

Parent-Student Handbook

St. Anne's
SCHOOL

Wabasso, MN.



2023-2024

Our Mission:

St. Anne School exists to pass on our Catholic Faith and an excellent education.
We "Enter to learn Christ, and exit to serve Christ."

Our Vision:

- To keep God at the center of all we do
- To encourage a love for learning in which each child can realize their potential, spiritually and academically
- To foster supportive and respectful relationships with students, parents, staff, parish, and community
- To empower our students to be morally responsible individuals serving God, the Church, and all people

ST. ANNE'S SCHOOL STAFF DIRECTORY

School Superintendent	Fr. Anthony Hesse	frtony93@gmail.com
Diocesan Superintendent	Mrs. Michelle Kramer	mkramer@dnu.org
Principal	Mrs. Mary Franta	mfranta@wabassostannesschool.com
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3 rd Grade Teacher	Mrs. Shannon Jensen	sjensen@wabassostannesschool.com
2 nd Grade Teacher	Mrs. Sarah Fenske	sfenske@wabassostannesschool.com
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Preschool Teacher	Mrs. Dawn Guetter	dguetter@wabassostannesschool.com
Tutor/Art Teacher	Mrs. Deb Knott	dknott@wabassostannesschool.com
Paraprofessional	Mrs. Casey Leopold	cleopold@wabassostannesschool.com
Cook	Mrs. Kathy Wall	kwall@wabassostannesschool.com
Custodian	Mr. Matt Thooft	mthooft@wabassostannesschool.com

ST. ANNES'S SCHOOL EDUCATION ADVISORY COMMITTEE

The purpose of the Education Committee is to advise administration in regard to school policy and procedure.

Members

Jenifer Baune
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Stefanie Goblirsch
Angela Traxler

Angela Schmidt
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CONTACT INFORMATION

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POINT OF CONTACT

To ensure prompt response to inquiries, use the following suggestions for whom to contact as a guide.

School Office Secretary

- Tuition & lunch accounts
- General all-school schedules
- Student absences or dismissals
- Changes to demographic information

Classroom Teacher

- Classwork & grading questions
- Classroom schedules or special events specific to your child's grade
- Special circumstances unique to your child

School Principal

- Policy and procedural questions
- General suggestions, concerns, comments

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This handbook may be amended throughout the year with just cause. Notification of changes or amendments will be given through parent newsletter. The school’s website and FACTS portal will maintain the most current handbook.

“For where two or three gather in my name, there am I with them.”

Matthew 18:20

ADMISSIONS

ADMISSION IN ST. ANNE CATHOLIC SCHOOL

The primary purpose of the Catholic school within the Diocese of New Ulm is the education of young people in order to assist them in their academic, personal, and spiritual growth—“to educate the whole person: mind, body, and soul.”¹ As a Catholic school, emphasis is first and foremost on the teaching and practice of the Catholic faith so children and young people can “experience learning and living fully integrated in the light of faith.”² Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them.

The administration of the school recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

¹ USCCB, National Directory for Catechesis, (Washington, D.C.: USCCB, 2005), p 262

² Ibid

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school; however, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Catholic Church tenets state that non-Catholic students may not receive the sacraments of the Church; therefore, they may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis taught through the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church’s positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.
- Should a waiting list be necessary, preference will be given to students in the following order: siblings currently in the school, students whose parents are parishioners within the Catholic Area Faith Community, siblings of students who have completed the school program, Catholic students outside the Area Faith Community and lastly to non-Catholics without students currently enrolled or previously completing the program.

NON-DISCRIMINATION CLAUSE

Catholic schools, administered under the authority of the Catholic Diocese of New Ulm, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national or ethnic origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs. Students shall not be denied admission because of a disability unless this disability seriously impairs the student’s ability to successfully complete the school’s academic program within the reasonable accommodations that may be provided for the disabled child. A full range of services may not be available to a disabled student—only reasonable accommodations can be made. Parents are to fully disclose the nature and known extent of any physical, emotional, environment, or learning disabilities at the time of registration.

This policy does not conflict with the priority given to Catholics for admission as students. Nor does it preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

PARENTAL ROLE

The Catholic Church recognizes and respects the parents as the primary and principle educators of their children. For a Catholic parent, the promise at baptism to raise their children in the Catholic faith supports these premises and the Catholic school thereby exists to assist parents in the Christian formation of their children—assisting in what is to already be happening in the home. With the school being a continuation of a child’s primary education, all parents enrolling their children in the school are expected to support the school’s mission and commitment to Christian principles.

While present on the school campus be it for academic related activities or extra-curricular events, every adult has the responsibility of appropriate conduct in order to support the school’s mission and provide positive role models to our students. A coherent witness to Catholic moral teaching is expected at the school and during any school-related activities.

ADMISSION/ENROLLMENT DECISIONS

A parent retains the right to withdraw a student at any time just as the school administration (principal and/or pastor) reserves the right to accept or deny admission of a student within the parameters of the school policies. The school administration hopes that all decisions may be made through amicable discussion. If needed, a grievance procedure to assist with any discussion is also a part of this handbook. Visit the school’s website for detailed policy requirements for early Kindergarten enrollment.

DIGNITY OF THE HUMAN PERSON

Catholic schools in the Diocese of New Ulm will relate to each student and employee in a way that is respectful of and consistent with each person’s God-given sexual identity and biological sex as is consistent with the Church’s teaching on the dignity of the human person. Students and employees can expect that the school acknowledges that God has created each person as a unity of body and soul, as male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman. Specifically,

- Student’s name and pronoun usage will correspond to his/her sex (see definitions)
- Student access to facilities such as rest-rooms, will align to his/her sex.
- Eligibility for single-sex curricular and extracurricular activities will be based on the sex of the child.
- Expressions of a student’s sexual identity are prohibited when they cause disruption or confusion regarding Church’s teaching on human sexuality.

Definitions:

Sex refers to a person’s biological identification as male or female based upon physical characteristics present at birth.

Sexual identity refers to a person’s identity as male or female that is congruent with one’s sex.

Sexual binary refers to the God-given gift of the human family created male or female in the image and likeness of God.

Transgender or gender non-conforming is an adjective describing a person who perceives his or her sexual identity to be different from his or her sex and publicly presents himself or herself as the opposite sex or outside the sexual binary. Such public expressions that are intended to communicate a sexual identity different from one’s sex include, but are not limited to, utilizing pronouns of the opposite sex, changing one’s name to reflect the cultural norms of the opposite sex, wearing a uniform designated for the opposite sex, and undergoing surgery to change the appearance of one’s reproductive or sexual anatomy.

TUITION

The parent tuition contribution is about 1/5 of the total cost of educating a student. The remaining costs are paid by parish subsidy and fundraising efforts. Therefore, a reduced annual payment of \$1275 per student is required. Families are encouraged to offer over and above this minimum requirement. Completion of the Enrollment Agreement is required at the start of each school year. Tuition may be paid monthly, quarterly, or yearly. Tuition assistance is available based on need. Inquiries can be made at the school office. Families may choose to apply 50% of their Marathon fundraised dollars to their tuition account. For tax reporting purposes, families will receive a receipt of tuition paid based on the actual out-of-pocket personal payments less fundraised credits.

Tuition charges are billed quarterly (August – May) and payable by the first date of each quarter.

“This is the day that the Lord has made; let us rejoice and be glad in it.”

Psalm 118:24

DAILY SCHEDULE

BELLS

St. Anne’s School ensures a safe environment for our students by providing supervision at all times. The school day starts for our staff at 7:45 am. Prior to that time, there is no assurance that staff members are present and free of other duties to supervise children. ***Therefore it is recommended that students arrive to school no earlier than 7:50 am.***

2023-2024 Bell Schedule

7:50	Doors Open
8:15	School Day Begins
9:45-10:00	Morning Recess
11:30 – 12:30	Lunch/Recess
2:58 – 3:02	End of School Day
3:13	Buses Depart

ARRIVAL/DEPARTURE

- Students allowed in the building at 7:50 AM.
- Students waiting to be picked up after school hours will wait in foyer by main (west) entrance #2.
- Students leaving school prior to school dismissal at 3:00 will wait in the parish office where the designated guardian will enter door #1 and check them out at time of departure.

DOOR SECURITY

All students and visitors must enter through the main (west) entrance #2 or Parish Office #1. All visitors must sign-in upon entering and sign-out when exiting. School doors will remain locked at all times with the following exceptions:

- Main (west) door #2 will be open when supervised from 7:50-11:30 am.
- Students, staff, or visitors entering after 11:30 am must use the Parish Office door #1.

ATTENDANCE/HEALTH POLICIES

COMPULSORY ATTENDANCE

The State of Minnesota requires that every child between the ages of 7 and 16 shall be enrolled in school and attend every day that the school is in session. Further, the law requires that every child shall graduate from high school or alternative program until the age of 18.

AGE OF ENTRANCE

Children entering kindergarten must be five years of age or older before September 1. Children entering first grade must be six years of age before September 1. Requirements for early admission requests can be found on the school’s website.

ABSENCE/DISMISSAL

The success of a child's educational achievement is, in part, a result of their regular attendance in school. State law requires students to be in school unless prevented by illness or other extenuating circumstances. Therefore, the school recommends that

- Children arrive to school on time and avoid early check out.
 - "On time" - arrival by 8:05 am
 - "Tardy" – arriving between 8:05 – 8:30 am and/or checking out between 2:45 – 3:00 pm
 - "Half-day Absence" – arrival after 8:30 am and/or check out prior to 2:45 pm
- Student absence be reported to the school office by 8:30 am on each day of absence
- Family vacations be planned during school breaks
 - The School does not concede to parents the right to change the school calendar for their convenience.
 - Teachers are not required to give assignments to students ahead of schedule. (See Homework Policy)
- In cases of early checkout, guardian must enter the school office to sign the child out.
- The school will follow normal after school routines unless a student has parent permission by note or phone message directing otherwise. Students riding a bus other than their own require parent/guardian note for the bus driver. ***To ensure last minute changes to a child's afterschool routine are relayed to the teacher, we recommend calling the school office directly as teachers are not always available to check emails and personal text messages.***

ILLNESS

See Return to School Plan regarding illness during pandemic. Generally, if students are exhibiting symptoms of illness requiring attention from the Health office, they should be at home and remain at home. **Specifically, if a student exhibits the following symptoms they should not be sent to school and kept at home for 24 hours after the condition returns to normal.** If any of these symptoms arise while the student is at school, parents/guardians will be contacted to take their child home.

- fever of 100.4 or higher
- vomiting or diarrhea
- rash that may be disease-related

Student absence due to illness should be reported to the school office daily during the absence by 8:30 am. A doctor's note may be required for extended absence.

HEALTH SERVICES

A school nurse is available in the school building at limited but regular times. If not on the premises, contact can be made through the school office. First aid, emergency care and medical administration are provided including meeting the needs of special health care situations. Dental hygiene is presented to students in primary grades.

Parents/guardians should alert the teacher or school nurse if your child has particular health concerns that could affect his/her learning at school. This would include significant health concerns such as asthma, seizure disorder, allergic reaction or medications given at home that could affect your child's behavior/attention in school (i.e. antibiotics, allergy medication).

The school nurse or other qualified agent will perform the following services: Vision/Hearing Test, medication dispersal and immunization review. ***Minnesota State Law requires that children have proof of required immunizations before they enter school. If immunizations are not up to date, the student may be excluded from school until proper immunization records are received.***

MEDICATION

St. Anne's School implements a standard medication administration policy that all prescription medications to be given in the school setting will require written permission of the student's parent/guardian and physician and authorization by the school nurse. Any non-prescription medications (this includes cough drops) will require written permission of the parent/guardian and authorization by the school nurse. Prescription medicines must be provided by a pharmacy or physician-prepared bottle. **Over-the-counter medications must be in the original container. There are no exceptions.** A

Medication Authorization Form can be found in the Appendix. Additional forms can be obtained from the school office or downloaded from the school's website. Forms are also available at the local clinics.

STUDENT NUTRITION & PHYSICAL ACTIVITY

Improved health optimizes student performance potential and ensures that every child has an improved opportunity to reach a higher level of achievement. St. Anne's School promotes healthy living by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. St. Anne's School Advisory Council will ensure:

- that a comprehensive learning environment for developing and practicing lifelong wellness behaviors exists.
- proper dietary habits are promoted in which to contribute to students' health and academic performance.
- that opportunities exist for students to engage in physical activity.

STUDENT INFORMATION SYSTEMS & NOTIFICATION SYSTEM

A student information system FACTS/School Messenger is used to notify parents/guardians by phone, text, or email of emergency notifications and routine communications. This will include school closing due to inclement weather and other school-related events. Parents and guardians may access the family portal to view student account information, to update parent and emergency contact information and more.

SCHOOL CANCELLATIONS

St. Anne's School follows District 640's school cancellations due to weather. District 640 announces weather-related cancellations over WCCO, KARE 11, KLGR, and KMHL. In addition, St. Anne's School will use its Instant Alert System to announce cancellations, postponements, etc.

RECESS

Recess periods are regularly scheduled during the day for physical activity and play that is monitored by staff or volunteers. During recess, students are encouraged to be physically active and engaged with their peers in activities of their choice, at all grade levels. We believe recess

- improves memory, attention, and concentration.
- improves students' social and emotional development. (e.g. learning how to share and negotiate)
- helps students stay on-task in the classroom.
- reduces disruptive behavior in the classroom.

Students will spend recess time out-of-doors except under the following conditions:

- a note from physician or parent/guardian requesting the child remain indoors due to illness.
- inclement weather, such as rain or temperature/wind chill below 0° F.

On occasion, the teacher may request that a student remain in from recess for tutoring, discipline, or other request.

Recess apparel requirements for students:

- K-3 - Snow pants and boots when snow is on the ground.
- 4-6 – To protect carpeted classroom floors, a second pair of “outside” shoes are required and recommended snow pants and boots in colder months.

ACADEMIC POLICIES

ASSESSMENT AND EVALUATION

Assessment is an integral part of a student’s educational experience. The primary goals of assessment are to improve student learning, to guide professional development, and to make decisions regarding grade-level and school wide curriculum development. Therefore, educators must have the knowledge and skills necessary to create, administer, and interpret formal, informal, summative, and formative assessments. Any one assessment is a limited source of information and must be used in conjunction with all other available information about a student. In order to create an environment that supports life-long learning, educators must involve students and parents in the evaluation process and effectively communicate assessment data on a regular basis.

LETTER GRADES

Letter grades are assigned quarterly to students in grades 1-6 in subject areas as follows.

- | | | |
|-----------|-----------------|--|
| • Math | • Religion | • Social Studies |
| • Reading | • Language Arts | • Spelling |
| • Phonics | • Science | • Band (elective for 5 th & 6 th) |

Letter Grade - Percentage

A	96 – 100%	B	85 – 89%	C	75 – 78%	D	63 – 65%
A-	93 - 95%	B-	82 – 84%	C-	70 – 74%	D-	60 – 62%
B+	90 – 92%	C+	79 – 81%	D+	66 – 69%	F	59 - %

Requests for consideration of a grade change must be made within one week after receipt of the report card.

Students receive instruction and progress indicators in the following subject areas.

- | | |
|-----------------------------|---------------|
| • Physical Education | • Handwriting |
| • Art | • Technology |
| • Social Growth/Work Habits | • Music |

HOMEWORK

Homework is an integral part of the learning process and we believe it should

- include opportunities for students to reinforce and extend classroom learning.
- be meaningful and engaging and should purposefully support the curriculum.
- help students develop responsibility and good work habits.
- fall into three categories: practice, preparation and extension.
 - Practice homework reinforces newly acquired skills taught in class.
 - Preparation homework helps students prepare for upcoming lessons, activities, or tests.
 - Extension homework provides challenging, often long-term, opportunities for enrichment and extension that parallel class work.

Students may expect homework on a regular basis not to exceed the following:

1 st grade- 10 min/day	2 nd grade – 20 min/day	3 rd grade – 30 min/day
4 th grade – 40 min/day	5 th grade – 50 min/day	6 th grade - 60 min/day

- Discuss with your child’s teacher if he/she seems to be spending an excessive amount of time in order to complete homework.

- Reading for pleasure and practice of basic vocabulary and math skills are not generally assigned as homework but strongly encouraged.

Late and Missing Assignments: An assignment is considered late if not turned in at the beginning of the class period of the due date. Students in K-3 receive a one-day grace period. In the event of an extended absence, consideration of homework amount and due date is made by the teacher.

Student Vacation Homework: The school does not concede to parents the right to change the school calendar for their convenience. It is impossible to make up all of the daily learning that is missed when students are out of school.

- Due to content of coursework, grade level, and teacher discretion, teachers are not required to give assignments ahead of schedule.
- Students will have the number of days they were absent to complete the missed work.
- Students may need supplemental instruction from parents at home to complete the work.

DISTANCE-LEARNING

In the event of school closure due to inclement weather or other unforeseen closure, learning expectations for all students may continue through “distance-learning” activities, which will serve as student contact days. Learning activities may be a combination of video or teleconference, web-based activities and paper/pencil activities. Any combination of activities will provide academic progress and knowledge for students, continue classroom instruction and provide an accountable means for students to show learning.

The school calendar does not allow for snow days. The school may deem cancellations due to weather as e-learning or distance learning days. Families will be notified via instant alert. Teachers will determine how students may access content (via email, in packets sent home prior to the missed day, or accessing their Google Classroom accounts). Teachers will be available to students during regular school hours by phone, email or online processes. Students will be required to turn in their assigned activities and teachers will be required to grade materials. Students who do attend virtual class time and/or do not complete assignments by the required due date, will be considered absent.

PROMOTION AND RETENTION

The decision to retain a student will be made with the input of the classroom teacher, the principal, parents, and school psychologist. If a parent requests transferring over the advice of the professional staff, the request will be indicated in the student’s cumulative folder along with a signed statement by the parent.

STUDENT RECORDS

By law, parents and students have access to cumulative student records and the right to request that statements in the records be changed or deleted. All correspondence relating to these requests and the school’s responses will be maintained with the cumulative student records.

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If a court order specifies that there is to be no information given, it is the responsibility of the custodial parent to provide the school with official copy of the court order.

ACADEMIC EVENTS/RECOGNITIONS

In addition to regular coursework, students have opportunities to participate in extracurricular academic endeavors sponsored by the school, district, and/or by other organizations. These include but are not limited to the following:
President’s Award for Educational Excellence: To be eligible for recognition of academic success, 6th grade students must have earned B+ or higher in all subject levels in 4-6 grades and received recommendations from 2 teachers based on characteristics of high motivation, initiative, integrity, intellectual depth, leadership qualities and exceptional judgment.

Science Fair: All 6th grade students participate in a school-wide science fair competition. Champion and first place finishers have the option to participate at the regional level. The school will pay the regional entry fee and parents are required to transport participating students.

Spelling Bee: All students in grades 2-6 participate in the district sponsored spelling contest when offered. Qualifiers in grades 4-6 have the option to participate in further district and regional contests.

Lego League: Optional extra-curricular robotics club for 4-6th grade students

EMERGENCY POLICIES AND PROCEDURES

FIRE DRILL

The school is required by law to conduct fire drills. Students, teachers, and all members of the staff must leave the building when the alarm is sounded, using exits designated for the room in which they are located at the time.

TORNADO DRILL

The school is required by law to conduct a tornado drill. The drill runs in conjunction with the statewide Tornado Awareness Week and Drill. Upon notification of a tornado, staff should escort their students to the designated area and assume the proper protective position.

BOMB EVACUATION AND OTHER EVACUATION

The school is required by law to have a plan to evacuate the building in the event of a bomb threat. The school's procedure requires the principal or interoffice staff to notify teachers and staff. Teachers will direct students to the Wabasso Community Center and remain there until given alternate instructions.

In the event of any other situation that requires students and staff to evacuate the building, staff should escort students to the Wabasso Public School and wait for further instructions.

INTRUDER RESPONSE

The school is required by law to have a plan to respond to an intruder in the building. A designated alarm will sound signaling that staff and students should take defensive response positions until an "All Clear" announcement is made. Staff should keep all students in their presence until the end of the response.

PROGRAM POLICIES & INFORMATION

BREAKFAST AND LUNCH PROGRAM

A school breakfast and lunch are available to all students in the school. The 2023-24 breakfast and lunch programs are provided at no charge to any student. Students in grades 4-6 may choose 1 additional lunch milk for a fee of \$0.40.

The federal money allotted to St. Anne's School for Title I services is dependent on the number of households who qualify for free or reduced lunches. It is recommended that each family complete a Free and Reduced Lunch application, regardless of intent to participate.

When/if the Federal Lunch Program requires that families pay for school lunch in the future, St. Anne policy regarding payment/nonpayment of lunch is as follows: Deposits to a child's lunch account can be made by sending payment to the school office. Parent/guardian will be notified by instant alert when the lunch account balance is low and/or written notice will be sent home. An account more than 4 weeks overdue will be referred to superintendent. If an account becomes 8 weeks overdue, the student will be offered an alternative lunch (i.e. sandwich and milk) until the account is paid in full. View St. Anne's School Wellness Policy on the school's website. (www.wabassostannesschool.com)

COMMUNICATION FROM SCHOOL

Parents are welcome to visit the school and classrooms at any time. It is recommended that parents call the day before to set an appointment with the teacher or administrator. Parents may contact teachers during the school day by phone or email keeping in mind that teachers may be unable to immediately respond to inquiries due to the nature of their classroom duties. **Urgent messages, including changes to after school plans, should be left directly with the school office.**

H-O-G: The H-O-G (Home-O-Gram) is a weekly, Wednesday communication sent home with the oldest child of each family. It contains pertinent information regarding school-wide activities and notices. It is sent in a manilla envelope which is to be returned each Thursday with parent signature. In situations of shared custody, duplicate copies of HOG will be sent home with the child. **It is the responsibility of the parent to request to receive the HOG via email or other arrangement.**

Instant Alert

Parents/guardians will be notified by instant phone or text message of priority or emergency notifications such as school cancellation, late bus notice, etc.

Student Information System (SIS)

Parents/guardians access their FACTS family portal to view tuition and meal account balances, view attendance records, school calendars, announcements, meal menus, handbooks, and other school documents. Parents are asked to annually update contact and emergency contact information.

Parent-teacher Communication & Confidentiality: Formal conferences are held twice per year. Teachers/administrators will also communicate student progress and behavior regularly with parent/guardian through class newsletter, phone, email, teacher webpage or by special appointment. Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake.

Email: The staff email accounts are intended to enhance parent-teacher communication and families are welcome to use this mode of communication for business pertaining to their children or the school. *However, families are asked to limit their use of the staff email accounts to school-related business only.*

Calendar: Both the yearly calendar and daily calendar of events are posted on the school's website and Parent Portal. Changes and additions to the school calendar are noted in the weekly HOG. Refer to the website or FACTS Parent Portal for the most up-to-date information.

School website: Visit the website to browse the H-O-G, lunch menus, Parent Portal, upcoming events, schedule changes, classroom news, spelling lists, student activities, forms, handbook and more. www.wabassostannesschool.com

Social Media: Visit St. Anne's Facebook and Instagram (stannesblujets) page for highlights of activities and upcoming events information. www.facebook.com/wabassostannesschool

School Telephone - Students: Students may use the school telephone when requested by teacher or school staff or in the case of an emergency.

School Telephone – Parents: Parents are requested to contact the school office with any changes to end-of-day student pick-up changes or early dismissal. Parents are strongly discouraged to use teacher email for this type of communication to ensure that timely messages are received.

Student Electronic Devices (cell phones, smart watches, etc.): St. Anne School recognizes that mobile devices can and do have their place as tools to enhance the learning experience. However, unregulated electronic device use in the school setting, specifically, the learning environment, can hinder, rather than enhance, learning. The school provides each student with the necessary electronic devices needed for learning and classroom use. Therefore, personal electronic devices, including phones, smart watches, and other handheld devices, are not allowed in the classroom. Students are

discouraged from bringing/wearing these devices to school. If brought to school, the devices must be turned off and kept in the student's locker or backpack during the entire school day. *St. Anne School is not responsible for lost or damaged items. If any personal device is used during the day, the device will be confiscated, parents will be notified and required to pick up the device directly from the school office.

COMMUNICATION FROM HOME

St. Anne's School strives to provide timely answers to parent questions. To assist the school in providing an accurate and immediate response to inquiries, it is important that those questions be directed to the person most likely able to respond appropriately as follows:

- Classroom-related content = classroom teacher.
This includes questions about assignments, student achievement, grading, etc.
- School-wide schedules = school secretary
- Tuition and Lunch Accounts = school secretary
- Attendance = school secretary
- School policies and other questions or concerns = principal

OVERDUE AND MISSING LIBRARY BOOKS

Teachers and students will be notified regularly by the librarian of overdue library books. A fee will be charged for any book missing or overdue at the end of each quarter.

STUDENT PHOTOS

Professional school photos are taken annually in the Fall. Families have the option of purchasing pictures. St. Anne's reserves the right to use these student photos and other student/classroom photos in publications and on school and parish websites. **Any parent who does not wish their child/children's picture to be used must notify the principal in writing.**

INSURANCE

Optional insurance coverage is offered at the start of the school year. Use the FACTS Family Portal to accept or decline.

SEARCHES

The school reserves the right to search desks and lockers at any time with a witness present at the time of the search.

STUDENT ATTIRE

St. Anne's School exists to assist parents with the task of following God's command of raising children in the love and example of the Lord. It naturally follows then, that the primary support for the student dress code falls on the parents, with the guidelines provided by the Advisory Board. The spirit of the dress code for students and staff is to encourage neatness and modesty. Standards and expectations for student dress should follow these guidelines.

School Mass

- **Students should dress "to see the King" on Mass days.**
- **Students will wear the St. Anne's shirt provided to them at the beginning of the year paired with trousers or long skirt.**
- **Students are allowed to change into less formal attire following Mass.**

Hats:

- Special permission from teacher required for hats to be worn in the building

Shirts & Pants/Shorts/Skirts:

- Undergarments must be covered whether child is at rest or in motion.
- Hip, midriff, lower back, upper thigh must be covered whether child is at rest or in motion.
- Logos should reflect positive and appropriate thoughts

Footwear:

- Flip-flops strongly discouraged due to playground safety and hygiene

Violation

- Students dressed in violation of these guidelines will be given appropriate dress from the school collection and parent/guardian will be notified of the violation.

BIRTHDAY PARTY CELEBRATIONS & INVITATIONS

Celebrations: In accordance with state health guidelines, we ask that students not bring homemade treats to share with classmates for special events.

Invitations: To foster a sense of inclusiveness, it is recommended that birthday party invitations not be distributed through the school unless the entire class or all of the boys/girls are invited.

Deliveries: Floral and non-latex balloon delivery for students will be kept in the school office and sent home with students at the end of the day.

FIELD TRIPS

Field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school. Field trips are a privilege, not a right, therefore appropriate behavior is expected. While on field trips, students are guests and considered ambassadors and representatives of the school and must adhere to school and classroom behavior policies. The school provides a Field Trip Permission Form to all students which gives parent consent and agreement to hold St. Anne's School harmless of any accident or injury that may occur. It is required that the permission be completed, signed by parent/guardian and returned to school in advance of the trip(s) or the student will remain at school. **There are no exceptions.**

Students unable to participate in a field trip due to medical concerns or other reasons may be required to complete an alternative assignment as described by the classroom teacher.

Students may attend walking trips to local destinations for field trips and or service projects and to the public school for band instruction or special education services. *By signing this handbook, parent/guardian gives consent and agreement to hold St. Anne's School harmless of any accident or injury that may occur.*

CHAPERONES AND VOLUNTEERS

Parents/guardians are encouraged to participate in school activities by visiting, volunteering and chaperoning at various school events. **All chaperones and volunteers must be compliant with VIRTUS training requirements under Safe Environment Policy.**

SAFE ENVIRONMENT POLICY

Employees and Volunteers:

It is the policy of the New Ulm Diocese that all employees AND volunteers who have contact with children participate in the VIRTUS Safe Environment Program. VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "rightdoing" within religious organizations. Inquire at the school office or visit the school's website for specific training requirements. To register for training, visit dnu.org.

Non-school Employees:

The Diocese of New Ulm and St. Anne's School hold no real or implied legal responsibility or jurisdiction over the employees/volunteers of District 640, 4 Point 0 Bus Service, or school nursing service. While public school employees are bound by Minnesota law to have a recent criminal background check on file at the public school, their employees are not subject to the requirement of the diocesan Safe Environment Program.

INTERNET ACCEPTABLE USE POLICY

The internet, computers, and other electronic devices provided by St. Anne School are used to support the educational objectives of the school. Use of these technologies is a privilege and is subject to a variety of terms and conditions stated below. St. Anne's School retains the right to change or amend such terms and conditions at any time.

Communication: Students will use language that is pertinent and appropriate when submitting academic work, participating in online forums and working collaboratively. This includes being thoughtful and mindful about the language used when posting online or sending messages to someone else. Students will not use profanity or any language that is offensive to anyone.

Privacy: Students will be aware of privacy settings on websites, understanding that anything done online or electronically is not private and can be monitored. Students will not share personal information about themselves, family or faculty, which includes passwords, home addresses, phone numbers, ages, and birth dates.

Honesty and Safety: Students will not engage in behavior that puts themselves or others at risk. They will represent themselves honestly. This includes accessing the network using an account other than their own and/or when accessing their school account while off school premises. Students will seek help if they feel unsafe, bullied or witness unkind behavior. They will communicate only with people they know and follow safety guidelines posted by sites to which they subscribe.

Learning: Students will have a positive attitude and be willing to explore different technologies. They will evaluate the validity of information presented online and understand that not everything online is true. They agree to document and properly cite all information acquired through online sources including but not limited to images, videos and music.

Respect for Self and Others: Students will not upload or publish personal information, private communications or photos of other people without permission. They will respond thoughtfully to the opinions, ideas and values of others. They will not send or share mean or inappropriate emails or texts.

Respect for School and Personal Property: Students will take care of all equipment on campus. They will report misuse and/or inappropriate content to teachers and adults. They will use computers and devices on campus for school related purposes only.

BEHAVIOR/DISCIPLINE POLICIES AND RULES

DISCIPLINE POLICY

As followers of Jesus, our goal is to ensure each student has a successful learning experience. The following rules and consequences are in place to help keep a peaceful and caring learning atmosphere.

BEHAVIOR	CONSEQUENCE
Assault/Battery/Fighting <i>-intentionally inflicts or attempts to inflict bodily harm upon another</i>	<ol style="list-style-type: none"> 1. Parent notification and noon detention 2. Parent/student/teacher conference and 3 noon detentions 3. Referral to law enforcement. 1 day in-school suspension 4. Referral to outside agency and 3 consecutive days in-school suspension 5. *Expulsion
Cheating <i>-cheating on assigned work or knowingly allowing his/her work to be used by others to cheat or copy</i>	<ol style="list-style-type: none"> 1. Parent notification and reduced grade for assignment 2. Parent/student/teacher conference – no credit 3. Reduced quarterly grade and 3 noon detentions 4. Reduced quarterly grade and 1 day in-school suspension
Hallway Behavior <i>-failure to walk quietly and orderly in the halls and stairwells</i>	<ol style="list-style-type: none"> 1. Verbal warning 2. Student/teacher conference 3. Parent notification and 1 noon detention
Harassment <i>-disrespectful or threatening, abusive, obscene, or violent language, behavior, or gesture towards others, including arguing</i>	<ol style="list-style-type: none"> 1. Parent notification and 1 noon detention 2. Parent/student/teacher conference and 3 noon detentions 3. 1 day in-school suspension, referral to outside agency 4. 3 consecutive days in-school suspension 5. *Expulsion
Insubordination/disrespect for authority <i>-failing to follow the reasonable requests or directions of teachers, staff, administrators</i>	<ol style="list-style-type: none"> 1. Removal from class period, parent notification and 1 noon detention 2. Parent/student/teacher conference and 3 noon detentions 3. 1 day in-school suspension, referral to outside agency 4. 3 consecutive days in-school suspension 5. *Expulsion
Swearing <i>-foul or inappropriate language or gestures</i>	<ol style="list-style-type: none"> 1a. Conference with teacher/principal (K-2) 1. Verbal warning and verbal or written apology 2. Parent notification and 1 noon detention 3. Parent/student/teacher conference and 3 noon detentions 4. 1 day in-school suspension and referral to outside agency 5. 2 consecutive days in-school suspension
Lunchroom Behavior <i>-failure to conduct oneself in an orderly manner in the lunchroom</i>	<ol style="list-style-type: none"> 1. Verbal warning 2. Student/teacher conference and isolation from other students 3. Parent notification and 1 noon detention
Theft <i>-stealing from an individual or from the school</i>	<ol style="list-style-type: none"> 1a. Conference with teacher/principal, restitution (K-2) 1b. Conference with teacher/principal, restitution (K-2) 1. Parent/student/teacher/principal conference and 1 noon detention 2. Law enforcement notified and 3 noon detentions 3. 1 day in-school suspension, restitution, and referral to outside agency 4. 3 consecutive days in-school suspension, restitution 5. *Expulsion, restitution
Vandalism <i>-property damage</i>	<ol style="list-style-type: none"> 1a. Student/teacher/parent conference, restitution (K-2) 1. Student/teacher/parent conference, 1 noon detention, restitution 2. 1 day in-school suspension, restitution, referral to outside agency 3. 3 consecutive days in-school suspension, referral to law enforcement, restitution 4. *Expulsion, restitution

Weapons or simulated weapons <i>-having in possession any weapon or toy-like weapon that could be used to harm or intimidate</i>	1a. Student/teacher/parent conference and confiscation (K-2) 1. Student/teacher/parent conference, confiscation, 1 day noon detention 2. 1 day in-school suspension, confiscation, referral to law enforcement 3. *Expulsion, confiscation, referral to law enforcement
Playground behavior <i>-failure to follow playground rules and disregard for requests of playground supervisors</i>	1. Verbal warning 2. Supervisor/teacher/student conference 3. 10 minute time out 4. Parent notification and 1 noon detention 5. Loss of recess privilege (1 week noon detention)
Lying	1a. Student/teacher conference (K-2) 1b. Student/principal conference (K-2) 1. Parent notification and 1 noon detention 2. Parent/student/teacher conference and 3 noon detentions 3. 1 day in-school suspension and referral to outside agency 4. 3 consecutive days in-school suspension
Student grooming and attire <i>-failure to abide by Student Attire Policy</i>	1. Parent notification, proper dress required to return to class 2. Parent/student/teacher conference, proper dress required to return to class 3. Proper dress required to return to class, 1 noon detention 4. Proper dress required to return to class, 1 day in-school suspension

Students arrested or accused of a serious wrong will be placed on in-school suspension pending the outcome of an investigation or an adjudication of guilt.

*Principal and/or pastor have the last word on any discipline matter and may waive any disciplinary rule for just cause at his or her discretion. The pastor will sign off on an expulsion.

DEFINITIONS

Detention: Loss of noon recess privilege while supervised in detention room. Noon detention form completed by student and signed by parent.

In-school suspension: Student is assigned to a designated place where he/she is to remain during the entire day. Assignments will be worked on during suspension and 50% credit will be given for that day's assignments.

Expulsion: Action taken to prohibit an enrolled pupil from further attendance for a period of time* only if steps are not taken by parents, staff, and outside agency to help improve behavior.

BULLYING PREVENTION POLICY

Created in the image and likeness of God, each child shares a fundamental human dignity and deserves care and respect from all. Bullying and retaliation will not be tolerated. The school expressly prohibits bullying in all forms, either by an individual or group on school grounds, at any school-sponsored or school-related activity, whether on or off school grounds, at a school bus stop, on a school bus or any other vehicle used by the school, or through the use of technology or an electronic device owned, leased or used by the school.

Reporting: Any staff, volunteer, student, or parent who has witnessed or become aware of any instance of bullying or retaliation must report that act to the principal or other school official. A student who violates this policy shall be subject to discipline in accordance with the school's disciplinary policy

DEFINITIONS

Aggressor : student who engages in bullying or retaliation

Bullying: repeated use by one or more students of a written, verbal, or electronic expression, physical act or gesture, that is objectively offensive, is directed at a target and that causes physical or emotional harm, causes damage to the target's property, creates a hostile environment at school for the target, or substantially disrupts the education process or the orderly operation of the school.

Cyber-bullying: bullying through the use of technology or any electronic communication

GRIEVANCE POLICY

A grievance is defined as any cause of complaint arising between St. Anne's School and persons served by the school. A complaint or misunderstanding should be resolved on the lowest level with a verbal discussion between the parties involved. If a resolution is not reached additional steps may be taken to reach resolution. At all levels, always be honest, straightforward, and forgiving.

Students:

- Talk to the teacher, supervisor, or employee who is most directly involved, in a timely manner, to problem-solve or brainstorm solutions.
- Keep the problem confidential by only involving students or other individuals who are directly involved.
- If unable to resolve the problem, contact the principal.

Parents/Volunteers:

- Talk to the teacher, supervisor, or employee who is most directly involved, in a timely manner, to problem-solve or brainstorm solutions.
- If the matter cannot be resolved, discuss with the principal. A meeting may be set with teacher, parents, student, and administrator. (If the matter concerns the principal, put the matter in writing to the principal.)
- If the matter cannot be resolved through discussion, put the matter in writing to the principal, who will then prepare a written response within 3 days. A written grievance should include: the nature of the complaint including whom the complaint is against, factual data (other than hearsay), and specific recommendations for appropriate resolution of the complaint.
- If still no resolution, the written complaint is shared with the pastor, including any additional information that took place after the written complaint was presented to principal.

School Policy: If the complaint is in regard to a school policy, the Education Advisory Committee may be consulted. Submit the policy review request to the school principal. The written request should include the policy concern and specific recommendations for altering the policy.

At every level, fair and amiable exchange must be maintained. All efforts should be made to solve the problem through discussion and in a timely manner. Exceptions to this grievance procedure include any incidents involving the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child. If need be, the school will contact the appropriate diocesan personnel and the appropriate legal authorities immediately.

BUS TRANSPORTATION & RULES

Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. ***In addition*** to Wabasso Public School consequences listed below, the St. Anne's School Discipline policy will be applied.

School Bus Rules of the Wabasso Public School

1. Immediately follow the directions of the driver.
2. Sit in your seats facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassing, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

Elementary School Bus Consequences (K-6) enforced by the Wabasso Public School

1st offense – warning

2nd offense – referral to school administration for a 3 school day suspension from riding the bus.

3rd offense – 5 school day suspension from riding the bus.

4th offense – 10 school day suspension from riding the bus and a meeting scheduled with the parent(s).

APPENDIX

ANNUAL NOTIFICATION OF ASBESTOS CONTAINING MATERIALS

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), an inspection for asbestos-containing building materials was completed in 2010. The inspection findings and asbestos management plans have been on file in the school administrative office since that time. The EPA requires re-inspections of the asbestos materials every three years. An accredited Inspector/Management Planner performed the re-inspection of the building on 5/4/2010 and issued a report regarding the results. There were no significant changes in condition of the remaining asbestos. All asbestos containing materials in the school are in good condition and will continue to be managed as recommended by the accredited Management Planner. The results of the re-inspection and the 6 Month Surveillance are on file in the Management Plan in the school's administrative office and are available for public viewing. The Asbestos Program Manager (custodian), is available to answer any questions you may have about asbestos in the building at 507-342-5389.

ANNUAL PESTICIDE NOTICE

Effective in 2000, MN state law requires schools to notify stakeholders of pesticide applications on school property. This notification will include an estimated schedule of pesticide applications which is available for public viewing at the school office. If any individual wishes to be notified of a pesticide application made on days other than those specified in the schedule, please contact the school office at 507-342-5389.

CHILD ABUSE REPORTING

As followers of Jesus, it is our obligation to speak and care for the poor and powerless. Children are among those who most need our protection, care and voices to speak for them when they are in a powerless position. Therefore, all employees and volunteers of St. Anne's School are to comply with the Sexual Misconduct Policy of the Diocese of New Ulm. Further, if any school employee knows of or has reason to believe that a child's health or welfare may be jeopardized through physical or sexual abuse or neglect, that employee shall report the suspect abuse or neglect to the local human service department or local law enforcement agency.

SPECIAL EVENTS, ACTIVITIES & TRADITIONS

A detailed list and explanation of school events can be found on the school website and on the *Resource* tab in the Facts portal. These activities are in addition to the regular daily schedule and are activities that students look forward to celebrating with their classmates as well as their families.

CHARITABLE/SERVICE ACTIVITIES

To further our vision of empowering our students to be morally responsible individuals serving God, the Church, and all people, we encourage participation in many activities including, but not limited, to the following:

- Pop can tab collection which is donated to the Ronald McDonald House
- May Basket Delivery to local businesses and neighbors of our school
- Visits to Wabasso senior facilities
- Recycling throughout our building, collected by 4th grade students
- School Safety Patrol led by 6th grade students
- Breakfast and Lunch helpers led by 6th grade students
- Student Council comprised of elected 4-6 grade students
- Lunch composting
- Adopt-A-Highway road ditch clean-up in Spring and Fall 4th – 6th grades
- Saving pennies for the school's Fr. Thomas Diehl Endowment fund
- Funeral attendance at weekday Parish funerals
- Advent and Lent service projects (i.e. food drives, Pennies for Patients, Rice Bowl collections et.al.)
- Participation in community events, such as Homecoming parade and Winterfest
- Mass ministries

PARENT SERVICE

The success of our educational program and the ability to offer affordable tuition are a direct result of parental involvement. **Each parent of a St. Anne School student is requested to annually give 4-8 hours of service to the school.** See pg. 25 of the handbook for more detailed description and registrations. Service includes but is not limited to the following:

- Library: weekly check books in/out and replace books on the shelf; end-of-year clean-up
- Lunchroom: help with food preparation, service and clean up daily/weekly/monthly
- Tutoring: examples include assisting student(s) by review vocabulary or math facts, listen to student read, or assist during a lesson presentation
- Share talents or interests: speak to the students of St. Anne's about their job, hobbies, vacations, or assist with a mini workshop for teachers on CPR, computer program, etc.
- Concession Stand/gym clean up: organizing/working for the concession stand during basketball games.
- Blujet Basketball: schedule games, help with uniforms and equipment, referees, monitor halls, assist with practice, etc.
- Cutting/drawing: assist teachers with cutting, printing, bulletin boards, etc.
- Student Activity Support: help to plan and carry-out special events, activities, and service projects
- Education Advisory Committee: this nominated committee meets monthly to offer advice on school policies and procedures
- Fundraising - Help children collect pledges for the marathon, participate in school-wide collections (see School Fundraising) and enlist participation by extended family and help with fundraisers by volunteering time.
- Assisting with yearbook development, taking photos at school events, etc.

All parents may be assigned to work for the Blujet basketball concession stand for the Blujet Jamboree & Catholic Schools Week Fun Night). Proceeds from these concessions cover field trip expenses for all students, therefore it is appropriate that all parents engage in this service.

SCHOOL FUNDRAISING

Participation in the school's fundraising endeavors is an integral part in ensuring our continued vitality. Student and parent participation and financial support **are expected** at the following events.

- Open House - August
- Marathon for Nonpublic Schools - October
- Catholic United Financial Calendar Sales - December
- Catholic Schools Week Carnival -February
- Catholic United Financial Raffle – January-March
- Capital Campaign – March-April

Additional fundraising programs are in place with minimal effort required. We encourage parents/guardians to participate and to enlist extended family and friends in these low-maintenance fundraising efforts.

- Scrip Gift Certificates
- Aluminum can collection
- Salfer's Food Center receipt collection
- Boxtops for Education (use App)
- Annual Bake Sale
- Country Hearth Bread UPC collection

Visit the school's website for a more detailed list with description of ways you can support St. Anne's School.

St. Anne's School Parent-Student Handbook Agreement

St. Anne's School works in partnership with parents in support of educating our students. Parental support is necessary for success of these efforts by: helping students build healthy priorities with schoolwork, staying informed about events and activities, ensuring prompt and consistent student attendance, communicating proactively and respectfully with administration, staff and teachers, attending conferences, and supporting the mission, policies and expectations of the school.

Upon Enrollment, parents and students consent to be governed by the policies and rules set forth in this Student and Parent Handbook.

Mother's Signature

Date

Father's Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

-- Return this page with parent & student signatures by Aug. 28, 2023 --

Internet Acceptable Use Policy – Parents or Guardians

I have read the Internet Acceptable Use Policy for St. Anne’s School relating to acceptable use of the school’s computer system and the Internet. I understand that this access is designed for educational purposes. The school has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or its employees or agents responsible for materials acquired on the Internet.

Mother’s Signature	Date	Father’s Signature	Date
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Internet Acceptable Use Policy – Students

I have read and do understand the Internet Acceptable Use Policy for St. Anne’s School relating to acceptable use of the school computer system and the Internet and agree to abide by them. I further understand that any violation of the policy is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User’s (Student) Full Name (please print)	User signature	Date
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User’s (Student) Full Name (please print)	User signature	Date
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User’s (Student) Full Name (please print)	User signature	Date
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User’s (Student) Full Name (please print)	User signature	Date
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Parent Service Obligation (minimum of 4 hrs/parent or guardian)

Complete this form indicating area(s) you will serve and return to school by Aug. 23, 2023. You will be contacted with more detailed information. The aim is to INCREASE the NUMBER of parents participating while DECREASING the amount of time needed to volunteer. There is something to fit everyone’s time & talents. For a full description of opportunities available, visit our website. **All service requires VIRTUS compliance.**

WHS HOMECOMING PARADE FLOAT (2 hours – float prep & supervision) 11:00 am – 1:00 pm	
<input type="radio"/> Chairperson	<input type="radio"/> Assist
DAILY BREAKFAST ASSIST (30 min.) 7:45 am – 8:15 am	
<input type="radio"/> Mondays	<input type="radio"/> Thursdays
<input type="radio"/> Tuesdays	<input type="radio"/> Fridays
<input type="radio"/> Wednesdays	
Assist serving daily breakfast, monitor breakfast area, and assist with clean-up	
DAILY LUNCH ASSIST (1-1.5 hours) 10:15 – 12:30	
<input type="radio"/> Mondays	<input type="radio"/> Thursdays
<input type="radio"/> Tuesdays	<input type="radio"/> Fridays
<input type="radio"/> Wednesdays	
Assist serving daily lunch, monitor lunchroom area, and assist with clean-up	
DAILY RECESS MONITOR (30 - 50 min.) noon hour – specific time TBD	
<input type="radio"/> Mondays	<input type="radio"/> Thursdays
<input type="radio"/> Tuesdays	<input type="radio"/> Fridays
<input type="radio"/> Wednesdays	
Have the noon-hour free – how about being a recess monitor?	
DAILY LIBRARY MONITOR (2 hours – 4 hours)	
Assist checking out & restocking books and monitor students using the library	
CHRISTMAS PROGRAM (2 hours – 4 hours) end of Nov. – early Dec.	
<input type="radio"/> Assist gathering props and set design	
WINTERFEST PARADE FLOAT (2 hours – float prep & supervision) Evening of Friday, December 1	
<input type="radio"/> Chairperson	<input type="radio"/> Assist
CATHOLIC SCHOOLS WEEK (2-8 hours)	
<input type="radio"/> Daily Activity Planning – week of Jan. 29	<input type="radio"/> Assist Mini Course
<input type="radio"/> Mini Course Chairperson – Friday, Feb. 2	<input type="radio"/> Family Celebration – Sunday, Feb. 4 (following Mass and/or preparation)
Ideas and assist with planning and executing various activities	
I LOVE TO READ MOVIE NIGHT (2-4 hours) Wednesday, March 6, 4:30 – 8:30 pm	
<input type="radio"/> Chairperson	<input type="radio"/> Assist
Plan, organize, concession and clean-up help	
FIELD DAY HELPER (2-6 hrs) Wednesday, May 22	
<input type="radio"/> Grillers & lunch servers	
<input type="radio"/> Team Leaders or Helpers	
CONCESSION STAND (2-8 hrs)	
<input type="radio"/> Catholic Schools Week Event Wed. evening Jan. 31	
<input type="radio"/> Blujet Jamboree – Saturday in Feb. TBD	
Assist with set-up, serving, and clean-up	
PHOTOGRAPHY OR PUBLICITY (2-8 hrs)	
Capture photos of special events for use in yearbook and on social media – assist w/ marketing & promotions	
SPECIAL TALENTS OR UNIQUE SKILLS I’D LIKE TO SHARE	
List:	

There are many opportunities for service at school. Contact us to find the one that best fits you!