Dear Maternity of Mary – Saint Andrew 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 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,

Father Cloutier
frcloutier@maternityofmarychurch.org

Maggie Quast
principal@mmsaschool.org
# Table of Contents

## INTRODUCTION

PREFACE ................................................................................................................................. 6
MISSION ................................................................................................................................. 6
PHILOSOPHY .......................................................................................................................... 6
FACULTY AND STAFF ............................................................................................................ 7

## GENERAL INFORMATION

UNIFORMS ............................................................................................................................. 8
ADMISSIONS ........................................................................................................................... 10
TUITION ................................................................................................................................. 10
TUITION PAYMENT OPTIONS .............................................................................................. 10
TUITION ASSISTANCE .......................................................................................................... 10
ARRIVAL ............................................................................................................................... 11
DISMISSAL ............................................................................................................................ 11
ABSENCES ........................................................................................................................... 12
FIELD TRIPS ........................................................................................................................ 12
EXTENDED DAY PROGRAM ............................................................................................... 12
LUNCH ................................................................................................................................. 13
RECESS ............................................................................................................................... 14
REGISTRATION .................................................................................................................... 14
REPORT CARDS / PARENT TEACHER CONFERENCES .................................................... 14
TRANSPORTATION ............................................................................................................. 14
SCHOOL PATROL ................................................................................................................ 15
HOME AND SCHOOL ASSOCIATION ................................................................................. 15
SCHOOL ADVISORY COUNCIL ......................................................................................... 15
AFTER SCHOOL STUDY HALL / DETENTION ................................................................. 16
VACATIONS .......................................................................................................................... 16
SCHOOL GROUNDS ............................................................................................................ 16
Maternity of Mary – Saint Andrew School  
Student & Parent Handbook

PREFACE

This Handbook contains information for Maternity of Mary – Saint Andrew Catholic School. Policies at MMSA Catholic School are intended to serve and facilitate the high academic and moral standards within a Catholic School environment. This handbook presents the core of our school's policies, and we require all students and parents to familiarize themselves with these expectations. The administration of Maternity of Mary – Saint Andrew Catholic School reserves the right to interpret and modify the stated policies as the situation warrants or necessitates in the interest of the school as a whole.

Other publications you will receive throughout the year include:

› Student/Parent Directory
› MMSA Newsletter; sent home biweekly on Thursdays along with other communication.

MISSION STATEMENT

In answering the call of Jesus Christ, Maternity of Mary - Saint Andrew Catholic School is dedicated to providing a Catholic education that develops the unique God-given gifts of each student. In partnership with engaged families and a supportive parish community, the school provides an environment that inspires and upholds academic excellence, spiritual growth, service, and social responsibility.

PHILOSOPHY STATEMENT

Maternity of Mary - Saint Andrew Catholic School graduates inquisitive, compassionate, prayerful students who enter high school with a strong academic, moral, and spiritual foundation. Our graduates have a strong awareness of their God-given uniqueness, demonstrate a love of learning, have a strong dedication to community service, and an enthusiasm for their Catholic faith.
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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fr. Timothy Cloutier</td>
<td>Pastor</td>
<td>651-489-8825</td>
<td><a href="mailto:frcloutier@maternityofmarychurch.org">frcloutier@maternityofmarychurch.org</a></td>
</tr>
<tr>
<td>Maggie Quast</td>
<td>Principal</td>
<td>651-489-1459 x114</td>
<td><a href="mailto:principal@mmsaschool.org">principal@mmsaschool.org</a></td>
</tr>
<tr>
<td>Martha Hyde</td>
<td>Admin. Asst.</td>
<td>651-489-1459 x112</td>
<td><a href="mailto:martha@mmsaschool.org">martha@mmsaschool.org</a></td>
</tr>
<tr>
<td>Tara Thonet</td>
<td>Office Manager</td>
<td>651-489-1459 x111</td>
<td><a href="mailto:tara@mmsaschool.org">tara@mmsaschool.org</a></td>
</tr>
<tr>
<td>Nancy McNeil</td>
<td>Athletic Director</td>
<td>651-489-1459 x110</td>
<td><a href="mailto:mcneiln@mmsaschool.org">mcneiln@mmsaschool.org</a></td>
</tr>
<tr>
<td>Mona Lehman</td>
<td>Preschool</td>
<td>651-489-1459 x 101</td>
<td><a href="mailto:lehmanm@mmsaschool.org">lehmanm@mmsaschool.org</a></td>
</tr>
<tr>
<td>Krista Mrozinski</td>
<td>Preschool</td>
<td>651-489-1459 x 103</td>
<td><a href="mailto:mrozinskik@mmsaschool.org">mrozinskik@mmsaschool.org</a></td>
</tr>
<tr>
<td>Fran Bateson</td>
<td>Kindergarten</td>
<td>651-489-1459 x 102</td>
<td><a href="mailto:batesonf@mmsaschool.org">batesonf@mmsaschool.org</a></td>
</tr>
<tr>
<td>Terri Saleck-Weber</td>
<td>Grade 1</td>
<td>651-489-1459 x 108</td>
<td><a href="mailto:saleckwebert@mmsaschool.org">saleckwebert@mmsaschool.org</a></td>
</tr>
<tr>
<td>Katie Roche</td>
<td>Grade 2</td>
<td>651-489-1459 x 109</td>
<td><a href="mailto:rochek@mmsaschool.org">rochek@mmsaschool.org</a></td>
</tr>
<tr>
<td>Mary Jacobson</td>
<td>Grade 3</td>
<td>651-489-1459 x 209</td>
<td><a href="mailto:jacobsonm@mmsaschool.org">jacobsonm@mmsaschool.org</a></td>
</tr>
<tr>
<td>Adam Sattler</td>
<td>Grade 4</td>
<td>651-489-1459 x 208</td>
<td><a href="mailto:sattlera@mmsaschool.org">sattlera@mmsaschool.org</a></td>
</tr>
<tr>
<td>Mary Nyhus</td>
<td>Grade 5</td>
<td>651-489-1459 x 210</td>
<td><a href="mailto:nyhusm@mmsaschool.org">nyhusm@mmsaschool.org</a></td>
</tr>
<tr>
<td>Kristin Koch</td>
<td>Social Studies</td>
<td>651-489-1459 x 202</td>
<td><a href="mailto:kochk@mmsaschool.org">kochk@mmsaschool.org</a></td>
</tr>
<tr>
<td>Madeline Pilon</td>
<td>Language Arts</td>
<td>651-489-1459 x 203</td>
<td><a href="mailto:pilonm@mmsaschool.org">pilonm@mmsaschool.org</a></td>
</tr>
<tr>
<td>Mackenzie Melloy</td>
<td>Science/Religion</td>
<td>651-489-1459 x 201</td>
<td><a href="mailto:melloym@mmsaschool.org">melloym@mmsaschool.org</a></td>
</tr>
<tr>
<td>Amy Worden</td>
<td>Math/Computer</td>
<td>651-489-1459 x 204</td>
<td><a href="mailto:wordena@mmsaschool.org">wordena@mmsaschool.org</a></td>
</tr>
<tr>
<td>Jeanne Carlson</td>
<td>Phy. Ed.</td>
<td>651-489-1459 x 117</td>
<td><a href="mailto:carlsonj@mmsaschool.org">carlsonj@mmsaschool.org</a></td>
</tr>
<tr>
<td>Angie Schaps</td>
<td>Art/Pre-K Aide</td>
<td>651-489-1459 x 206</td>
<td><a href="mailto:schapsa@mmsaschool.org">schapsa@mmsaschool.org</a></td>
</tr>
<tr>
<td>Marietta McCullough</td>
<td>Title I/Resource</td>
<td>651-489-1459 x 207</td>
<td><a href="mailto:mcculloughm@mmsaschool.org">mcculloughm@mmsaschool.org</a></td>
</tr>
<tr>
<td>Marietta McCullough</td>
<td>Library/Communications</td>
<td>651-489-1459 x 013</td>
<td><a href="mailto:mcculloughm@mmsaschool.org">mcculloughm@mmsaschool.org</a></td>
</tr>
<tr>
<td>Suzi Lamatsch</td>
<td>Music</td>
<td>651-489-1459 x 012</td>
<td><a href="mailto:lamatschs@mmsaschool.org">lamatschs@mmsaschool.org</a></td>
</tr>
<tr>
<td>Wannia Romay</td>
<td>Spanish</td>
<td>651-489-1459 x 110</td>
<td><a href="mailto:romayw@mmsaschool.org">romayw@mmsaschool.org</a></td>
</tr>
<tr>
<td>Warren Starr</td>
<td>Band</td>
<td>651-489-1459</td>
<td><a href="mailto:youroldbanddirector@gmail.com">youroldbanddirector@gmail.com</a></td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

UNIFORMS
The developing child’s mind seeks an orderly learning environment, and our school’s dress code supports this need. Our policy also exists to diminish peer pressure, promote school unity, and finally increase our MMSA school pride. The MMSA School uniform must be purchased at Donald's Department Store 972 Payne Avenue (651.776.2723)

LOWER SCHOOL (K-5) GIRL’S UNIFORM:
• Plaid uniform jumper for girls -available at Donald's Department Store. (Jumper must be no more than 2 inches above the bottom of the knee cap.) Navy blue straight-legged twill pants (No leggings, knit pants, denim jeans, cargo pockets, stretch pants, sweat pants, or elastic bottomed pants.) Navy Twill Shorts (No biker, knit, cargo, or denim shorts.) Shorts may be worn April 15 - October 15. Shorts may not be worn on Mass days. Donald’s LIGHT BLUE KNIT polo shirt WITH school logo-banded or traditional, long or short sleeve. Traditional shirt MUST be tucked in. Only plain white T-shirts may be worn under shirts.) Navy blue MMSA sweatshirt (Only MMSA sweatshirt with logo is acceptable. Uniform shirt must be worn underneath.) Solid white or navy blue crew/ankle socks covering entire ankle. Tights must be navy blue or white. "No-Show" stockings are NOT allowed. (No logo, colors, or patterns) Navy cardigan or sweater.

LOWER SCHOOL (K-5) BOY’S UNIFORM:
• Navy blue straight-legged twill pants (No leggings, knit pants, denim jeans, cargo pockets, stretch pants, sweat pants, or elastic bottomed pants.) Navy Twill Shorts (No biker, knit, cargo, or denim shorts.) Shorts may be worn April 15 - October 15. Shorts may not be worn on Mass days. Donald’s LIGHT BLUE KNIT polo shirt WITH school logo-banded or traditional, long or short sleeve. Traditional shirt MUST be tucked in. Only plain white T-shirts may be worn under shirts.) Navy blue MMSA sweatshirt (Only MMSA sweatshirt with logo is acceptable. Uniform shirt must be worn underneath.) Solid white or navy blue crew/ankle socks covering entire ankle. "No-Show" stockings are NOT allowed. (No logo, colors, or patterns)

MIDDLE SCHOOL (6-8) GIRL’S UNIFORM:
• (Girls) Khaki twill uniform skirt, Donald's #344Khk Box Pleat Skirt Khaki, or skort, Donald's #2653 Pleated Front and Back Scooter Skort - Khaki from Donald’s Uniforms (Skirt must be no more than 2 inches above the bottom of the knee cap.) Waistbands may not be rolled.
Khaki straight-legged twill pants (No leggings, knit pants, jeans, stretch pants, sweatpants, cargo pockets, or elastic bottomed pants.)
• Twill Shorts - Pleated Front - Khaki (No biker, knit, denim, or cargo shorts. Shorts may be worn April 15 - October 15.) Shorts may not be worn on Mass days.
• Donald's NAVY BLUE KNIT polo shirt WITH school logo. banded or traditional. Traditional shirt MUST be tucked in. If you choose to wear a shirt underneath the polo, and it can be seen at the collar or under the polo, it must be plain and white only.
• Navy blue MMSA sweatshirt (optional). Only MMSA sweatshirt with school logo is acceptable. Uniform shirt must be worn underneath. These can be ordered at school in August.
• Solid white or navy blue crew/ankle socks covering entire ankle. "No-Show" stockings are NOT allowed. (No logo, colors, or patterns)

**MIDDLE SCHOOL (6-8) BOY’S UNIFORM:**
• Khaki straight-legged twill pants (No leggings, knit pants, jeans, stretch pants, sweatpants, cargo pockets, or elastic bottomed pants.)
• Twill Shorts - Pleated Front - Khaki (No biker, knit, denim, or cargo shorts. Shorts may be worn April 15 - October 15.) Shorts may not be worn on Mass days.
• Donald’s NAVY BLUE KNIT polo shirt WITH school logo. banded or traditional. Traditional shirt MUST be tucked in. If you choose to wear a shirt underneath the polo, and it can be seen at the collar or under the polo, it must be plain and white only.
• Navy blue MMSA sweatshirt (optional). Only MMSA sweatshirt with school logo is acceptable. Uniform shirt must be worn underneath. These can be ordered at school in August.
• Solid white or navy blue crew/ankle socks covering entire ankle. "No-Show" stockings are NOT allowed. (No logo, colors, or patterns)

**ADDITIONAL REQUIREMENTS:**
• **Navy blue and khaki dress pants or shorts, navy blue and light blue polos with logo, jumpers, skirts, and shorts must be purchased at Donald’s.**
• All clothing and shoes must be size-appropriate and should be labeled with the student’s name.
• The school is not responsible for lost or stolen clothing. Uniforms must be worn on all school days, unless the principal declares a no-uniform day.
• The principal must authorize any circumstance for which a student is out of uniform.
• Uniforms must be clean, neat, and in good repair. Boys' and girls' hair must be neat, clean, well groomed and not draw undue attention either in hairstyle or color. Hair may not be dyed a color that cannot be grown naturally. Feathers or extensions will not be permitted.
• Boys’ hair may not extend below the top of the ear (you must be able to see the entire ear), touch the collar in the back, or extend below the eyebrows.
• Boys must be clean shaven. No facial hair is allowed.
• Jewelry must be discreet, small, and not draw undue attention. No dangling earrings will be allowed. For safety reasons only post and small-hooped earrings should be worn. Adherence to this policy will be at the discretion of the principal.
• NO tattoos or piercings for boys or girls. (other than a single piercing on each earlobe for girls).
• Girls in middle school may wear light make-up. It must look natural; no dark eyeliner, dark eye shadow, or lipstick will be permitted. Lip balm will be allowed. Adherence to this policy will be at the discretion of the principal.
• Footwear - students may not wear shoes without backs. These include slippers, clogs, flip-flops, and sandals.
• If we reach our Marathon goal, Fridays are Marathon t-shirt days. Students may wear the current year only, MMSA marathon t-shirt with jeans or khakis. No slippers, clogs, flip-flops, or boots will be allowed. If the marathon t-shirt is not available for wear on Fridays, students must be in uniform.
ADMISSIONS

- Students entering Kindergarten at MMSA must be five (5) years of age on or before September 1 of the year of school admission.
- Admission to MMSA is dependent on respective class size numbers, and after a thorough review of the student’s current academic file.
- All transfer students will be admitted on a probationary basis. A student transferring into MMSA is considered to be on both academic and behavior probation for up to one full school year.

TUITION

- Preschool-2 day $1,430.00
- Preschool-3 day $1,925.00
- Preschool-5 day $2,970.00
- Grades K – 5 $4,500
- Grades 6 – 8 $4700
- K – 8: New student discount $1000; 2nd year discount: $500
- $400 discount if two children are enrolled in K-8
- $1000 discount if three children are enrolled in K-8
- 4th Child Free

A $100 per student registration fee must accompany each registration. After March 1st, the registration fee is $150 per student. This fee will not be applied to tuition.

MMSA offers a referral bonus of $1000. Each time a new parent registers their K – 8 child at MMSA, and lists a current MMSA family as the reason they registered/heard about MMSA, the referring family will receive $1000 off of their 2019-2020 tuition credited in January of the current school year. The family referred will receive $500 off their tuition also credited in January of the current school year.

If you withdraw your child after the first of the month, you will be responsible for tuition for the full month.

TUITION PAYMENT OPTIONS

- Pay in full by August 1st or
- Pay through the TADS Tuition Management Program. This program accepts automatic debit payments from your checking account. If you choose to pay with TADS, the payment agreement must accompany your registration form(s). The TADS Tuition Program fee is $45 per family, per year.
- Please direct all questions regarding the status of school tuition accounts to Martha Hyde, 651.489-1459 or martha@mmsaschool.org.
- If a family fails to make their tuition payment, and does not call the office to set up arrangements for the missed payment, continued enrollment at MMSA is in jeopardy.
TUITION ASSISTANCE

Scholarship funds are available to families needing tuition assistance. Application forms are on the school website and should be returned to the TADS Tuition Management Program. The Tuition Assistance Committee reviews the applications and grants the assistance by April 1st for the next year. Please call Maggie Quast at 651.489-1459 if you have any questions.

ARRIVAL

Being punctual is not only an expression of courtesy and respect, but is important to the overall success of each child’s education. The school day begins at 7:45. The 1st bell will ring each morning at 7:40, after which students can enter the building. The 2nd bell will ring at 7:45 a.m. It is expected that students be seated in their classrooms at this time, ready to begin the school day. Students arriving to their teacher’s classroom after 7:45 will be directed to the office and marked tardy. In middle school, students will serve a lunch detention on the 3rd tardy in a trimester and every one thereafter within that trimester. We ask for your help and support in making punctuality and preparedness a priority.

- **Arriving on time ensures the student:**
  - Has had time to unpack their bag
  - Has had time to socialize with peers
  - Has not disrupted their peers/teacher in a class already in progress
  - Has participated in morning prayers
  - Has participated in the classroom morning meeting

- **Arrival Schedule Summary:**
  - 7:40 Arrival Bell: Students may arrive and enter the building.
  - 7:45 Final Bell: Students are expected to be seated in their homeroom.

DISMISSAL

- The school day ends at 3:00 p.m. when the final bell rings. Students are released to walk home or for parent pick up between 3:00 and 3:05 p.m. An adult must supervise all students remaining in the school or on the school playground after school.
- Students are not allowed to leave the premises during the school day unless written permission from their parents has been given to the office/classroom teacher. Students leaving for appointments, etc. should meet their parents in the office.
- Students not picked up after school will be placed in the Extended Day Program for that afternoon and parents will be billed according to the Extended Day rates.
ABSENCES

- Please contact the office before school starts (651) 489-1459 or tara@mmsaschool.org to report any absence or if your child is going to be late. MMSA will contact you if a student is absent and it has not been reported to the office.
- Students are expected to be in attendance unless they are ill. Medical and dental appointments are to be scheduled when school is not in session, whenever possible. Taking vacations during school time is strongly discouraged. While student paper assignments can be made up, class time discussions, group and project work cannot be made up easily. We encourage our families to make time for vacations during already scheduled school release days as well as the summer.
- If a student misses school due to an illness, they cannot participate in after school activities.

FIELD TRIPS

- Periodically during the school year students go on field trips. These trips are considered to be a privilege and part of the learning process. Signed permission slips must be on file in the school office one day prior to the field trip. Permission slips are distributed in class and are also available on the MMSA website at www.mmsaschool.org.
- A parent general approval form will be kept on file for each student for Type I Field Trips (all walking trips of one mile or less). The teachers and/or principal can deny permission to go on field trips to any student whose behavior is likely to cause problems.
- The school has no liability for non-school sponsored activities involving students and/or teachers.
- Unfortunately, we are not able to refund the cost of transportation if a student is unable to attend a field trip.

EXTENDED DAY PROGRAM

- The MMSA Extended Day Program is available before and after school for students in grades PreK – 8 when school is in session. All activities are taught and supervised by qualified staff members and are developed expressly to help each child grow socially, emotionally, physically and intellectually. Our program strives to provide challenging activities in a safe, caring environment for all students.
- Acceptance for the program is on a first come basis as space is limited. Call the MMSA school office (651.489-1459) for registration information. Sessions are as follows:
  - Session I 6:45a.m. - 8:00 a.m. (Grades PreK-8)
  - Session II 11:00 a.m. – 3:00 p.m. (Pre-School students) Students may bring a bag lunch or buy the school’s hot lunch for $3.00.
  - Session III 3:00 p.m. – 6:00 p.m. (Grades PreK – 8) A light snack is served about 4:00 p.m.

The program operates only on days school is in session.

- Extended day statements will be sent out at the beginning of each month based on the monthly tuition rate your child is registered for. The Extended Day Program is billed on a monthly cycle.
- You may occasionally call to add on an additional day(s), as we understand unexpected events may occur, but please contact the school office at least 24 hours prior to be sure there is an opening on your requested day.
**LUNCH**

- Lunches for all grades, PreK – 8, are $3.00 per day and are provided by Lancer Catering and served by MMSA Lunch Staff. Milk is included in the price of lunch or can be purchased separately for $0.40 each.

- All students are issued a Personal Identification Number before the school year begins, which they enter into a keypad when going through the lunch line. The hot lunch price or cost of milk is then deducted from the student’s account balance. Each student has an individual PIN number linked to a family account.

- The lunch program is a “Pre-Pay” program; meaning students must have money in their account in order to make purchases. Please call the office to inquire about your balance or log on to EDUCATE.

- If a student's lunch account falls negative, a written notice will be sent home. If payment is not received within 14 days, charges will be added to your TADS account.

- A new lunch menu comes out each month and will be sent home with the school newsletter. This menu is also posted on the school website.

- Information on the Free and Reduced price student lunches will be available each year in registration packets or in the school office throughout the year. We encourage you to apply if you feel you may qualify. This not only helps your family budget, but it may also help the school qualify for additional funding in other areas. You may apply anytime during the year if family size or income changes.

- USDA Nondiscrimination Statement SNAP and FDPIR State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider

- Birthday Treats are allowed as long as they do not replace lunch. We can no longer have pizza brought in for birthday celebrations
RECESS

- Children will go outside for a fifteen to twenty minute recess period each day unless it is raining or the temperature is 10 below zero. If the temperature is below zero students will go outside for a shortened recess. Please see that children are dressed appropriately for the weather, including boots, hats, and mittens. Please mark all clothing with your child’s first and last name.
- Students are expected to follow any directions given by the playground supervisors the first time they are given.

REPORT CARDS/PARENT TEACHER CONFERENCES

- Grades K – 8 are on a trimester reporting schedule.
- Mid-trimester reports will be available on EDUCATE to students in grades 6-8.
- Conferences are held twice a year. Parents are expected to attend these conferences. If it is not possible to make or keep a conference date, the office should be notified so that other arrangements can be made.

REGISTRATION

- A $100.00 nonrefundable fee per family is required for registration of all students in grades PreK-8. This fee will become $150.00 after March 1. This fee is not applied to tuition.
- Registration begins in January. In the first month, registration is open to current students and parishioners of Maternity of Mary. After the first month, registrations are on a first come basis.
- Incoming new students may register in the school office at any time, depending on enrollment and grade level openings.

TRANSPORTATION

BICYCLES

- Students may ride bicycles to school. Racks are provided on the playground for parking and locking bicycles. Maternity of Mary – Saint Andrew School is not responsible for stolen bicycles. Bicycles may not be ridden during recess or lunch periods on school grounds. Bicycles must be locked with a heavy duty lock at all times and students must wear helmets.

BUS

- We do not use bus services from Saint Paul.

CARS

- Parents dropping off and picking up their children should enter on Kent and follow the traffic loop to then exit on Cottage.
- Please avoid talking on cell phones when in the pick up/drop off car lines. This is a busy time of the day, with many children out and about. We appreciate your full attention to keep all of our MMSA students safe.
- To ensure the safety of all the children, we request parents follow established procedures when dropping off and picking up students.
- If you do not want to wait in the car line, you are welcome to park in the south parking lot of the church and walk up the sidewalk on the east side of the church to pick up your child from their grade level line.
- Please do not meet the children in the classroom or park on Arlington for pick up.
SCHOOL PATROL

- The safety of children to and from school is the responsibility of the parents. The safety patrol is a service offered by the school, administered by the school patrol coordinator, Mrs. Nyhus, and coordinated through the Saint Paul Police Department. The goals of this program are to help provide safe crossing of streets adjacent to MMSA. MMSA does not assume the responsibility of escorting children beyond the boundaries of the school or the corners designated.
- Safety patrols will operate at the times and locations specified by the school every year.
- Students who travel to school by walking, biking, or other similar means are expected to cross the street at the designated corner with the assistance of the safety patrol.
- When the temperature is 0 degrees and the wind-chill is 10 degrees below zero or colder, the patrols will not be on the corners in the morning or afternoon.
- MMSA School Patrols will be at the following locations to assist our students from 7:25 a.m. to 7:40 a.m. and 3:00 to 3:10 p.m.
  - Dale Street and Arlington Avenue (available am and pm)
  - Arlington and Danforth (available pm only)
- Students in grades 6 through 8 are eligible to join the school patrol with all 5th grade students. They are instructed by a Saint Paul police officer on how to safely assist children on their way to and from school. All students must cooperate with patrol members for the system to work. Children are expected to cross with patrol members at the appointed corners.
- There are NO patrols for Half Day Kindergarten or Preschool. Parents are responsible for picking up students.

HOME AND SCHOOL ASSOCIATION

- The Home and School Association is a liaison body between home and school. Its purpose is to provide support for the school programs and enhance educational and enrichment opportunities for students. Parents are encouraged to support the important work it does by:
  - Paying nominal dues
  - Attending Home and School Association Meetings
  - Supporting our MMSA students and faculty
- Our major fundraisers are the Marathon for Non-Public Education, Harvest Fest, the Silent & Live Auction and Dinner Event, and the Flea Market. It is a great way to meet the parents of your child's classmates.
- Dates and times for meetings are published in the communication newsletters and on the school website. All are welcome!

SCHOOL ADVISORY COUNCIL

- The Maternity of Mary – Saint Andrew School Advisory Council provides consultation and advice to the pastor and principal of Maternity of Mary – Saint Andrew School.
- The School Advisory Council's role is to support the mission of the school, assist the administration with projects and programs as requested, evaluate and review policies, promote and facilitate communication among parents and the administration, and receive and evaluate feedback from various sources in conjunction with the pastor and principal of the school.
AFTER SCHOOL STUDY HALL/DETENTION PERIODS (Middle School)

- Middle school students (grades 6-8) will serve Detentions (for behavior infractions) or Study Halls (for late work or missing assignments).
- The Detention Policy is outlined on page 18.
- Study Halls will be served from 3:00 – 3:30 on the day they receive the Study Hall. Students will be given the opportunity to call home and make arrangements.
- Detentions and Study Halls are meant to provide the students with an opportunity to come up with a plan to avoid future infractions.

VACATIONS

- Families are encouraged to arrange vacations for times when school is not in session. If a vacation is scheduled when school is in session, the office must be notified in advance.
- Schoolwork that needs to be made up due to family vacations can be done following the absence. It is the student’s responsibility to see that homework is accounted for.

SCHOOL GROUNDS

- Students not participating in MMSA after school extra curricular activities are expected to be under parent or guardian supervision outside of the school day hours. Students must leave the school grounds and go directly home or to the place parents have arranged. Students should come to school no earlier than 7:30 a.m. Students who must arrive before 7:30 a.m. should enroll in the MMSA Extended Day Program.
- Please call 651.489-1459 to check availability. Students are NOT permitted to leave the school grounds at any time during the school day except with a parent’s written permission.
- Students who have not been picked up by 3:15 p.m. (15 minutes after the MMSA Dismissal Time) will be signed into the MMSA Extended Day Program, and parents will be billed accordingly.

MARATHON FOR NON-PUBLIC EDUCATION

- The Marathon for Non-Public Education is an annual fundraiser for Maternity of Mary – Saint Andrew School. The Marathon is held annually in October at MMSA. This is a month of prayer and service for preschool through eighth grade.
- Each family is expected to participate in and/or contribute to this fundraising effort. Money earned directly benefits the school children. The local Knights of Columbus and Home and School Association sponsor the Marathon.

NON-UNIFORM DAYS

- Attire worn on non-uniform days should reflect good Christian values with respect to slogans, graphics and physical fit. Clothing must be neat, clean and in good repair. Non-uniform attire must not interfere with the students’ ability to participate in their academic studies. Clothing should be in good taste. Short shorts, bare midriffs, spaghetti straps are not allowed.
- The principal reserves the right to interpret and enforce the uniform appearance policy as necessary.
**MARATHON T-SHIRT FRIDAYS**

- If our school’s Marathon goal is reached, Fridays will become Marathon T-shirt Fridays. On Marathon T-shirt Fridays, students have the option to wear their uniform or current year MMSA marathon t-shirt with jeans, khakis, or uniform pants.

**WEATHER RELATED SCHOOL CLOSINGS**

- School closings due to inclement weather will be announced on WCCO radio, 830 AM, Channel 4, 5, 9, or Channel 11, and on our website – [www.mmsaschool.org](http://www.mmsaschool.org)

**SPECIAL EDUCATION**

- Special education and speech services will be offered through Chelsea Heights Elementary School for students who have special needs. The Non-Public Diagnostic Team of the Saint Paul Public School District does appropriate testing and evaluation. MMSA also provides supplemental reading and math services on an individual basis as needed. Bus service is provided to Chelsea Heights, as needed, by Saint Paul Schools.
POLICIES AND PROCEDURES

MMSA CODE OF CONDUCT

Maternity of Mary-Saint Andrew Catholic School has developed and maintains a Code of Conduct, which reflects our Catholic values, while encouraging self-discipline, respect for one another, and academic excellence. Students are expected to act in a morally and socially responsible manner, follow this code as well as all rules and policies governing school behavior, and respect the authority of all school personnel.

1. SHOW RESPECT FOR:
   - God
   - Authority
   - Others
   - Self
   - Property

2. DEMONSTRATE INTEGRITY:
   - Doing what is right according to the teachings of Christ
   - Being prompt/prepared
   - Standing up to negative pressure
   - Fulfilling commitments
   - Following directions
   - Accepting responsibility for one's choices

3. RESOLVE CONFLICTS PEACEFULLY:
   - Solving disagreements by talking, listening carefully, and compromising
   - Developing decision-making skills
   - Thinking about consequences of one's actions beforehand
   - Realizing how decisions affect others
   - Avoiding physical and verbal aggression
   - Using strengths appropriately to enrich and serve our community

SAFE ENVIRONMENT POLICY

At the core of the MMSA community is a spirit of mutual respect. We seek to respect the integrity and worth of every individual in our school community. All members of the school community should feel physically, intellectually, and psychologically safe when at school and at school functions.

It is the policy of MMSA School to maintain a learning environment that provides a safe, secure setting for students, faculty and administrators. The school will take such action if it deems necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in the school under certain circumstances.
MMSA expects that:

- All members of MMSA are to be respectful at all times to each other and to visitors and school property. This expectation applies to all communications that members of the community have with each other, including electronic communication.
- In order to maintain a safe, positive, supportive community, all members of the MMSA community have a responsibility to communicate instances of disrespect/harassment to the appropriate person(s), e.g. teachers, principal, Canonical Administrator, or other staff members.
- Issues of disrespect/harassment involving students will be dealt with by the teacher or if necessary, by the principal. Consequences will depend on the age of the student(s) involved, the severity of the occurrence, and the numbers of related offenses. The consequences may include, but are not limited to, one or more of the following: a parent conference, counseling, loss of privileges, restitution, suspension, or expulsion, if warranted.
- Issues of disrespect/harassment involving adults will be dealt with by the Principal or the Canonical Administrator.

This policy provides that a student may be immediately removed from class, suspended or expelled on the following grounds:

- Possession of a dangerous weapon. “Dangerous weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.
- Willful conduct, which endangers or has the potential to endanger the student or other students, faculty or administrators, or the property of the school.
- Willful conduct, which disrupts or threatens to disrupt the ability of others to obtain an education.
- Willful conduct, which violates or may violate any rule of conduct specified in the student code of conduct of the school.
- Other conduct or behavior on the part of the student, which in the opinion of the school administrators adversely affects the desirability of continued enrollment.

MMSA School shall retain the sole discretion to determine the nature, extent of duration of any such removal from class, suspension or expulsion of a student under this policy. Where it appears that the student will create an immediate and substantial danger to the student or others, or property around the student, the classroom teacher has authority to remove the student from the room immediately. In the event removal from class, suspension or expulsion of a student is imposed, the school will make reasonable efforts to assist the student and the student's parents in seeking alternative educational programs or services, with the participation of teachers, administrators, student, and such other individuals or organizations as the school determines appropriate.
DETENTION POLICY (Middle School)

A detention is intended as a consequence to behavioral issues the student has had in school

- Level I Detention - Level I Detentions are issued to students for more minor infractions, such as for students who neglect to comply with school uniform policies, when a student is tardy, chewing gum, etc. Students will serve a lunch detention on the 3rd tardy in a trimester and every one thereafter within that trimester.
  - A lunch detention will be issued to the student. (Students will still be able to attend recess.)
  - The student will serve the lunch detention on the day it is issued in a designated teacher’s classroom.
  - The student is responsible for returning the detention slip to Mrs. Quast with a parent signature the following day.

- Level II Detention - Level II Detentions are issued for any behaviors that break the code of conduct that we expect our middle school students to follow. A Level II detention results in the student staying after school to serve the detention for 30 minutes, from 3:00 to 3:30 p.m., on Thursday. If a student gets a detention on Monday, Tuesday or Wednesday they will be expected to attend detention on Thursday. If a detention is received on Thursday or Friday the detention will be held on the Thursday of the next week. Detentions take precedence over after school activities.
  - A detention will be issued to the student.
  - The student will serve the detention on Thursday as outlined above.
  - The student is responsible for returning the detention slip to Mrs. Quast with a parent signature the following day.
  - A 2nd Level II Detention in the same trimester may result in a conference with student, student’s parents, and principal or Suspension.

SUSPENSION POLICY

Suspension is the temporary removal of a student from school and all school related activities, including extra-curricular activities, for a period not to exceed five (5) days.

The school administrators for the following reasons may suspend a student:

- Repeated violations of school rules and policies.
- In cases of gross misconduct, the school administrator has the authority to immediately suspend a student and will follow such action with appropriate steps as listed below.

When a suspension is justified, the school administrator will take the following action:

- Notify the student of the violation that caused the suspension.
- Notify the parents/guardians of the student of the violation that caused the suspension.
- Schedule a conference with the parents/guardians, student, and school administrator to discuss the incident and readmission.
EXPULSION POLICY

Expulsion is the permanent removal of a student for duration of at least the remainder of the current school year. Expulsion shall pertain to academic and all extracurricular activities associated with the school.

- If a student’s violation of school rules threatens to continually or, in any given instance, disrupt the daily academic process or if the student's presence poses a danger to himself/herself or other persons or property, the school administrator will take the following actions:
- Notify the student of the punishable violation and the possibility of expulsion.
- Notify the parents/guardians of the student of the punishable violation and that the student may not attend school any longer.
- Schedule a conference with the parents/guardians, student, and school administrator to discuss incident, expulsion, and educational plan.

BULLYING/HARRASSMENT POLICY

Definition

- Bullying/Harassment is an individual or group abusing power by repeatedly and intentionally causing physical or emotional pain to others, especially without provocation. Examples include but are not limited to name calling, threatening, spreading rumors, shoving, excluding, hitting, etc.

General Statement of Policy

- MMSA School shall maintain a learning and working environment that is free from bullying/harassment. MMSA considers it the right of every member of the school community to work and learn in an environment free from bullying/harassment.

Reporting Bullying/Harassment

- Members of the school community who feel they have been a victim of any form of bullying, harassment or violence should report it to the appropriate authorities.
- Students who have information that someone has been involved in such conduct should report it to teachers, staff, or the principal.
- Faculty, staff, administration, parents, volunteers, vendors, and clergy who have information that someone has been involved in such conduct must report it.

Bullying/Harassment Policy/Consequences

- MMSA has adopted a Bullying/Harassment Policy that applies to all students, faculty, staff, administration, volunteers, parents, vendors, clergy, and guests of MMSA School.
- Accordingly, all forms of harassment are strictly prohibited. This policy applies to students, faculty, staff, administration, volunteers, clergy, and guests whenever and wherever a school related activity takes place. It is the policy of the school to take any necessary action to promote and uphold this policy and to comply with local, state, and federal laws.
- The disciplinary action to be taken for bullying/harassment will depend on the circumstances of the event, the grade level of the student, and severity. Suspension or expulsion will occur as deemed appropriate by the Administration.
No Retaliation

- No retaliation action will be taken against any individual who reports information which he or she honestly believes may be in violation of this policy. Any student or other individual subject to this policy who retaliates against any person for reporting alleged harassment shall be subject to immediate discipline.

CRIMINAL BACKGROUND CHECK POLICY FOR EMPLOYEES AND VOLUNTEERS

MMSA has a Mandatory Criminal Background Check Policy. All employees, as well as school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks.

The following positions are subject to a mandatory background check:

- Teachers
- Substitute teachers
- Coaches
- Extracurricular advisors/tutors
- Food service personnel
- Janitorial service personnel
- Volunteers working with students

CHEMICAL USE POLICY

- The possession, use, and/or distribution by students of alcohol, tobacco, and illegal drugs in any form is prohibited on school property, on school buses, and at school sponsored events or while in school uniform.
- Students are prohibited from being under the influence of any drug which is illegal or which has not been prescribed by a physician or taken with the permission of the student’s parent/guardian.
- MMSA will have a tobacco/alcohol/drug prevention program for students with age appropriate information and developmental experiences necessary to assist students in making responsible decisions.

Students who violate this policy are subject to one or more of the following consequences, depending on the nature of the violation. Selection of consequences is at the discretion of the administration taking into account all factors the administration deems appropriate.

a. Suspension of 1 – 3 days (in school or out of school) including all school related activities.
b. Suspension from participation of extra-curricular games, events, and activities.
c. A research paper may be assigned to study the effects of chemical use.
d. The family/student may be referred to a counselor and a chemical evaluation requested.
e. Immediate suspension until parent/guardian, with the guidance of a counselor, presents a monitoring program for the student.
f. Extended suspension from school and extra-curricular activities.
g. Expulsion from school.
• **GRIEVANCE POLICY**

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

1. The parent/guardian or student (grievant) will submit the grievance in writing to the teacher or principal (respondent).

2. The grievant will meet with the respondent to discuss resolution of the grievance.

3. 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 or parish administrator (if the grievance involves the principal).

4. If the grievance is still not resolved, a Grievance Committee will hear the grievance.

5. 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.

6. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.

7. 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.

8. The pastor or his designate will then decide the grievance.

9. The grievance procedure should be completed within 30 days. In order to protect the privacy of all individuals involved in the written grievance and to enhance the integrity of the process, all participants involved in resolution of a school-related issue shall agree to maintain confidentiality, unless otherwise required by law. No statements made in the course of, or documents generated by or relating to, the resolution of the issue shall be repeated or disseminated to any individual who is not directly involved in the process and who does not have a legitimate need to know the contents of such statements or documents.

**INTERNET/MEDIA CENTER RESPONSIBLE USE POLICY**

- The use of technology at Maternity of Mary – Saint Andrew School is a privilege. Students are expected to use computers, Internet access, and electronic communication in a responsible fashion. All students must sign an agreement, along with a parent’s signature, and complete an orientation prior to any use of these technologies.

- The technologies available at MMSA are designed for educational purposes in accordance with the school philosophy and mission. Inappropriate use can come in many forms including, but not limited to:
  - Physical abuse of computers and software
  - Use and/or installing of any unauthorized software
  - Any unauthorized access or use
  - Messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, threats, or vulgar language.

- Passwords are to be kept confidential in order to maintain electronic security.

- Misuse of technology at MMSA may result in disciplinary action, revoking of electronic privileges, possible dismissal from school, and any appropriate legal action.
INTERNET SAFETY POLICY

Introduction
It is the policy of Maternity of Mary – Saint Andrew Catholic School (MMSA) to:
1. Prevent user access over its computer network to, or transmission of, inappropriate material via
   Internet, electronic mail, or other forms of direct electronic communications
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification
   information of minors; and

Definitions
Key terms are as defined in the Children's Internet Protection Act:

- TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a
  specific technology that blocks or filters Internet access to visual depictions that are:
  - OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
  - CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States
    Code; or
  - HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic
    image file, or other visual depiction that:
    i. Taken as a whole and with respect to minors, appeals to a prurient interest in
       nudity, sex, or excretion;
    ii. Depicts, describes, or represents, in a patently offensive way with respect to what
        is suitable for minors, an actual or simulated sexual act or sexual contact, actual
        or simulated normal or perverted sexual acts, or a lewd exhibition of the
        genitals; (SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual
        contact" have the meanings given such terms in section 2246 of title 18, United
        States Code.)
    - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material
To the extent practical, technology protection measures (or “Internet filters”) shall be used to block
or filter Internet, or other forms of electronic communications, access to inappropriate information.
Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual
depictions of material deemed obscene or child pornography, or to any material deemed harmful to
minors.
Subject to staff supervision, technology protection measures may be disabled or, in the case of
minors, minimized only for bona fide research or other lawful purposes.
Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of MMSA's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the MMSA staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of MMSA or designated representatives.

BOOK AND EQUIPMENT RESPONSIBILITY

• Books and equipment distributed to students for their use are the property of Maternity of Mary – Saint Andrew Catholic School. Students assume responsibility for these items and are expected to pay replacement/repair cost for any damaged or lost items. Middle school students must cover all textbooks, and keep them covered for the school year.

DISCRIMINATION POLICY

• It is the policy of Maternity of Mary – Saint Andrew School to comply with federal and state laws prohibiting discrimination. Maternity of Mary – Saint Andrew does not discriminate on grounds of race, color, national and ethnic origin, sex, marital status, with regard to public assistance, age or disability in administration of its educational programs, admission policies, employment, recruitment, or any other school administered program.

CHILD ABUSE AND NEGLECT POLICY

• Child abuse is defined as physical, sexual abuse or emotional maltreatment.
• Child neglect is defined as the failure to provide food, clothing, shelter, or medical.
• All employees of Maternity of Mary – Saint Andrew School who have knowledge of or reasonable cause to believe a student is the victim of physical or sexual abuse/neglect are required to report the suspected case to the local law enforcement agency or social service agency. This must be done if they know or have reason to believe there is abuse or neglect presently or has been within the past three years.
• The report should be made by telephone and in writing to the appropriate agency.
• Anyone who reports child abuse/neglect in good faith is immune from any civil or criminal liability. Mandated reporters (educators, members of the clergy, and other professional “helpers”) who fail to do so may be guilty of a misdemeanor.
**Procedure**

1. If an employee of the school should become aware of a child’s abuse/neglect, the principal should report to the Department of Human Services, Licensing Division’s Maltreatment Intake line at 651.297-4123 or local law enforcement at 651.291-1111 within 24 hours.
2. If an employee is accused of child abuse, the principal must report the abuse and follow the procedures as outlined by the agency contacted.
3. A copy of all reports sent to agencies should be forwarded to the Archdiocese of Saint Paul and Minneapolis.

**ELECTRONIC DEVICE POLICY**

- Use of electronic devices is prohibited during school hours in order to preserve the peace of the classroom, keep the students' focus on learning, and to prevent any inappropriate or disrespectful activities.
- All electronic devices, including, but not limited to, cell phones, ipods/mp3 players, cameras, and video games must be left in the student's backpack during school hours and put in the “off” position and not used by students.
- Students found with any electronic devices during the school day will have them confiscated and parents will be required to pick them up from the Principal's office. Middle school students will also receive a Detention if electronic devises are used or visibly seen in the school building during school hours.

**HEALTH REGULATIONS**

- The public health nurse is in the nurse's office one day per week during the school year. The nurse keeps health records up to date and does vision, hearing, and scoliosis screening.
- Physicals are required for preschool students and students entering Kindergarten and Seventh Grade. The necessary forms are distributed by the school nurse or are available in the school office. All immunizations must be up-to-date.
- Families of MMSA School are asked to protect their children and the health of others by keeping a child who is exhibiting signs of illness at home. These signs include:
  - A temperature of 100 degrees F within the last 24 hours
  - Diarrhea, vomiting, or nausea within the last 24 hours
  - Any undiagnosed rash, peeling, unusual sore, or impetigo
  - Sore throat, runny nose, sneezing or excessive coughing
  - Sore or discharging ears or eyes
  - Strep throat that has not been under treatment for at least 24 hours
  - Pink eye that has not been under treatment for at least 24 hours
- Any infectious condition such as strep, staph, lice, pink eye, etc., MUST be reported to the office immediately.

PLEASE do not send children who are not feeling well to school. We do not have the facilities or personnel to care for them. If your child becomes sick at school, you will be called to take your child home.

- Each family is asked to complete/verify an emergency information form annually.
- Accidents that occur on school grounds will be reported immediately to the principal. When school personnel administer minor first aid, a record of the accident or injury is logged.
- If there is a serious injury or severe illness, parents or persons listed on the emergency form will be contacted. If contact cannot be made, paramedics will be called.
HOMEWORK EXPECTATIONS

- Homework is part of the learning process. It may be used as a reinforcement tool for a lesson covered in the classroom, as an exploratory procedure to see what students need to spend more time learning, or as a creative opportunity for students to go beyond the classroom lesson.
- The great majority of work in the primary grades is done during class hours, and their homework is limited. Students in the intermediate grades can expect to have some homework three to five days per week. Students in grades 6, 7, and 8 can expect homework on a daily basis, with both long and short-term assignments. If there are evenings when students do not have as much homework as usual, they are encouraged to spend this time reading.
- All students in grades 4 through 8 are expected to use a school planner that must be purchased at the school office.
- Please support your child’s efforts to keep current with assigned homework. It is a student’s responsibility to turn in completed homework as assigned. If your child is having difficulty keeping up with classes or homework, please contact the teacher to discuss the situation.
- After an absence, students are responsible for making up any missed schoolwork. Upon returning to school, students should check with each teacher and with their classmates concerning missing assignments.

LUNCHROOM BEHAVIOR EXPECTATIONS

- Students are expected to wait patiently in the hot lunch line, stay seated at assigned tables, use good table manners, use appropriate voice level, clean up after themselves, and leave in an orderly manner.

SCHOOL PROPERTY EXPECTATIONS

- Students share the responsibility for keeping the building and grounds clean (picking up after themselves) and will refrain from damaging school or personal property. When property has been damaged, the student will be held responsible for repair, replacement, or cleaning. Further disciplinary action may also take place.

MEDICATIONS

If, under exceptional circumstances, a student is required to take a medication (even non prescribed medication such as Advil or Tylenol) during school hours and the parent cannot be at school to administer the medication and a student’s health may be jeopardized without it, then only the school nurse or designated persons shall administer the medication in compliance with the regulations that follow:

- **Long Term Medications - prescribed for more than two weeks**
  - A written statement shall be required annually from:
    - The physician that will include the student’s name, name of medication, dosage, frequency, and time of administration, possible side effects, and termination date.
    - The parent who will request and authorize the school to give the medication in the dosage prescribed by the physician.

Parents/ guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student’s name, name of medication, dose to be given, frequency and time it is to be given, the name of the prescribing physician, and the date the medication was obtained.
• **Short Term Medications - prescribed for less than two weeks**
  - A written statement will be required from the parent giving permission to give the medication in school. The statement must include: the name of the medication, the dosage, the time, and date the medication is to be given.
  - Parents are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student’s name, name of the medication, dose to be given, frequency and time it is to be given, the name of the prescribing physician, and the date the medication was obtained.

**SCHOOL TELEPHONE & EMAIL POLICIES**

The school office is open for messages 24 hours per day (651.489.1459). Please call to report an absence and let us know if you are requesting homework.

• Staff members are not available for phone calls during classroom hours. If you need to speak to a teacher, please call outside of school hours. During the day you may also leave a voicemail message for the teacher. Please do not call MMSA teachers at home.
• Students are NOT encouraged to use the telephone to plan after school arrangements with friends. Please make arrangements for picking up your children, baby-sitting, etc., outside of school hours.
• Teachers have email addresses and check email on a daily basis. Please use email for dissemination of straightforward information (i.e. "Emma should ride the bus tomorrow.") However, if there is a disagreement or issue, two-way communication with the person directly involved is still the best. The staff at MMSA would prefer to talk about any issues you would like to discuss face to face.

**TARDINESS**

• Any K-8 student not to their classroom and ready by the 7:45 a.m. Final Bell is considered tardy. When tardy, a student will be directed to check in at the office. The student will then be given a tardy slip to bring to the classroom.
• Chronic tardiness can hurt a child’s school performance and will be considered a discipline offense. Three or more tardies in a trimester are considered excessive. In middle school, students will serve a lunch detention on the 3rd tardy in a trimester and every one thereafter within that trimester.
• Chronic cases of tardiness will be referred to the Ramsey County Attorney's Office Elementary-Age Truancy Intervention Program (TIP). While we understand occasionally students are late due to situations beyond the control of the parent or child, our consequences are an opportunity for the school and parent(s) to work together to resolve the issue.
• In cases of chronic tardiness, MMSA reserves the right to have students make up missed time. Tardies are recorded on the student’s permanent records. A student will not be marked tardy if they are late to school because of a dental or medical appointment, provided they bring a signed slip from the attending doctor or dentiSaint
• When students are punctual, a better learning and instructional atmosphere exists.
**VOLUNTEERS**

There are many opportunities to help with school programs. Any interested volunteers are invited to sign up for our volunteer programs at the school office.

Volunteer information can be found on the school website – [www.mmsaschool.org](http://www.mmsaschool.org) (under current parents)

All volunteers must sign a Code of Pastoral Conduct, pass a volunteer background check, sign a Volunteer Code of Conduct, and attend a VIRTUS session (required by the Archdiocese) before allowed to volunteer in the school.