may observe behaviors that may be an indicator of ADHD/ADD. A teacher's input is an integral part of the assessment process.**

## **CODE OF CONDUCT - Pre-school – Grades 1-3**

*St. Hubert Catholic Community will provide a safe environment that allows the gospel message of Jesus Christ to permeate our minds, hearts and souls. As a Catholic Christian Community, our mission is to proclaim to our community our obligation to provide the safety, care and nurturing of our children, young people and vulnerable adults.*

*Therefore, we have certain expectations of the children, young people and adults who participate in activities at St. Hubert Catholic Community and sponsored offsite events. To insure a safe and enjoyable time for everyone, the following guidelines are in effect. It is the responsibility of the parent or guardian to explain this Code of Conduct to their child.*

I will be respectful and treat others fairly.

I will take turns and include others in activities.

I will tell an adult when someone is being hurt or there is an emergency.

I will tell an adult when I am being hurt.

I will respect others' property and space.

I will be a good listener and not interrupt.

I will obey school/parish rules and respect the adults who watch over me.

I will not use bad language or tease others.

## **CODE OF CONDUCT - Grades 4 - 6**

*St. Hubert Catholic Community will provide a safe environment that allows the gospel message of Jesus Christ to permeate our minds, hearts and souls. As a Catholic Christian Community, our mission is to proclaim to our community our obligation to provide the safety, care and nurturing of our children, young people and vulnerable adults.*

*Therefore, we have certain expectations of the children, young people and adults who participate in activities at St. Hubert Catholic Community and sponsored offsite events. To insure a safe and enjoyable time for everyone, the following guidelines are in effect. It is the responsibility of the parent or guardian to explain this Code of Conduct to their child.*

I will be kind and treat others, as I would want to be treated.

I will take only what is given to me and not take anything that belongs to others without permission.

I will be honest and not tell lies or say hurtful things to or about anyone.

I will not use offensive language, tease or bully others.

I will respect others' personal boundaries. I will not touch anyone in an inappropriate way. I will tell an adult when someone touches me in a way, which makes me feel uncomfortable.

I will tell an adult when I am being hurt. I will tell an adult when someone is being hurt or there is an emergency.

I will not possess or use cigarettes, alcohol or drugs. I understand I am subject to search and seizure guidelines, which are in place.

I will do my best to follow the instructions of my adult supervisors.

I will follow established rules of my school/parish and take responsibility for my own actions.

If I become aware of any violation of this Code of Conduct by a peer, it is my responsibility to notify my supervising adult as soon as possible.

## **CODE OF CONDUCT - Middle and High School Youth**

*St. Hubert Catholic Community will provide a safe environment that allows the gospel message of Jesus Christ to permeate our minds, hearts and souls. As a Catholic Christian Community, our mission is to proclaim to our community our obligation to provide the safety, care and nurturing of our children, young people and vulnerable adults.*

*Therefore, we have certain expectations of the children, young people and adults who participate in activities at St. Hubert Catholic Community and sponsored offsite events. To insure a safe and enjoyable time for everyone, the following guidelines are in effect. It is the responsibility of the parent or guardian to explain this Code of Conduct to their child.*

I will treat everyone with respect and kindness. If I am being hurt or if I become aware that one of my peers is being hurt verbally, physically, or sexually, I will notify an adult.

I will not steal, deface or destroy property that does not belong to me.

I will not use offensive language, tease or bully others.

I will not participate in any activities of a sexual nature.

I will report any harassment including but not limited to unwelcome sexual advances, touching, comments, jokes, stories or gestures.

I will not violate anyone's personal boundaries or property.

I will not discriminate against others based on race, ethnic background or religion.

I will not use cell phones or other electronic devices during liturgy, prayer or faith formation/school sessions.

I will not possess, use, purchase, or distribute tobacco, alcohol, illegal drugs, weapons, inappropriate videos, reading materials or other objects.

I understand in extreme cases of misconduct my parents/legal guardian and legal authorities will be notified, regardless of the time. Parents/legal guardians will be financially and/or physically responsible for participant's transportation home from education center, church or event. I understand I am subject to search and seizure guidelines, which are in place.

If I become aware of any violation of this Code of Conduct by a peer, it is my responsibility to notify my supervising adult as soon as possible.

## **Code of Conduct - ADULT (Volunteer)**

*St. Hubert Catholic Community will provide a safe environment that allows the gospel message of Jesus Christ to permeate our minds, hearts and souls. As a Catholic Christian Community, our mission is to proclaim to our community our obligation to provide the safety, care and nurturing of our children, young people and vulnerable adults.*

*Therefore, we have certain expectations of the children, young people and adults who participate in activities at St. Hubert Catholic Community and sponsored offsite events. To insure a safe and enjoyable time for everyone, the following guidelines are in effect. The following guidelines are in effect for adult and youth volunteers at St. Hubert.*

*Supervising adults (i.e. principals, teachers, coaches, priests, directors of faith formation, youth ministers, catechists, volunteers, chaperones, etc.) are responsible for the supervision of participants who are minors. St. Hubert Catholic Community will take full responsibility for any damage done by their members at a program site. We look to supervising adults to help enforce the Codes of Conduct and to set a good example.*

The possession, use, purchase and distribution of tobacco, alcohol, illegal drugs, weapons, inappropriate videos, reading materials or other objects by supervising adults are not permitted, and will result in disciplinary action which could include dismissal from activities. You will be financially and/or physically responsible for your transportation home. In extreme cases legal authorities will be notified, regardless of the time.

Behave in a way that respects the rights of all. Conduct and carry out role in a professional manner. Adults will not discriminate based on race, ethnic background or religion.

Use of cell phones and other personal electronic devices is discouraged. You are asked to put cell phones in silent/vibrate mode so as not to disrupt or distract from faith formation activities, especially liturgy, prayer and faith formation or school sessions.

Maintain confidentiality in all matters related to normal parish business.

Always provide a safe environment where all participants can be sure that boundaries will not be violated.

Avoid situations where you are alone with a minor. At least two adults should be present when there is only one minor, and at least two minors should be present when there is only one adult. Interactions should be held in a public area or in a visible area such as in a room with an interior window or an open door so that another adult or youth can be present outside the room as a witness.

Adults may not have inappropriate relationships/friendships or be verbally, emotionally or physically abusive with a minor/vulnerable adult. No minor or vulnerable adult may be

disciplined corporally or corrected with abusive or other inappropriate language. Positive reinforcement should always be used. Never spank, shake or strike a minor/vulnerable adult in your care. Do not humiliate, ridicule, threaten, or degrade minors or vulnerable adults.

Harassment is defined as the unwanted/unwelcome behaviors which make a person feel threatened, intimidated, degraded or discriminated against or which creates an intimidating, hostile, or offensive learning, working or play environment. Harassment can include, but is not limited to, the following:

- ◆ Threatening behavior.
- ◆ Racial insults.
- ◆ Derogatory ethnic slurs.
- ◆ Physical or mental abuse.

**Sexual Harassment is against the law** and will not be tolerated by St. Hubert Catholic Community. Sexual harassment includes, but is not limited to, the following behaviors:

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

I will comply with the mandatory reporting regulations of the State of Minnesota and with the Archdiocesan sexual abuse policies to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is punishable by law. I will cooperate fully in any investigation of abuse of children, youth or vulnerable adults.

I understand that Search and Seizure Guidelines are in place.

**I understand that any serious violation of this Code of Conduct may result in my removal as a volunteer working with minors/vulnerable adults and/or dismissal from a program. As a volunteer of the Church, I promise to strictly follow the rules in this Code of Conduct as a condition of my providing services to the minors and vulnerable adults of our parish/school.**

**Revised 8/23/2011**