Maternity *of* Mary
Saint Andrew
CATHOLIC SCHOOL

Parent/Student Handbook

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Saint Paul, MN 55117
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mmsaschool.org

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Dear Maternity of Mary – Saint Andrew Catholic School Families:

Welcome to a new school year at MMSA Catholic School. We are looking forward to all of the joy and growth a new year with your child(ren) will bring.

We are proud of our rich history at Maternity of Mary – Saint Andrew Catholic School and are grateful for those who have come before us, as we look towards our promising future in the heart of the Como Park Neighborhood. Our school is richly blessed with caring and intelligent students, dedicated faculty and staff, parents, and committed parishioners. Without the ongoing commitment of all of these individuals, we would not be able to accomplish so many of the things our Catholic school is proud to do on a daily basis.

This handbook has been prepared in order to give you–as the primary educators of your children–important information about our school. It contains information about our school's vision and mission statements, policies, and procedures. We ask that you familiarize yourself with the contents of this handbook and discuss it with your children.

Thank you for entrusting your child(ren) to us and we look forward to working in partnership with you for the upcoming school year!

In Christ,

Mike Langer

principal@mmsaschool.org

Father Philippe Vigneron

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Maternity of Mary – Saint Andrew Catholic School
Student & Parent Handbook

PREFACE

This handbook serves as a guide to the policies, procedures, and expectations of Maternity of Mary – Saint Andrew Catholic School (MMSA). These policies are designed to uphold the school's commitment to high academic and moral standards within a faith-filled Catholic environment. The handbook reflects the core principles and operations of our school, and all students and parents are expected to familiarize themselves with its contents.

The administration of MMSA reserves the right to interpret, amend, or modify any policy contained herein as circumstances warrant, always with the best interests of the school community in mind.

Additional school communications provided throughout the year include:

- Student/Parent Directory
- MMSA Newsletter, emailed biweekly on Thursdays along with other important school updates.

MISSION

Maternity of Mary – Saint Andrew Catholic School is a joy-filled, faithfully Catholic school committed to teaching the *love of God, love of neighbor, and love of learning*

PHILOSOPHY

We believe joy-filled, authentic Catholic education is based on the pillars of academic excellence, virtue, mission discernment, and spiritual development for the purpose of developing the whole chid—academically, spiritually, physically, and socially.

Academic Excellence

MMSA provides a rigorous academic program focused on mastery of core skills in mathematics, reading, writing, and comprehension, while cultivating critical thinking through the scientific method and logical reasoning. Rooted in the Catholic tradition of faith and reason, our approach forms the whole child and prepares students to excel academically and beyond.

Virtue Formation

MMSA helps students grow in virtue by intentionally teaching and modeling habits such as kindness, responsibility, perseverance, and respect so they can become the people God created them to be. Through prayer, service, positive role modeling, and consistent expectations, students learn to make good choices and live the Gospel each day. This formation nurtures strong character rooted in faith.

Mission Discernment

MMSA fosters mission discernment by helping students recognize their God-given gifts and encouraging them to use those gifts in service to others. Through prayer, service opportunities, vocation awareness, and daily faith formation, students learn to listen for God's call in their lives. This culture of discernment helps students grow in confidence as they seek how they are called to serve the Church and the world.

Spiritual Development

MMSA places spiritual growth at the heart of the school day by integrating prayer, faith formation, and Catholic teaching into all aspects of learning. Students participate in Mass, prayer, and service opportunities that help them build a personal relationship with Jesus and grow in their understanding of the Catholic faith. Through this intentional formation, students are encouraged to live the Gospel and develop a lifelong commitment to their faith

2026-27 Staff List

Father Philippe Vigneron	Pastor in-solidum	651-489-8825	frphilippe@maternityofmarychurch.org
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GENERAL INFORMATION

Uniforms

A student's appearance reflects pride in self, respect for others, and a commitment to learning. The MMSA uniform policy supports an orderly learning environment, reduces peer pressure, promotes unity, and strengthens school pride. MMSA logo items, skirts and jumpers should be purchased from Donald's Department Store, 972 Payne Avenue, St. Paul (651-776-2723).

Lower School (Grades K–4)
Girls:

- Plaid uniform jumper (available at Donald's).
- Navy blue pants or shorts (no denim or sweatpants).
- Light blue knit polo shirt with MMSA logo (long or short sleeve). Non-banded shirts must be tucked in.
- Optional: Navy cardigan, sweater, MMSA sweatshirt, or ½ zip with logo. Note: If these clothing items are to be removed, an MMSA shirt must be worn underneath.

Boys:

- Navy blue pants or shorts (no denim or sweatpants).
- Light blue knit polo shirt with MMSA logo (long or short sleeve). Non-banded shirts must be tucked in.
- Optional: Navy cardigan, sweater, MMSA sweatshirt, or ½ zip with logo. Note: If these clothing items are to be removed, an MMSA shirt must be worn underneath.

Middle School (Grades 5-8)
Girls:

- Khaki skirt/skort (available at Donald's).
- Khaki pants or shorts (no denim or sweatpants).
- Dark blue knit polo shirt with MMSA logo (long or short sleeve). Non-banded shirts must be tucked in.
- Optional: Navy cardigan, sweater, MMSA sweatshirt, or ½ zip with logo. Note: If these clothing items are to be removed, an MMSA shirt must be worn underneath.

Boys:

- Khaki pants or shorts (no denim or sweatpants).
- Dark blue knit polo shirt with MMSA logo (long or short sleeve). Non-banded shirts must be tucked in.
- Optional: Navy cardigan, sweater, MMSA sweatshirt, or ½ zip with logo. Note: If these clothing items are to be removed, an MMSA shirt must be worn underneath.

Additional Requirements

- All uniforms must be clean, neat, size-appropriate, and in good condition.

- Shirts, jumpers, skirts, skorts must be purchased from Donald's. Pants and shorts may be purchased wherever convenient.
- Clothing and shoes should be labeled with the student's name; the school is not responsible for lost or stolen items.
- Uniforms must be worn every school day unless the principal designates an out-of-uniform day and/or a student has an out-of-uniform pass (not valid on Mass days).
- Any exceptions to the uniform policy are subject to approval by the principal.

Grooming and Accessories

- Hair must be neat, clean, and not distracting in style, color, or length.
- Jewelry should be simple and not draw undue attention. Earrings are limited to girls. The physical education teacher may require jewelry to be removed for safety.
- Middle school girls may wear light makeup that is not distracting.
- Any exceptions to the grooming and accessories policy are subject to approval by the principal.

Footwear

- Shoes must be closed-toe. Slippers, sandals, or shoes with wheels are not permitted.
- On designated Marathon T-shirt days (see Non-Uniform Days below), slippers, and sandals are not allowed.
- Any exceptions to the footwear policy are subject to approval by the principal.

NON-UNIFORM DAYS

Students may enjoy non-uniform days on special occasions as announced by the principal or teacher. Clothing worn on these days must be modest, neat, clean, and in good condition.

The following guidelines apply:

- Clothing must reflect Christian values and avoid inappropriate slogans or graphics.
- Shorts must be an appropriate length;
- Bare midriffs, spaghetti straps and ripped or torn jeans revealing skin are prohibited.
- On designated Marathon T-shirt Days, students may wear the current MMSA Marathon T-shirt with jeans, regular uniform bottoms or Spirit Wear bottoms. If the Marathon shirt is unavailable, students must be in regular uniform.
- Any exceptions to the non-uniform days policy are subject to approval by the principal.

Administration reserves the right to interpret the dress code and may contact parents if a change of clothing is deemed necessary.

ADMISSIONS

Students entering Kindergarten at MMSA must be five (5) years of age on or before September 1 of the year they begin school. Admission to MMSA depends on available class size and a thorough review of each student's current academic file. All transfer students are admitted on a probationary basis and are considered to be on both academic and behavioral probation for up to one full school year. This allows time for the student and the school to ensure a successful adjustment to MMSA's academic expectations and community culture.

Tuition

Current tuition rates are posted on the school website at mmsaschool.org → Admissions → Tuition and Tuition Assistance. A non-refundable registration fee of $100 per student must accompany each registration. After March 1, the fee increases to $150 per student. This fee is not applied toward tuition.

MMSA offers a $500 referral bonus for current families. When a new family registers a K–8 student and lists an existing MMSA family as their referral source, the referring family will receive a $500 tuition credit applied in January of the current school year.

Families withdrawing a student must provide a 30-day notice. Tuition will be charged through 30 days following the student's final day of attendance.

Tuition Payment Options

Families may choose one of several tuition payment plans:

- Pay in full by August 1
- Two installments (August and January)
- Monthly payment plans:
    - 12-month plan beginning in July
    - 10-month plan beginning in September
- Custom plans available upon request

All tuition payments are made through the TADS Tuition Management Program, which automatically debits from a checking account or credit card. A $75 per family TADS processing fee is added annually.

For questions about tuition accounts, please contact Tara Thonet at 651-489-1459 or tara@mmsaschool.org. Failure to make tuition payments or communicate with the school to make arrangements may jeopardize a student's continued enrollment.

Tuition Assistance

Scholarship funds are available for families in need of tuition assistance. Applications can be completed through the TADS Tuition Management Program. For support or questions, please contact Tara Thonet at 651-489-1459 or tara@mmsaschool.org.

Arrival

Morning supervision begins at 7:40 a.m. Students should arrive between 7:40 a.m. and 7:50 a.m. and may not enter the building before 7:40 a.m. The school day begins at 7:50 a.m. with the first bell. A second bell at 7:55 a.m. signals the start of class, and students are expected to be seated and ready to learn. Students arriving after 7:55 a.m. must report to the office and will be marked tardy.

Punctuality reflects courtesy, respect, and responsibility. Chronic tardiness will be referred to the Ramsey County Attorney's Elementary-Age Truancy Intervention Program (TIP), and students may be required to make up missed time. Tardiness due to verified medical or dental appointments will be excused.

Dismissal

The school day ends at 2:56 p.m. Students are released for parent pick-up or to walk home between 2:56 p.m. and 3:05 p.m. All students must be picked up by 3:05 p.m. unless enrolled in Extended Day or participating in a scheduled extracurricular activity.

Students who remain on campus after 3:15 p.m. without approved arrangements will be brought to Extended Day or the school office, and a $30 charge will be added to the family's TADS account. Any student staying on the playground after school must be supervised by a parent or guardian.

Students are not permitted to leave campus during the school day unless written permission is provided to the office or teacher. Parents meeting their child for an appointment must check in at the school office.

Absences

Parents must call the school office at 651-489-1459 or email martensn@mmsaschool.org before the start of the school day to report any absence or tardy. If no communication is received, the office will contact the parent or guardian to verify the absence.

Students are expected to attend school unless ill. Medical and dental appointments should be scheduled outside of school hours whenever possible. While family vacations are valued, MMSA encourages families to plan trips during scheduled breaks or summer vacation.

Students are responsible for completing all missed assignments following an absence. They should coordinate directly with teachers to develop a plan for submitting makeup work.

Students who are absent due to illness may not participate in after-school activities on the day of the absence.

Field Trips

Throughout the school year, MMSA students participate in field trips designed to enrich classroom learning and provide real-world experiences. These trips are considered a privilege and an extension of the school's academic program.

A signed parent permission slip must be on file in the school office before a student may attend a field trip. Teachers will distribute the necessary permission forms prior to each outing. A general approval form will also be kept on file for routine off-campus activities, such as visits to the North Dale playground.

Teachers and/or the principal reserve the right to deny a student's participation in a field trip due to behavioral concerns or lack of preparedness. Families should note that MMSA assumes no liability for non-school-sponsored activities involving students and/or staff. The school does not refund transportation or admission costs if a student is unable to attend a scheduled trip.

Extended Day Program

The MMSA Extended Day Program provides before- and after-school care for students in grades PreK–8 on days when school is in session. The program offers a safe, caring, and structured environment that supports social and academic development through supervised activities.

Enrollment is available on a first-come, first-served basis as space allows. Families may contact the school office at 651-489-1459 for registration information.

Hours of Operation:

- **Before School:** 7:00 a.m. – 7:40 a.m. (PreK–8)
- **After School:** 3:00 p.m. – 5:30 p.m. (PreK–8)

A light snack is provided during the after-school session. Program fees are billed through TADS and operate only on regular school days.Students who are not picked up by 5:35 p.m. without approved arrangements, will have a $30 charge added to the family's TADS account.

Families may occasionally request to add additional care days due to unforeseen circumstances. Please contact the school office at least 24 hours in advance to confirm availability.

Lunch and Breakfast Program

MMSA partners with Trio Catering to provide nutritious, well-balanced lunches for students in grades PreK–8 and breakfast for grades K–8. Meals include milk; milk may also be purchased separately for $0.50 each. Each student is assigned a Personal Identification Number (PIN) to use in the lunch line, linked to the family's prepaid lunch account. Students must maintain a positive balance to make purchases. Account balances can be checked by contacting the school office.

If an account falls below zero, a written notice will be sent home. Payments not received within 14 days will be added to the family's TADS account. Monthly menus are sent home and posted on the school website. Families must submit menu selections each month, as meals are pre-ordered. Students who pre-order lunch are required to take it.

Information regarding Free and Reduced-Price Lunch is provided annually in registration packets and is available in the school office throughout the year. Families are encouraged to apply at any time if income or family size changes.

USDA Nondiscrimination Statement:
MMSA participates in the National School Lunch Program and adheres to all USDA civil rights regulations. The USDA prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal for prior civil rights activity. For assistance or to file a complaint, please refer to the USDA's official procedures, available at www.ascr.usda.gov/complaint_filing_cust.html. This institution is an equal opportunity provider.

Birthday Treats:
Students may bring simple birthday treats to share with their class, provided the treats do not replace lunch. Please coordinate all plans with the classroom teacher in advance.

Recess

Students enjoy a daily recess of 15–20 minutes to promote physical activity, social interaction, and mental well-being. Recess is held outdoors unless it is raining or the temperature (including wind chill) is below –10°F. Families are asked to ensure children come prepared for outdoor play, with appropriate seasonal clothing labeled clearly with their name.

Students must follow the directions of playground supervisors at all times. Behavioral issues may result in the temporary loss of recess privileges. Teachers may also require students to use recess time to complete unfinished classwork when necessary.

Report Cards and Parent–Teacher Conferences

Grades K–8 follow a trimester grading schedule. Mid-trimester progress reports are available on Educate for students in grades 5–8.

Parent–Teacher Conferences are held twice each school year to support communication between families and teachers. Attendance at conferences is strongly encouraged. Scheduling and sign-up information will be provided by the school office.

Registration

A non-refundable registration fee of $100 per family is required for enrollment in grades PreK–8. After March 1, the fee increases to $150 per family. This fee is not applied toward tuition.

Student enrollment at MMSA automatically renews annually until graduation unless the school is notified otherwise. Families choosing not to return must notify MMSA in writing by February 15. All enrollment, student activity, and planner fees (if applicable) will be automatically billed through TADS on March 5 for the upcoming school year.

New students may apply for admission at any time, depending on availability within grade levels.

TRANSPORTATION

Bicycles
Students are permitted to ride bicycles to school. Bicycle racks are available on the playground for parking and securing bikes. MMSA is not responsible for lost or stolen bicycles. Students must lock their bicycles with a durable lock and wear helmets at all times. Bicycles may not be ridden on school grounds during recess or lunch periods.

Bus
Maternity of Mary – Saint Andrew School does not currently utilize Saint Paul Public School bus services.

Cars
Parents driving their children to and from school are asked to enter from Kent Street, follow the designated traffic loop, and exit onto Cottage Avenue.
Dismissal time is particularly busy, and safety is our highest priority. We ask parents to remain attentive and follow the established procedures to ensure the safety of all students.
Please note the following:

- Parents should not meet children inside the school building.
- Parking or waiting on Arlington Avenue is not permitted during pick-up times.
- Families choosing not to wait in the car line may park in the south church parking lot and walk up the east sidewalk along Sirba Hall to meet their child on the plaza.

School Patrol

The safety of students traveling to and from school remains the responsibility of parents. Please notify the school office if your child will be walking or biking so that the school safety patrol can be appropriately staffed.

The MMSA Safety Patrol operates under the guidance of the Saint Paul Police Department to help students safely cross streets adjacent to the school. Patrols are stationed only at designated corners and are not responsible for escorting students beyond those areas.

Patrols serve at the following locations and times:

- Dale Street and Arlington Avenue: Morning and afternoon
- Arlington and Danforth: Afternoon only
  Service hours are 7:25–7:40 a.m. and 2:56–3:05 p.m.

Students in grades 5–8 are eligible to serve on the patrol and will receive appropriate training. When temperatures reach 0°F or the wind chill drops below –10°F, patrols will not be stationed outdoors.

SCHOOL ADVISORY COUNCIL

The Maternity of Mary – Saint Andrew Catholic School Advisory Council (SAC) provides consultation and guidance to the principal and pastors.

SAC responsibilities include:

- Supporting and advancing the mission of the school.
- Assisting administration with programs and initiatives as requested.
- Reviewing and advising on school policies.
- Promoting open communication between parents and administration.
- Gathering and evaluating feedback to support continuous improvement.

MARATHON FOR NONPUBLIC EDUCATION

The Marathon for Nonpublic Education is an important annual fundraiser sponsored by the Knights of Columbus and held each October. Every MMSA family is expected to participate in or contribute to this event. All funds raised directly benefit our school programs and student activities.

WEATHER-RELATED SCHOOL CLOSINGS

In the event of inclement weather, MMSA will communicate school closures through multiple channels, including:

- Email notifications to families
- Announcements on local television and social media platforms
- Updates posted on the MMSA website at **www.mmsaschool.org**

SPECIAL EDUCATION

Special education and speech services are provided through Chelsea Heights Elementary School for grades K–5 and Washington Technology Magnet School for grades 6–8, both through the Saint Paul Public School District.

The district's Non-Public Diagnostic Team conducts appropriate assessments and evaluations. MMSA also offers supplemental reading and math support on an individual basis as needed. Transportation to Chelsea Heights and Washington Technology Magnet for services is provided by Saint Paul Public Schools.

PHILOSOPHIES AND POLICIES

Educational Philosophy

At MMSA, we believe that all learning flows from our mission to teach love of God, love of learning, and love of neighbor. We also believe that parents are the primary educators of their children and that education at its finest occurs when home and school work in positive collaboration. We also believe that every subject is a pathway to truth, and all truth finds its source in God. Faith and reason are not separate pursuits but complementary gifts that allow students to encounter the Creator in every aspect of study. Through an integrated curriculum, we seek to form the whole person—mind, body, and spirit—preparing students to use their knowledge, talents, and virtues in service to God's Kingdom.

Subject Area Philosophies

Mathematics

We nurture logical thinking, problem-solving, and perseverance, recognizing the order and beauty of God's creation through numbers and patterns. Students approach challenges with curiosity and honesty, using their skills to serve others and marvel at the harmony present in the Creator's design.

Social Studies

Students develop an understanding of human history, cultures, and civic responsibility through the lens of Catholic social teaching. By appreciating the dignity of every person, reflecting morally on historical events, and embracing the call to serve the common good, students grow as informed and compassionate citizens of both their country and God's Kingdom.

Language Arts

Through reading, writing, speaking, and listening, students learn clear communication and develop a love for the written and spoken word. Literature and discussion are chosen to illuminate virtue, justice, and human dignity, guiding students to use their voices to share truth, spread kindness, and uphold Gospel values.

Science

Students explore the wonders of creation with curiosity, integrity, and respect for God's handiwork. Faith and reason work together as students study the natural world, reflect on the moral implications of scientific advancements, and embrace their responsibility as good stewards to care for God's creations.

Spanish

Instruction in Spanish strengthens communication skills and fosters appreciation for diverse cultures. Students see linguistic diversity as a gift from God that unites the Body of Christ, enabling them to connect with others across cultures while appreciating the universality of the Catholic Church.

Religion

Religion forms the heart of the curriculum, guiding students to know, love, and serve God more deeply. Through Scripture, Church tradition, prayer, and service, they develop the moral and spiritual foundation that informs all learning and equips them to live out Christ's commandment to love God and neighbor.

Physical Education

Students develop healthy bodies, teamwork, and discipline, recognizing their bodies as temples of the Holy Spirit. Physical activity fosters humility, respect, and perseverance, encouraging students to honor God through sportsmanship, effort, and care for their physical well-being.

Music

Music education invites students to experience the joy and beauty of creation through song and instrumental performance. By learning both sacred and secular works, they see music as a means to glorify God, uplift others, and bring harmony to their communities.

Art

Art instruction nurtures God-given creativity, guiding students to express truth, beauty, and goodness through visual expression. They study religious art, understand its role in worship, and use their talents to inspire hope, communicate faith, and reflect the beauty of the Creator.

Safe Environment Policy

MMSA is committed to maintaining a learning environment that is safe, secure, and supportive for students, faculty, and staff.

All members of the MMSA community are expected to treat one another, visitors, and school property with respect at all times, including in electronic communication and on social media. To maintain a positive and supportive environment, students, parents, and staff share responsibility for reporting instances of disrespect or harassment to appropriate school personnel such as teachers, the principal, the Canonical Administrator, or other staff members.

Reports of disrespect or harassment will be addressed by teachers and/or administration. Consequences will be determined based on factors including the age of the students involved, the severity of the incident, and prior behavior. Consequences may include parent conferences, loss of privileges, restitution, suspension, or expulsion. Administration reserves the right to determine and assign appropriate consequences.

A student may be removed from class, suspended, or expelled for the following:

- Possession of a dangerous weapon. A dangerous weapon includes any firearm, whether loaded or unloaded, any device designed as a weapon capable of causing serious harm, or any object used in a way that could cause serious injury.
- Willful conduct that endangers or has the potential to endanger students, staff, or school property.
- Willful conduct that disrupts or threatens the learning environment.
- Willful conduct that violates the school's Code of Conduct.
- Other behavior that, in the judgment of school administration, negatively impacts the safety or welfare of the school community or the appropriateness of continued enrollment.

MMSA retains sole discretion regarding the nature, extent, and duration of removal from class, suspension, or expulsion. When a student presents an immediate and substantial danger to themselves, others, or property, the classroom teacher has the authority to remove the student from the classroom immediately.

When removal, suspension, or expulsion occurs, the school will make reasonable efforts to assist the student and parents in identifying alternative educational programs or services, as appropriate.

Code of Conduct/Discipline Policy Philosophy

At Maternity of Mary-St. Andrew Catholic School, discipline is viewed as a vital part of each child's moral and spiritual growth. Rooted in the teachings of Jesus Christ, our approach emphasizes learning to make positive choices, taking responsibility for one's actions, and growing in virtue and self-control. We believe that every behavior—positive or negative—provides an opportunity to learn, reflect, and grow in holiness.

Our goal is not simply to correct behavior but to form the heart, helping students understand how their actions affect themselves and others. Just as mistakes in reading or math are met with instruction and support, behavioral mistakes are addressed as opportunities for reflection, reconciliation, and renewed effort.

Guiding Principles

Respect for Self, Others, and God:
Students are taught that respect is at the foundation of all Christian relationships. They are encouraged to honor their own dignity as children of God, to treat others with kindness and fairness, and to show reverence for God through their words, actions, and prayerful behavior.

Virtue Formation:
Students are guided to practice virtues such as respect, kindness, honesty, patience, and self-discipline. The *Virtues in Practice* program helps students recognize that growing in virtue leads to stronger relationships and a closer friendship with God.

Responsibility for Self and Others:
Students are encouraged to reflect on how their choices impact the community and to take ownership of their words and actions. Restorative conversations help them repair harm and restore peace.

Forgiveness and Reconciliation:
Following Christ's example, we teach that forgiveness and mercy are essential to community life. Students who make poor choices are given the chance to seek forgiveness and begin again with a clean heart.

Logical Consequences:
Consequences are designed to be relevant, appropriate, and effective. They aim to teach accountability, responsibility, and self-improvement rather than simply impose punishment. For example, a student who damages property helps repair or clean it; one who hurts another's feelings offers an apology and an act of kindness.

Partnership with Families:
We believe discipline is most effective when school and home work together. Parents are informed of significant behavior concerns so that together we can guide the child toward growth in virtue and responsibility.

When Behavioral Challenges Arise

Teachers address most behavior concerns in the classroom through respectful conversation, reflection, and logical consequences. If a behavior is repeated or significantly disrupts the learning environment, the teacher and principal work together with the student (and parents when appropriate) to develop a plan for improvement. Students may complete a reflection form, participate in a restorative conversation, or meet with the principal to discuss next steps.

In all cases, the emphasis remains on learning and growth. Students are reminded that they are loved by God and capable of making better choices. By fostering a culture of virtue, forgiveness, and responsibility, we strive to form students who choose what is right not out of fear of consequences, but out of love for God and others.

Serious Behaviors and Consequences

While our approach to discipline is rooted in guidance and growth, certain behaviors require immediate and serious intervention to ensure the safety and well-being of all members of the school community. A student may be immediately removed from class, suspended, or expelled for the following reasons:

- Possession of a dangerous weapon. A “dangerous weapon” includes any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm.
- Willful conduct that endangers or has the potential to endanger the student, other students, faculty, administrators, or school property.
- Willful conduct that disrupts or threatens to disrupt the ability of others to learn.
- Willful conduct that violates any of the guiding principles of the discipline philosophy.
- Other conduct or behavior that, in the opinion of the school administration, adversely affects the desirability of continued enrollment.

MMSA retains the sole discretion to determine the nature, extent, and duration of any removal, suspension, or expulsion. If a student’s behavior creates an immediate and substantial danger to self, others, or property, a teacher has the authority to remove the student from the classroom immediately.

When such actions are necessary, the school will make every reasonable effort to support the student and family in seeking appropriate educational services or alternative programs, guided by compassion, fairness, and a commitment to helping the child learn from the experience.

Detention Policy (Middle School)

Detention serves as both a consequence and a learning opportunity for behavioral concerns. Detentions may be issued when a student violates the school's code of conduct. When a detention is assigned:

1. A detention slip will be issued to the student.
2. The student is responsible for returning the signed slip (parent signature required) the following day to the staff member who issued it.
3. The student will serve the detention on the designated Thursday from 3:00 p.m. to 3:45 p.m.

Detention time is used for quiet reflection, written apologies, or completion of a reflection form to help the student understand how to make better choices in the future.

Suspension Policy

Suspension is the temporary removal of a student from school and all related activities due to serious violations of school rules and policies. The administrator has the authority to issue in-school or out-of-school suspensions based on the nature of the violation. Out-of-school suspensions will not exceed five (5) school days.

In the event of a suspension:

- The student will be informed of the reason for suspension.
- Parents/guardians will be notified promptly.
- For out-of-school suspensions, a parent meeting will be scheduled to discuss the incident, expectations for return, and a plan to support the student's continued growth.

Suspensions are not merely punitive; they serve as opportunities for reflection, reconciliation, and renewed commitment to virtuous behavior.

Expulsion Policy

Expulsion is the permanent removal of a student from MMSA for at least the remainder of the current school year. Expulsion applies to both academic and extracurricular participation.

If a student's conduct continually disrupts the learning environment or poses a danger to self, others, or property, the school administrator will:

- Notify the student of the violation and potential expulsion.
- Schedule a conference with the student, parents/guardians, and administrator to discuss the incident, possible expulsion, and next steps for educational planning.

The school approaches such decisions prayerfully, recognizing the dignity of every child while also safeguarding the common good of the school community.

Bullying and Harassment Policy

Philosophy and Purpose

At Maternity of Mary–Saint Andrew Catholic School, every child is recognized as a beloved son or daughter of God, deserving of dignity, safety, and respect. Bullying and harassment violate not only school expectations but also our Gospel call to love one another as Christ loves us. Our goal is to build a joyful school culture rooted in respect for self, others, and God, where all students can grow in virtue and experience belonging. When hurtful behavior occurs, we respond with fairness, compassion, and opportunities for reflection, reconciliation, and renewed commitment to kindness.

Definition

Bullying/Harassment is the misuse of power—by an individual or group—that intentionally and repeatedly causes physical, emotional, or social harm to another. Examples include, but are not limited to:

- Name-calling, teasing, or spreading rumors
- Threatening words or gestures
- Inappropriate physical contact or aggression
- Excluding others intentionally or encouraging others to do so
- Cyberbullying or misuse of digital communication

Reporting Bullying and Harassment

Any member of the MMSA community—students, parents, faculty, staff, volunteers, or clergy—who experiences or witnesses bullying or harassment is encouraged (and in some cases required) to report it promptly to a teacher, staff member, or the principal.

- **Students** should tell a trusted adult immediately if they or someone they know is being hurt or excluded.
- **Faculty and staff** are required to report all concerns of bullying or harassment to school administration.
- **Parents/guardians** are asked to support open communication and to report incidents promptly so the school can respond effectively.

Response and Consequences

The response to bullying or harassment will reflect the seriousness of the behavior and the needs of all involved. Each case will be addressed individually by the administration with compassion and fairness.

Consequences may include but are not limited to:

- Restorative conversations or reflection forms
- Written or verbal apologies
- Parent conferences
- Detention or loss of privileges
- Suspension (in-school or out-of-school) for repeated or severe incidents
- In extreme cases, expulsion may be considered to preserve the safety and well-being of the community

Our emphasis remains on learning. Students are reminded that even serious mistakes can become opportunities for grace and conversion when handled with honesty and humility.

No Retaliation

Retaliation against anyone who reports or cooperates in an investigation of bullying or harassment is strictly prohibited. Any student or individual who retaliates will face immediate disciplinary action. All reports will be handled with discretion and respect for the privacy of all parties involved.

Criminal Background Check Policy

Philosophy and Purpose

Maternity of Mary–Saint Andrew Catholic School is committed to providing a safe, faith-filled environment where every child can learn, grow, and encounter Christ. As part of this commitment, MMSA follows the Archdiocese of Saint Paul and Minneapolis's Essential 3 (E3) requirements, which include a criminal background check, safe environment training, and a signed code of conduct for all adults who work or volunteer with children or youth. This policy ensures that all individuals entrusted with the care of students uphold the values of trustworthiness, integrity, and protection of human dignity.

Policy Overview

- All employees and volunteers who have regular or unsupervised contact with minors are required to:
    - Complete a criminal background check
    - Attend Safe Environment Training
    - Sign the Archdiocesan Code of Conduct
- Background checks must be renewed every three years as required by Archdiocesan policy.
- Individuals may not begin employment or volunteer service until all E3 components are completed and verified by the school.

Failure to comply with this policy will result in suspension of volunteer or employment privileges until all requirements are met.

Chemical Use Policy

Philosophy and Purpose

Maternity of Mary–Saint Andrew Catholic School recognizes that the body is a **temple of the Holy Spirit** and that caring for one's health is an act of respect for God's creation. The misuse of alcohol, drugs, or other harmful substances damages not only the body but also the soul, relationships, and the learning environment.

Our goal is to **educate, prevent, and support**, helping students make healthy, faith-filled choices that promote physical well-being and moral integrity.

Policy Overview

- The use, possession, or distribution of alcohol, illegal drugs, tobacco, vaping products, or any controlled substances on school grounds or at school events is strictly prohibited.
- Students who violate this policy will face consequences consistent with the Discipline Policy, which may include suspension or expulsion.
- The school will contact parents or guardians immediately and, when appropriate, refer the family to support services or counseling.
- Law enforcement will be notified when required by law.

Grievance Policy

Philosophy and Purpose

In a Christ-centered school community, conflicts and misunderstandings are approached with **charity, truth, and a desire for reconciliation**. Maternity of Mary–Saint Andrew Catholic School believes that open and respectful communication fosters unity and helps resolve concerns in a manner consistent with Gospel values.

This policy provides a clear, fair process for addressing grievances among students, parents, staff, and administrators while maintaining the dignity of all involved.

Procedure for Resolving Concerns

1. Direct Communication:
   The person with a concern should first speak directly to the individual involved (teacher, staff member, etc.) to seek understanding and resolution.

2. Escalation to Administration:
   If the concern is not resolved, it may be brought to the principal in writing. The principal will review the matter, meet with those involved, and work toward a fair resolution.
3. Pastor Review (if necessary):
   If the issue remains unresolved after discussion with the principal, the matter may be referred to the pastor for final review and decision.

Technology Responsible Use Policy

Philosophy and Purpose

At Maternity of Mary–Saint Andrew Catholic School, technology is viewed as a valuable tool for learning and communication, entrusted to students as a privilege—not a right. Our Catholic mission calls us to use all resources, including technology, responsibly, ethically, and in ways that honor God and promote the common good. Through guided instruction and personal accountability, students learn to exercise **temperance, prudence, and respect** in the digital world, recognizing that virtuous choices online reflect one's integrity offline.

As part of our commitment to **virtue formation and moderation**, technology is only sent home with **middle school students** and on a **limited, project-specific basis**. When technology is sent home, teachers will notify parents directly about the project, expectations, and return procedures.

Guiding Principles

Respect for Self, Others, and God:
Students are expected to use technology in ways that respect human dignity, protect privacy, and reflect Christian values in all forms of communication.

Responsibility for Choices:
Technology use comes with responsibility. Students must use school devices and networks for educational purposes only, making choices that contribute positively to their own learning and the learning of others.

Virtues of Temperance and Moderation:
Students learn that discipline in technology use helps foster balance, focus, and wisdom—virtues that support both academic success and spiritual growth. As part of our commitment to virtue formation and moderation, technology is only sent home with middle school students and on a limited, project-specific basis. When technology is sent home, teachers will notify parents directly about the project, teacher expectations, and return procedures.

Acceptable Use

The use of MMSA technology, including computers, internet access, and electronic communication, is intended **solely for educational purposes** aligned with the mission and philosophy of the school. All students must complete a technology orientation and sign a **Responsible Use Agreement**, along with a parent or guardian, before being granted access.

Examples of **appropriate use** include:

- Completing assignments or research for class
- Communicating respectfully with teachers and classmates
- Accessing educational resources approved by staff
- Practicing digital citizenship and online safety

Unacceptable Use

Inappropriate use includes, but is not limited to:

- Physical abuse or mishandling of devices or software
- Installing or using unauthorized software or applications
- Accessing or attempting to access restricted or unauthorized materials
- Sending or viewing messages that include profanity, threats, vulgarity, or discriminatory content
- Engaging in cyberbullying or spreading false, harmful, or unkind messages
- Sharing passwords or logging in under another person's account

Such actions conflict with the school's mission and Catholic values, and will result in disciplinary consequences as outlined below.

Consequences

Consequences for misuse of technology include but are not limited to:

- Reflection forms and restorative discussions
- Temporary or permanent loss of technology privileges
- Detention or suspension, depending on severity
- Financial responsibility for repair or replacement of damaged devices
- Possible expulsion or legal action in extreme cases

Consequences are intended to be **formative rather than punitive**, helping students understand how to make responsible choices in digital spaces and how to seek reconciliation when harm occurs.

School-Owned Technology and Privacy

All MMSA technology is the property of the school. The school reserves the right to inspect, monitor, and confiscate devices or accounts used on its network to ensure safety and compliance. Students should have no expectation of privacy when using school technology or digital platforms.

Internet Safety Policy

At Maternity of Mary–Saint Andrew Catholic School, the safe and moral use of the Internet is a vital part of forming wise, responsible digital citizens. In a world where information and communication are instantly accessible, students are taught to use technology in ways that reflect prudence, respect, and integrity, recognizing that every online action is an opportunity to live out their faith.

Our goal is to protect students from harmful content, guide them toward virtuous choices online, and help them understand that digital behavior is an extension of Christian character and discipleship. This policy ensures compliance with the Children's Internet Protection Act (CIPA) and related federal laws, while reflecting MMSA's Catholic identity and educational mission. It also establishes standards for appropriate online access and provides safeguards to protect students from harmful or unlawful content and activities.

Technology Protection Measures

To the extent practical, MMSA uses technology protection measures (Internet filters) to block or filter online access to:

- Visual depictions that are obscene or constitute child pornography
- Material deemed harmful or inappropriate for minors
- Sites containing violence, illegal activity, or other morally objectionable content

These measures may be temporarily disabled or adjusted only by authorized staff and only for legitimate educational or research purposes.

Inappropriate Network Usage

To ensure student safety and compliance with Catholic moral teaching, MMSA prohibits:

- Unauthorized access to systems, accounts, or files ("hacking")
- The unlawful downloading or sharing of copyrighted materials
- The sharing of personal information (names, addresses, phone numbers, etc.) without permission
- Use of electronic communications to harass, bully, or harm others
- Accessing or transmitting offensive, violent, or indecent materials

Students will be guided in understanding that inappropriate online actions can have lasting consequences and contradict the call to holiness and integrity.

Education, Supervision, and Monitoring

It is the shared responsibility of all MMSA staff to educate, supervise, and monitor appropriate technology use. Teachers actively guide students in:

- Recognizing trustworthy information sources
- Protecting their personal data and privacy
- Communicating respectfully online
- Reporting unsafe or harmful online behavior

Students receive age-appropriate instruction on digital citizenship, cyber safety, and Catholic moral decision-making in the digital world.

Technology use is monitored, and any violation of this policy will result in consequences consistent with MMSA's discipline philosophy — emphasizing reflection, accountability, and virtue development.

Commitment to Partnership

Parents are valued partners in helping children grow as responsible digital citizens. MMSA encourages open communication at home regarding Internet use, screen time, and online behavior. Together, school and family can help students use technology wisely, safely, and for the glory of God.

Books and Equipment Responsibility Policy

Philosophy and Purpose

At Maternity of Mary–Saint Andrew Catholic School, students are called to exercise responsibility, gratitude, and respect for the materials entrusted to their care. Textbooks, Chromebooks, classroom supplies, and other school equipment are gifts that support learning and growth. Caring for these items reflects our shared commitment to stewardship and respect for the resources God provides.

- Each student is responsible for all textbooks, technology, and materials assigned to them during the school year.
- All items must be kept in good condition and returned at the end of the year or when requested by the teacher or principal.
- A fee for repair or replacement will be charged if items are lost or damaged beyond reasonable wear.

- Technology (such as Chromebooks or iPads) must be used in accordance with the Technology Use Policy and under the supervision of school staff.

Discrimination Policy

Maternity of Mary–Saint Andrew Catholic School upholds the inherent dignity of every human person as created in the image and likeness of God. We are committed to fostering an environment of mutual respect, compassion, and justice, in keeping with Catholic social teaching and the Gospel message of love.

- MMSA does not discriminate on the basis of race, color, national or ethnic origin, gender, age, or disability in the administration of educational policies, admissions, scholarship programs, or other school-administered programs.

- Every individual in the school community is expected to contribute to a welcoming and respectful environment that reflects Catholic values.

- Incidents of harassment, exclusion, or discriminatory behavior are addressed promptly and respectfully, in accordance with the school's Discipline Policy and Christian principles of reconciliation.

Child Abuse and Neglect Policy

Maternity of Mary–Saint Andrew Catholic School holds as sacred the duty to protect every child entrusted to our care. Guided by Jesus' words, "Let the little children come to me," we affirm our moral and legal responsibility to safeguard students from all forms of abuse and neglect.

This policy aligns with Archdiocesan Safe Environment requirements and Minnesota state law, ensuring that all staff and volunteers act with vigilance, compassion, and justice.

- MMSA follows Minnesota State Statutes regarding mandated reporting.
- All school employees and volunteers who have contact with children are required by law to immediately report any suspected abuse or neglect to the proper civil authorities.
- Staff must also notify the principal or designated school administrator after making a report.
- The school will cooperate fully with civil and Archdiocesan authorities during any investigation.
- Confidentiality will be maintained to the fullest extent possible, protecting the privacy and dignity of all involved.

Cell Phone and Electronic Device Policy

At Maternity of Mary–Saint Andrew Catholic School, technology is viewed as a useful tool when used responsibly and in moderation. In keeping with our mission to form students in virtue—especially temperance and respect—we believe that limiting unnecessary technology use during the school day supports focus, interpersonal connection, and healthy development.

- Cell phones and personal electronic devices (including smart watches used for communication) must remain off and stored in backpacks or lockers during the entire school day, including lunch and recess.
- Devices may not be used for calls, texts, photography, or recording at any time without staff permission.
- The school rarely sends devices home, as part of our commitment to helping students grow in moderation and virtue.
- Any device used inappropriately will be confiscated and returned to a parent or guardian.
- Repeated misuse may result in additional consequences or a parent meeting.

Health Regulations Policy

Maternity of Mary–Saint Andrew Catholic School values the health and well-being of every child as part of caring for the whole person—body, mind, and spirit. We work closely with families to maintain a safe, healthy learning environment that allows all students to thrive.

- Parents are asked to keep students home if they show signs of illness (fever, vomiting, contagious conditions, etc.) until symptom-free for 24 hours without medication.
- The school follows all Minnesota Department of Health and Archdiocesan guidelines regarding communicable diseases and immunizations.
- Any changes to a student's health condition should be communicated promptly to the office or school nurse.
- The school maintains emergency information and consent-to-treat forms on file for every student.

Medication Policy

Our Catholic school community recognizes that some students may need medication during the school day to support their well-being and learning. To ensure safety, we follow careful procedures rooted in responsibility, trust, and care for the whole child.

- All medication, whether prescription or over-the-counter, must be brought to the office by a parent or guardian.

- A Medication Authorization Form, signed by both the parent and a licensed healthcare provider, is required before medication can be administered.
- Medication must be in its original labeled container.
- Students are not permitted to carry or self-administer medication unless a physician's written authorization is on file (such as for inhalers or EpiPens).

- School staff will maintain a log of all administered doses, and unused medication will be returned to families at the end of the school year.

Homework Expectations Policy

Homework at Maternity of Mary–Saint Andrew Catholic School serves as an extension of classroom learning and a means for students to practice discipline, perseverance, and responsibility. Our approach to homework supports the development of good study habits while maintaining balance with family, faith, and rest.

- Homework is assigned to reinforce classroom instruction, build independent learning skills, and promote time management.
- The amount of homework varies by grade, becoming gradually more demanding in middle school.
- Students are expected to complete homework on time and to communicate with their teacher if difficulties arise.
- Parents are encouraged to provide a quiet space and routine for study, while allowing students to take personal responsibility for their work.
- Late or missing assignments may result in logical consequences, such as reduced credit or additional support time.

Lunchroom Behavior Expectations

At Maternity of Mary–Saint Andrew Catholic School, lunchtime is more than just a break from class—it's an opportunity to practice gratitude, respect, and community. Our lunchroom expectations help students grow in virtue through everyday actions of kindness, patience, and care for others.

Expectations

- Enter and exit the lunchroom quietly and respectfully.
- Use inside voices and kind words when talking with peers and staff.
- Remain seated until dismissed; raise a hand for assistance.
- Clean up after eating, including table and floor area.
- Food is to be eaten, not shared or played with, out of respect for safety and fairness.
- Pray with reverence before meals, thanking God for His many gifts.

School Property Expectations

Our school buildings, grounds, and materials are blessings from God and gifts of those who came before us. Students are called to be good stewards of these resources, treating all property with care, gratitude, and responsibility.

- Students will treat all school property, materials, and equipment with care and respect.
- Defacing or damaging property (including desks, walls, or textbooks) is not acceptable and will result in restorative consequences, such as cleaning, repair, or replacement costs.
- Lockers and desks remain the property of the school and may be inspected by staff as needed.
- Students are responsible for keeping personal and shared spaces neat and orderly.

School Telephone and Email Policies

Communication within our school community should always reflect charity, respect, and integrity. Whether by phone or email, students and families are expected to use these tools responsibly and courteously.

- Students may use the school phone only with permission from a teacher or staff member and only for essential reasons (such as forgotten lunches or after-school plans).
- Email communication between staff and families should reflect professionalism and courtesy.
- Teachers respond to emails within a reasonable timeframe during school hours; urgent concerns should be directed to the office.
- Students are not permitted to email or message staff directly unless part of a supervised, school-approved program.

Tardy Policy

Punctuality is a sign of respect for learning and for others. Arriving on time allows students to begin the day calmly, focused, and ready to learn. Consistent timeliness helps students develop the virtues of responsibility, diligence, and respect.

- The school day begins promptly at the designated start time. Students arriving after that time are considered tardy.
- A parent or guardian must sign in students who arrive late.
- Excessive tardiness will be addressed through communication with parents to determine causes and develop solutions.
- Repeated tardiness may result in loss of privileges or additional consequences if it interferes with learning.

Volunteer Policy

Volunteers play a vital role in the mission of Maternity of Mary–Saint Andrew Catholic School. Their time, talents, and witness enrich the educational and faith life of our community. As partners in Catholic education, volunteers help model the virtues of service, generosity, and hospitality.

- All volunteers working directly with students must complete required background checks and Virtus (Safe Environment) training in accordance with Archdiocesan policy.
- Volunteers are expected to follow school rules, maintain confidentiality, and demonstrate professionalism in both words and actions.
- Classroom volunteers serve under the direction of the teacher and assist with assigned tasks.
- Volunteers are asked to dress modestly and appropriately for a Catholic school setting.
- Parents and parishioners are encouraged to share their time and talents through classroom support, lunch duty, field trips, and school events.