



HIGHLAND CATHOLIC SCHOOL  
welcoming everyone in an experience that's more than an education

# Parent/Guardian Student Handbook

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# LUMEN CHRISTI AND HIGHLAND CATHOLIC SCHOOL

## MISSION STATEMENT

We are called to be the Light of Christ in the world.

## HIGHLAND CATHOLIC SCHOOL VISION STATEMENT

Highland Catholic School strives to be a premier Catholic school known for academic excellence within a Christ-centered community.

## HIGHLAND CATHOLIC SCHOOL PHILOSOPHY

Highland Catholic School serves children from the Lumen Christi Catholic Community and the surrounding neighborhood. As teachers, parents/guardians and parishioners, we form a Christ-centered faith community, fostering spiritual growth, academic excellence and commitment to justice in the name of Jesus.

### **We are dedicated to:**

- *enabling children to grow in their Catholic faith in an environment where the Gospel message is taught and lived;*
- *encouraging children to be thoughtful, creative, and industrious in pursuing knowledge;*
- *a curriculum which includes basic skills and higher level thinking;*
- *motivating students to reach their highest potential;*
- *creating a desire in our students to respond to the needs of others by providing meaningful opportunities to serve the community;*
- *ensuring effective education through a partnership between parents/guardian, students, and school staff;*
- *providing a peaceful environment for children where respect, social justice, and reconciliation are foundational elements.*

## **HIGHLAND CATHOLIC SCHOOL PRAYER**

God, you are love.  
Help us to remember this always  
As we grow in our faith and pursuit of knowledge.

Jesus, be our light.  
Help us see you in others and live your way.

Holy Spirit, guide us,  
Students, school staff, and parents/guardians,  
As we work together  
To ensure an education that is  
Rooted in peace, respect, and justice.  
Amen.

### **A NOTE FROM FATHER PAUL FEELA**

PASTOR OF LUMEN CHRISTI CATHOLIC COMMUNITY

“A Catholic education is one of the most effective means we have to pass on both faith and the values of the Catholic tradition to the next generation. Highland Catholic School offers an excellent education for our children, providing a stimulating environment that encourages the development of the whole child. This well-rounded education is focused in academic excellence and grounded in the Catholic faith tradition. Highland Catholic School lays the foundation for our children to live up to their full potential as generous human beings in service to the wider world because of our foundational belief that all of us are children of God. Our parish school was built on the faith of past generations and it continues because of the faith and faithfulness of our parish community. I can imagine no greater gift that we can give to our children.”

## HISTORY OF THE SCHOOL

Highland Catholic School was incorporated in 1971, with the merger of St. Therese and St. Leo's schools. The school at that time had two classrooms each of Grades K-8. Six Sisters of St. Joseph resided across the street. It is interesting to note, that no lunchtime meetings were allowed, as that was the sisters' main meal time. The dedication of these religious women created a foundation for excellence in learning.

St. Gregory's School came on board in 1979. Highland Catholic School became the largest and oldest consolidated school in the archdiocese. It was heralded as a model of cooperation.

During the period from 1980-84, enrollment increased and necessitated the formation of an additional half day kindergarten class. Innovations were begun to meet the diverse student needs in mathematics and reading by creating a universal teaching schedule.

The next five years brought a focus on upgrading the physical appearance of the classrooms with the purchase of new desks and carpeting. Fortunately, the Endowment Fund was created at this time to support families interested in Catholic education. It continues today as a source of tuition assistance to needy families.

In 1990, there was an increased focus on partnerships with the local colleges and universities. Highland Catholic School continues to serve as a site for many student teachers and college clinicals. Our teachers are pleased to serve as master teachers for their new colleagues.

A tremendous effort was launched in 1991 to revitalize the school. Gains were made in curriculum design, teacher benefits, professional development, security and facility upgrade. Enrollment increased from 288 to 404 students. The kindergarten day was expanded to become Kindergarten Plus with an additional two and a half hours of instruction. A K-8 Spanish Program was put in place with native speaking teachers. Middle school instruction grew to include Performing Arts.

In 1997 a successful Capital Campaign was launched that resulted in a 1.7 million dollar donation. A build-out project was completed that included additional classroom space, enhanced office, new computer lab, welcoming lobby and handicap accessibility. New offerings for student enrichment were created. In an attempt to serve the community and provide another piece of diversity, Highland Catholic School became a work site for Transition to Independence students with disabilities from the St. Paul Public Schools.

Thanks to the continued success of the annual "Swing" fundraiser, which began in 1999, continuous improvements have been made to the physical plant. Programs have been developed to serve enrichment and remedial needs of students by the creation of our Resource Room and Literacy Lab.

The completion of the new Lumen Christi Catholic Community space in Spring 2006 has further enhanced the Highland Catholic School campus. The new building connecting the school to the renovated church space provides an ideal setting for school activities.

The future of Highland Catholic School is bright with the strength of families, commitment of

teachers, and excellence in programming.

## **ATHLETICS**

### **Athletic Philosophy**

The Highland Catholic School Athletic Department provides a well-balanced team sports program for the students of Highland Catholic School. The goal is to provide students with the opportunity to represent their school in a positive manner by participating in a team sport. Emphasis is on having fun, skill development, teamwork, good sportsmanship and Christian attitudes. This is accomplished through mutual respect and encouragement of team members.

### **Athletic Handbook**

The Athletic Handbook is distributed to all student athletes and coaches. It is also available through the school office and online.

### **Sports Offered**

Fall Soccer (Late August - October)

Volleyball (Late August - October)

Winter Basketball (November - February)

Swimming (Mid January - Early April)

Ski Club (January-February)

Spring Boys' Baseball (Mid March - May)

Girls' Fast pitch Softball (Mid March - May)

Track & Field (April - May)

# **ATTENDANCE**

## **Schedule**

Students arriving before 8:00 a.m. gather at the Bohland Avenue entrance. At 8:00 a.m. a staff person opens the doors and greets the arriving students. The door is monitored until 8:10 a.m. Students arriving after 8:10 a.m. enter the lobby door and sign in the logbook.

The school day begins at 8:10 a.m. with dismissal at 2:50 p.m.

Students entering the building before 8:00 a.m. for an activity or teacher meeting enter through the lobby entrance and sign in the logbook indicating time of arrival and reason for early arrival.

## **Tardiness**

Students are marked tardy if they are not present in homeroom for morning attendance. Students who begin their day with a medical appointment should inform the homeroom teacher so that an accurate record may be kept.

There are many other reasons a student may be late: car trouble, confusion about car pools, difficult younger siblings. In such cases and others, students are marked tardy even if the cause of their tardiness is outside of their control. There can be "good" reasons for being late, just as there are good reasons for being absent: illness, injury, family emergency. Students are marked absent even for "good" reasons; they were not in school.

Patterns of tardiness in 7th and 8th grade are noted by high schools as they are looking for students who are excessively late for school. A student will not be denied admission for a single tardy.

## **Absences**

Parents/guardians are asked to call the school office at 651-690-2477 or text the attendance line at 651-243-1558 by 8:30 am when their child is going to be absent. Parents/guardians may leave a message on the school answering machine before the office opens. The office will contact parents/guardians who have not reported their child's absence. It is imperative that we are able to account for all students at the start of the day.

The school is mandated to record information concerning the nature of the absence. Parents/guardians should indicate if the illness is contagious (strep throat, chicken pox, head lice, etc.) to allow the nursing staff to do proper notifications.

## **Missed Work Due to Absence**

Students are responsible for school work missed during their absence. Missed assignments are required to be completed by the student in a reasonable length of time determined by the teacher.

## **Excused Absences During the School Day**

No student may leave the school grounds during the school day without permission from a parent/guardian and a school authority. If a child has an appointment, written notification prior to the appointment should be brought to the homeroom teacher. Parents/guardians must come to the office to sign out students.

## **Excessive Absence**

A student who misses ten or more days per trimester may lose academic credit for that trimester. Exemptions based upon serious family or medical reasons may be made by the principal.

## **Family Vacation Days**

Parents/guardians are encouraged to plan family vacations according to the vacation days presented in the school calendar. We do recognize that there are occasions when this is not possible. Please notify each of the student's teachers, as well as the office, of your plans.

Students will be required to make up the work missed during their absence. It is at the discretion of each teacher whether assignments will be given prior to departure or when the student returns.

## **Truancy**

Highland Catholic School regards truancy as a serious offense. A student who is absent without the consent of his/her parent/guardian is truant. This is an unexcused absence and the student will not be readmitted to school unless accompanied by his/her parent/guardian.

A student is truant if they:

- leave school without prior permission from school personnel.
- are absent from school without prior permission from your parent/guardian.

## **CLASSROOM REQUEST POLICY**

Highland Catholic School recognizes the natural concerns that parents/guardians have regarding classroom placement for their child(ren). However, Highland Catholic School believes the classroom teacher, because of his/her knowledge of the student's strengths and needs, is best suited to make classroom placements.

Factors which impact classroom placement include: gender balance, academic and behavioral needs, and personality combinations.

Parents/guardians with compelling placement concerns should communicate these to the school principal in writing using the prescribed form available in the school office prior to May 1st. While parent/guardian requests will be seriously considered, it may not be possible to grant all requests in order to ensure the best educational environment for all students. We appreciate your respect and trust in our process for classroom placement. Parents/guardians will be contacted if we are unable to satisfy a particular request.

# HIGHLAND CATHOLIC SCHOOL CODE OF CONDUCT

Highland Catholic School has developed and maintains a Code of Conduct which reflects Gospel values, self-discipline and respect for others. Students uphold these expectations before, during and after school hours. Highland Catholic School reserves the right to review behavior that occurs outside of the school day. The Code of Conduct has four main sections: 1) Behavioral Guides 2) Associated Policies 3) Consequences 4) Confidentiality and Appeals.

## **Behavioral Guides**

Students are expected to use the following Behavioral Guides to assist them in choosing appropriate behavior and for teachers and staff to use when teaching appropriate behavior.

### **Respect Others**

- recognize the dignity and rights of all people
- treat each person with respect
- respect different talents and points of view
- be sensitive, kind and courteous
- listen and follow directions
- take pleasure in helping others
- work cooperatively
- work with others to care for our physical environment
- respect all property
- respond to faculty, staff, students and guests with appropriate language

### **Demonstrate Integrity**

- do what is right according to the teachings of Christ
- stand up to negative peer pressure
- practice and promote personal and academic honesty
- study hard and persevere
- admit mistakes
- fulfill commitments
- think about consequences before acting
- practice self-control
- recognize how actions affect others
- accept responsibility for choices

### **Resolve Conflict Peacefully**

- communicate honestly
- avoid physical and verbal aggression
- solve disagreements by talking, listening carefully and compromising
- work toward fair solutions to conflict
- learn when to confront, when to compromise and when to give in

## **Associated Policies**

Students at Highland Catholic School are expected to behave in a manner that respects others, demonstrates integrity, and resolves conflict peacefully. In accordance with the Mission Statement of Highland Catholic School, the community seeks to have the same attitude as Jesus and act accordingly.

Violation of any policy related to student behavior developed by the Highland Catholic School Ministry Council and/or principal is considered a violation of the Code of Conduct and is punishable by the provisions described in the Code of Conduct. Prohibited behavior includes, but is not limited to violence or harassment of any kind; use or possession of alcohol, tobacco or any illegal drugs; possession or use of any object that can be considered a weapon, or use of any object as a weapon; inappropriate language; providing false information to a school official; or failure to comply with a school official.

## **Consequences**

Students will be reminded of the expectations for appropriate behavior on a regular basis. When a student engages in misconduct, the principal, assistant principal or the principal's designee, will review necessary material, consult with teachers and student(s) and may consult with parents/guardians in establishing responsibility for behavior and determining appropriate consequences.

### **Any student who chooses to disregard the Code of Conduct may incur one or more of the following consequences:**

- Time-out during or suspension from recess
- Conference with student, parent/guardian and administration
- Loss of school privileges
- Written report or phone call to parent/guardian
- Removal from class
- Probation
- Detention
- Suspension
- Expulsion
- Community Service
- Loss of opportunity to participate in extracurricular activities, field trips or assemblies
- Other consequences as deemed appropriate

## **Detention**

The parent/guardian will be notified in all cases of detention. Detentions are served as close to when the misconduct occurs and may include conditions. Failure to serve detention will result in more severe consequences.

## **Probation**

Students receiving probation will be held to a higher level of expectations for a designated period of time to be determined by the principal. A conference will be arranged with teacher, parent/guardian, student and principal to discuss the concerning behavior and to determine the length and conditions of the probation and develop a behavior plan. If the student complies with both school and classroom rules during the probationary period, the probation will be lifted at the end of the period.

**Suspension**

A student can be suspended when the administration believes the concerning behavior is serious enough to require a temporary removal from all school activities and property. A violation of the Code of Conduct during a probation period may result in suspension. A conference will be arranged with the teacher, parent/guardian, principal and student to discuss the concerned behavior and suspension. The duration and any conditions of the suspension will be determined by the principal. If the principal determines student behavior represents an imminent threat he/she will suspend and remove the student from school immediately and determine the appropriate resolution at a later time.

**Expulsion**

Students may be expelled from Highland Catholic School for serious or continued violation of the Code of Conduct. In the event of behavior dangerous to others or oneself, or continued misconduct, a student will be expelled at the discretion of the principal. Such offenses may include, but are not limited to, harassment, physical violence and possession or use of drugs, alcohol or weapons. A conference may be arranged with the teacher, parent/guardian and principal to discuss the misconduct. Tuition will not be refunded if a student is expelled.

**Confidentiality and Appeals**

All information regarding student conduct is considered confidential and part of the student's educational record. Access to this information is determined by the principal.

The school takes its responsibility to protect the privacy of all students and does so from an ethical and legal foundation. Therefore, all requests to inspect student records must be pre-approved by the principal. Arrangements to inspect or copy records must be made in advance with the school office.

The school reserves the right to note on a student's transcript if that student has been suspended or expelled. All decisions to make a notation on a transcript are made by the principal.

All decisions regarding disciplinary action will be made in writing and communicated to the parent/guardian. All appeals must be made in writing and submitted to the principal for consideration. The principal will determine what process will be used and may consult with the Canonical Administrator when reviewing an appeal. All decisions on appeal are final.

# COMMUNICATIONS

Highland Catholic School employs several methods of communication. Email is the main form of communication. The email addresses provided during registration will be used for these communications. Please check the website regularly for up-to-date information.

## **Hi-Lites Newsletter**

The Hi-Lites newsletter is published weekly on the website. It contains school happenings, student accomplishments, general information and upcoming events. A weekly update provides a quick look for upcoming school events.

## **Calendar/Special Events**

Information regarding schedules and special events such as Back to School Night, Marathon and Catholic Schools Week are posted on the website calendar.

## **Thursday Folder**

Every Thursday a family communications folder is sent home with student in Kindergarten through 4th grade. Information and forms such as community events, grade level materials and student work are included in the folder. The folders should be emptied and returned to school the next day.

## **Two Household Families**

Two household families should contact the school office to set up a plan for school communications and conferences.

## **Highland Catholic School Website**

You can access the Highland Catholic School website at [www.highlandcatholic.org](http://www.highlandcatholic.org)

## **Email**

Email is checked daily and may be used to communicate with the teachers and staff at Highland Catholic School. Do not use voice mail or email to leave time sensitive messages such as a change in dismissal plans. Time sensitive messages should be routed through the school office.

## **Student Information System**

All Highland Catholic School students, teachers and parents/guardians have access to an online student information system. This system, which is password protected, allows members to view school directory, report cards, student schedules and an online grade book for Grades 4-8.

## **Sensitive Material Procedure**

When a teacher plans to introduce sensitive material in class such as family life or sensitive news items, the teacher will communicate the lesson's purpose, content and expected outcomes to the parents/guardians.

# **CURRICULUM**

Highland Catholic School follows the Minnesota State Standards for all curricular areas.

## **Art**

Art classes complement the school curriculum in all areas. All Kindergarten through 8th grade students attend a weekly art class taught by an art specialist. The program is sequential and offers the opportunity to use a variety of methods and media. Students help design, construct and paint sets for the school Christmas program. Several "masterpieces" are professionally framed and displayed as part of the school's permanent art collection.

The art curriculum is complemented by the Art Adventure Program from the Minnesota Institute of Art. This program places trained volunteer parents/guardian in classrooms presenting the artwork from the Institute's permanent collection. The program concludes with a grade level field trip to the Institute.

## **Language Arts**

Reading, writing, handwriting, spelling and grammar are taught in comprehensive and integrated method throughout the school. In grades 6th through 8th, students have separate literature and English classes.

## **Library**

Students in Kindergarten through 6th grade have a weekly scheduled library class. Library instruction is designed to provide the skills, experience and confidence that will enable students to use libraries for lifelong learning and enjoyment. The school librarian works closely with classroom teachers to locate resources that support all areas of the curriculum.

Additionally, Kindergarten students make weekly visits to the Highland Park Public Library for story time and book check out.

## **Mathematics**

Application of mathematical concepts is emphasized through problem solving, projects, and the use of manipulative materials. Highland Catholic School has developed a strategic math program that allows advanced students to achieve higher levels of mathematical instruction.

## **Music**

A music specialist leads students in experiencing music through songs, poems, rhymes, movement, games, playing "Orff" melody instruments, recorders and creating their own musical pieces. Classes are held bi-weekly.

Liturgical music is another important part of the program and is used at All-school and grade level Masses. Students in 5th through 8th grades may participate in choir.

### **Performing Arts**

Students in 6th through 8th grade explore the creative areas of performing arts including 1940's radio, basic acting and improvisation. Students are given the opportunity to build self-esteem and public speaking skills while expressing personal creativity. Classes are held bi-weekly.

### **Physical Education**

The overall goal of the program is to have students learn life long skills and behaviors that will enable them to be active for their entire lives. Christian values and sportsmanship are stressed. Classes are held bi-weekly.

### **Religion**

Highland Catholic School has daily religious instruction in the Catholic faith for all students. Course work includes the study of Scripture and the Gospel message, investigations into the lives of the saints and their works, history of the Church, sacraments, Catholic Social Teachings and the Mass. Service is an integral part of all learning at the school.

Students are involved in projects for the school as well as the community on an ongoing basis. Each year, a school-wide theme is identified to help focus our thoughts and energies towards improvement.

### **Science**

The science curriculum offers students a complete course of study for Kindergarten through 8th grade. Learning includes a blend of approaches, including lab experiences. Field trips to The Minnesota Science Museum, Minnesota Zoo, and nature centers further extend the curriculum. Sixth grade students attend Long Lake Conservation Camp for three days. Highland Catholic School maintains a school garden that provides an outdoor learning environment.

### **Social Studies**

Learning in social studies ranges from study of the neighborhood and local community to lessons on state, national, and world history. Current events are studied to help students grow in their role as informed citizens. Students learn to reflect and act on social issues in light of the Catholic Teachings on Social Justice. Middle School students are invited to participate in the National Geographic Geography Bee competition.

## **Spanish**

Highland Catholic School has a broad-based Spanish language program designed to provide an increasing level of understanding and usage at each grade level. An appreciation of culture and customs is also fostered. Instruction includes both oral and written Spanish. Kindergarten through 5th grade meet bi-weekly. 6th through 8th grade meet three times per week.

## **Technology**

The standards created by the International Society for Technology in Education are integrated throughout all curricular areas. Students in Kindergarten through 3rd grade have weekly scheduled access to the computer lab to enhance classroom instruction. Students in 4th through 8th grade have a school-issued iPad as well as access to the computer lab.

## **CURRICULUM RELATED ITEMS**

### **Classroom Observation Policy**

Highland Catholic School is open to having family members and others observe in the classrooms. If you wish to observe in a classroom during the school day, we ask that you do the following:

- Notify the teacher of the class you wish to observe at least one week in advance.
- Work with the teacher when scheduling the date, time and duration of the visit.

### **Student Records**

The school shall collect and maintain the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. School records will be sent directly to the new school on request of that school but only after parents/guardians have signed a release slip.

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

Parents/guardians may ask to review the contents of any records or data collected regarding their child. A written request must be made to the Principal. Records or data may mean any or all of the following:

- Identifying data
- Academic work completed
- Level of achievement
- Attendance data
- Health data
- Family background information
- Verified reports of serious or recurrent behavior patterns

### **Extracurricular Enrichment**

Enrichment activities are offered throughout the year. Currently, some of these activities include:

- Athletics
- Band, Beginning/Intermediate/Advanced
- Battle of the Books
- Chess Club
- Choir
- Creativity Festival
- Destination Imagination
- Karate
- Long Lake Conservation Camp
- Lego Robotics
- Math Teams
- National Geographic Geography Bee

- Piano Lessons
- Quiz Bowl
- Scouts
- Ski Club
- STEM Conference
- STEM/Lego Club
- Summer Camps
- Young Authors Conference
- Young Rembrandt Art Classes

## **Field Trips**

Field trips add a valuable dimension to the educational process and broaden concepts taught in the classroom. Parents/guardians receive a description of the major field trips for the year for each grade level. A field trip fee is included in tuition billing.

### **Sixth Grade Environmental Trip**

Sixth grade students attend a three-day camp at Long Lake Conservation Camp. This experience enhances their classroom learning experiences. There is an extra charge for this trip. Parent/guardian volunteers are needed.

### **Eighth Grade Camping Trip**

The highlight of the Highland Catholic School experience is the eighth grade camping trip. This event is planned and organized by the eighth grade and brings back memories that will last into their high school years and beyond. Some of the cost of this trip is offset by student fundraising.

## **Instrument Lessons, Band and Piano**

Band lessons are available for 4th through 8th grade students through the Hill-Murray School Band Program. Students receive weekly small-group lessons and band practice. Kindergarten through 8th grade students are able to take piano lessons in Highland Catholic School's studio during school hours. Students who take part in these programs also perform during school concerts and at PRIDE. Fees are charged in addition to regular tuition.

## **PRIDE**

PRIDE is the monthly assembly for Kindergarten through 5th grade students. It is designed to encourage students to share their talents and highlight classroom projects. Fifth grade students write the script and lead each assembly to prepare them for future leadership roles. Parents/guardians are invited to attend and share in our PRIDE.

## **Literacy Lab**

The Literacy Lab was created to offer support to students in the core subjects of Language Arts and Mathematics. The room houses a wealth of literacy resource materials. Individual and small group instruction supports the goals established by the core teacher. The Literacy Lab also coordinates regularly scheduled volunteers.

## **Enrichment**

The Resource Room provides students with enrichment opportunities designed to meet the unique needs of individual students' learning and development in math and language arts. Students are selected based on test scores and teacher recommendation.

The Resource Room houses games and materials for all five mathematical strands – numbers, algebra, geometry, probability and statistics. These materials are available for teachers to use in their classrooms to enhance mathematical concepts.

The Resource Room organizes extracurricular academic activities which are available to students throughout the building.

## **Graduation Requirements**

Eighth grade graduation is a culmination of the strong academic program. Students are eligible for graduation if:

- They have received passing grades (C- or better) for two or more quarters in each core subject area.
- They have worked up to their ability and have shown a desire to learn.
- Those failing to meet the academic requirements will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony.
- At the discretion of the principal, students may be required to attend summer school to improve in a particular subject area or to complete unsatisfactory work before they are issued a diploma. Parents/guardians will be notified as soon as possible that their child may not graduate. The school will work with the student and parent/guardian in an effort to achieve graduation status.

## **Promotion/Retention**

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians will be required to sign a waiver releasing the school of any responsibility.

## **Achievement Testing**

Students are tested for achievement through a standardized testing program recommended by the Archdiocese of St. Paul/Minneapolis. Students are formally tested in the fall and spring of each year using the NWEA MAP assessment. Parents/Guardians will be notified of the test results by mail.

## **Special Education**

The special needs of students in Highland Catholic School are addressed through the public school district as follows:

Classroom teachers recognize the needs of their students and consult with the Special Education Team assigned to their building. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health, or motor skills.

If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian. If the assessment is initiated by the school, written parental/guardian permission will be required. Once the assessment is complete, a meeting is set up with parents/guardians, teachers, principal the and Special Education Team to report on the results and possibly develop an Individual Educational Plan (IEP).

An IEP may be written with annual goals for growth in the areas identified. Consultation and observation are done at the non-public site. Direct service is done off-site and transportation is provided by the public school.

### **504 Plan**

A 504 plan is an accommodation/modification plan for students with a diagnosed health concern affecting learning. 504 Plans are written with input from parents/guardians, teachers, administration, and in some cases, the student.

Highland Catholic School will work in conjunction with the parents/guardians and students to develop an action plan centered on developing appropriate academic goals. This plan may include a possible referral to St. Paul Public School Special Education team, or other resources as deemed appropriate. A follow-up conference will be scheduled annually with parents/guardians, administrator, and teachers.

### **Academic Coaching**

An academic coach is available for students in 6th through 8th grades with 504 plans and/or select students identified by the teaching team.

## **Afterschool Support**

### **Math Lab**

An after school Math Lab is available for students in 5th through 8th grade. This provides an opportunity to receive additional assistance from math teachers. There is a small fee per session.

### **Homework Club**

An afterschool, teacher supervised study session is available for students in 5th through 8th grade. This provides students with a quiet time for homework completion and study. There is a small fee per session.

## **FUNDRAISING**

Fundraising is an essential component of financial stability for Highland Catholic School. Fundraising, tuition and the parish investment create the operating budget. Parents/guardian are expected to join in the fundraising activities throughout the school year.

### **Scrip**

Scrip is a fundraising program at Highland Catholic School that sells gift certificates from various local and national retailers who then reward our school with a percentage of the sales. Highland Catholic School purchases the gift certificates at a discount and then sells them at face value. The certificates are used like cash in the stores. The profits range from 1 % to 20% of the sale amount.

At registration, families pay a Scrip commitment fee of \$50 per family. When families buy Scrip certificates and generate \$50 more in profits to the school, the original \$50 is returned to them in the form of Scrip certificates of their choice. For example: Joe and Jane buy \$50 worth of certificates from a vendor, with a profit margin of 20%. Therefore, Joe and Jane have earned \$10 in profits for the school. They will be contacted when they have reached their \$50 profit mark.

Walkup sales are available every day through the school office or online.

### **Marathon for Non-public Education**

Students in Kindergarten through 3rd grade, joined by parents/guardians and siblings, participate, in a mini-marathon event held during the school day. Students in 4th through 8th grade participate in a service project. It is a vital piece of our annual budget and we rely on a minimum donation of \$80 per student. We count on 100% participation.

### **Eighth Grade Fundraising**

Our eighth graders conduct several small fundraisers to support their participation in the annual 8th grade camping trip. Money raised offsets the camping cost for the individual student selling.

### **Christmas Greenery Sales**

The Home and School Committee's major fundraiser is a Christmas Greenery sale for school and parish families. Products are delivered to homes the Saturday before Thanksgiving.

## **SWING**

Our springtime gala event, SWING, supports the operating budget of Highland Catholic School and is a parish-wide event. Funds generated are used to support teacher salaries, professional development, technology updates and capital improvements. It is a wonderful way to bring the community together in support of the school. Mark your calendars annually for the first Saturday in May.

## **TURKEY TROT**

## **GENERAL ADMISSION**

Every local effort should be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Financial aid is available.

### **Non-Discrimination Policy**

It is the policy of Highland Catholic School to comply with State and Federal laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto. No persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the grounds of race, color, national or ethnic origin, gender, status with regard to public assistance, or disability.

### **Entrance to Kindergarten**

Highland Catholic School requires children who enter kindergarten to be five years old by September 1st of the year in which they will enroll.

### **Admission Policy**

### **Waiting Lists**

Waiting lists will be established when grades are filled.

# GENERAL ROUTINES

## Important Phone Numbers

Teachers and staff at Highland Catholic School each have their own voice mail. When calling the school, you may access the list of the voice mails and they are also listed in the Highland Catholic School Directory (published in September of each year).

**School Office:** 651-690-2477

**Parish Office:** 651-698-5581

**Attendance Line - Text only:** 651-243-1558

## Lunch and Milk

Students may purchase lunch through our online school lunch program which uses an outside vendor. The lunch program is self-sustaining with the charge collected paying for the cost of the lunch program. On Fridays a pizza lunch is available to students. Ala carte options are also available each day for purchase.

Milk is sold to accompany lunch. The fee for milk is paid for the entire year in the Fall. Kindergarten students receive their milk free of charge.

## Lost and Found

The lost and found is located in the back hallway of the cafeteria. Unclaimed items are donated to charity periodically. Please label all children's belongings, i.e., lunch boxes, boots, mittens, backpacks, sweaters, sweatshirts and uniforms.

## Bicycles/Scooters

Students in 5th through 8th grade may ride bikes to school, with parental/guardian permission. Bikes must be parked and locked in the designated area. The school is not responsible for stolen/damaged bikes. All children should wear safety helmets when riding their bikes/scooters. Bicycles/scooters must be walked while on school grounds.

## Telephone Use

Students may use the classroom or office telephone with teacher permission.

## Cell Phones/Personal Electronics

Cell phones are collected by homeroom teachers at the start of the school day and returned at dismissal. Other personal devices require a signed parent/guardian waiver available through the technology department.

## **Forgotten Items**

To minimize classroom disruption, forgotten items should be brought to the school office for delivery to the student.

## **Visitors**

All visitors and volunteers must check in at the school office when they enter the school building. A sign-in sheet is provided. Visitors are required to sign in when they enter the building and wear a visitor badge at all times.

## **Valuables**

School insurance does not cover loss of personal possessions. Students are to refrain from bringing valuables to school.

## **School Closing**

In case of emergency or severe weather, please refer to WCCO AM radio, television or [wcco.com](http://wcco.com) for announcements about Highland Catholic School closing. Our decision is independent of the Saint Paul Public School District. Families may opt into the school alert system to receive text or voice alerts.

## **School Patrols**

Sixth grade students serve as our school safety patrols. These patrols serve as corner crossings guards and walking line patrols. School patrols are trained by the St. Paul Police Department and organized by Highland Catholic School faculty. Students are instructed to follow the directions of the school patrols and be respectful of the property of neighbors along the routes.

School patrols are not on duty when the actual air temperature or wind chill is ten below zero at the start or end of the school day. Students do not patrol in stormy weather or when there is a chance of lightning. We use the weather information from WCCO to make decisions related to outside temperatures.

## **Recess**

All students have daily recess supervised by faculty and staff. Students are expected to be prepared to participate in outside recess. Students go outside unless the actual air temperature or wind chill is ten below zero or lower.

## **School Supplies**

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be provided each year. Parents/guardians will be notified if supplies need to be replenished.

## **School Pictures**

Individual and classroom pictures are taken once or twice each year. Notification of Picture Day will be given well in advance of the photography session. One retake session will be scheduled.

## **Yearbook**

The school publishes a yearbook each school year. Individual, classroom pictures, activities and events are featured in the yearbook. Notification regarding the cost and ordering information is sent to the parents/guardians in the spring.

## **Extra Innings**

Extra Innings is a school-age childcare program designed to provide a relaxed, caring and fun atmosphere. It is offered before school from 7:00-8:10 a.m. and after school from 2:50-6:00 p.m. Extra Innings is available during school holidays based on family interest.

Extra Innings staff is trained in first aid and safety. Emphasis is placed on group games and physical activity. Extra Innings fees are charged in addition to regular tuition on a contracted or hourly basis.

Summer Extra Innings is held at Highland Catholic School from June through the third week of August. Summer activities include biweekly trips to Highland Pool and other activities. Incoming Kindergartners are welcome. Please refer to the Extra Innings handbook for additional information.

## **GOVERNMENT PROGRAMS**

Highland Catholic School qualifies for these government programs:

- Title I, Part A - provides supplemental educational services for students to improve achievement
- Title II, Part A - provides teacher professional development
- Title III, Bilingual Services - provides support for English language learners
- Title IV, Well Rounded Education - provides funds for materials and programming to support a well rounded education.

### **Accreditation**

Highland Catholic School is accredited by the Minnesota Nonpublic Accrediting Association (MNSAA). Accreditation provides recognized credibility, outside validation, a framework for long-range strategic planning, and an opportunity to highlight the many excellent accomplishments of the school and its students. Highland Catholic School participates in a seven year cycle of re-accreditation, which includes filing an annual report.

The Preschool and Kindergarten is also accredited through the National Association for the Education of Young Children (NAEYC).

### **Compulsory Attendance**

Compels school attendance for children between the ages of seven and sixteen. It also requires non-accredited nonpublic schools to report specified information to the district superintendent.

### **Dangerous Weapons Reporting**

Requires public and nonpublic schools to report to Minnesota Department of Education incidents involving the use of or possession of dangerous weapons in school zones.

### **Nonpublic Pupil Aids**

The following financial assistance is provided to nonpublic schools:

- Textbook and instructional materials
- Health Services
- Guidance and Counseling Services
- Nutrition Programs
- Milk

# HEALTH AND SAFETY

## Health Office

Highland Catholic School provides staff to ensure the Health Office is open during school hours.

St. Paul Public Schools provides a part time school nurse who is responsible for:

- Serving as a health consultant for Highland Catholic School
- Promoting disease prevention and control by collecting immunization data and reporting communicable diseases to the Minnesota Department of Health
- Collaborating with parents/guardians and health care provide for students with chronic health conditions
- Facilitating vision and hearing screening for select grades

## Medication Distribution

Medication may be administered to a student during the school day when the medication is necessary for the health of the student and cannot be administered at home. Medication required during the school day will be administered by the school nurse or designee.

For prescribed medication, a written order by a prescribing health professional and written authorization by the parent/guardian must be provided to the school. The medication must be brought to school in a container appropriately labeled by a pharmacist or the prescribing health professional. Medication is kept in a locked medication cart in the Health Office.

## Pain Relievers

At the request of parent/guardian, over-the-counter pain medication will be administered by the school nurse or designee. No medication will be given without written parental/guardian authorization.

## Illness/Emergencies

A parent/guardian will be called if a child becomes ill or is injured at school. Parent/guardian will be called to pick up their child if they have a temperature of 100 degrees or more. Please be sure all necessary information is on the Emergency Card and notify the office in writing when any changes are made.

## **Returning to School After Illness**

Children should remain home from school when they are ill. This includes:

- 24 hours after beginning antibiotics for a contagious condition
- 24 hours after symptoms of diarrhea or vomiting cease
- 24 hours after temperature returns to normal after a fever

The diagnosis of any infectious condition such as strep, staph, lice and pink eye must be reported to the office immediately.

## **Immunizations**

MN Statute 1991, Section 123,70 required all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps and rubella allowing for certain specified exemptions. Immunization records must be on file in the health office. The government requires nonpublic schools to report immunization records to the state, including conscientious objectors.

## **Allergy Aware Policy**

At Highland Catholic we are allergy aware, peanut aware, but not peanut free.

Guidelines include:

\*Teachers instruct children not to share food or beverages with others during meal or snack times, given concerns about allergies and other restrictions in some children's diets.

\*Highland Catholic School will provide annual training to school staff about allergies, anaphylaxis reactions, and EpiPen administration.

\*The School Nurse will work with the parents/guardians and the student health care provider to develop an Action Plan to accommodate the student's needs.

\*Parents/guardians will teach their children about their specific food allergies and their Individual Health Plan.

\*Parents will determine and/or provide "safe" food for their child to eat. Teachers will work with families, but are not responsible to determine if a "food is safe" such as label reading for ingredients.

\*Highland Catholic School will post a list of students with food allergies in Office, Kitchen, and Health Office.

## **Counseling**

Highland Catholic School provides counseling services in collaboration with parents/guardians.

Saint Paul Public School Counselor for Grades 7 and 8:

- Serves as a consultant to ensure the school has systems in place to support all students
- Promotes learning in the three areas of academics, social-emotional learning, and college and career readiness
- Collaborates with school, parents/guardians, and students
- Facilitates consultation services on an as-needed basis
- May provide direct counseling service to students

Elementary School Counselor

Highland Catholic School provides a part-time elementary counselor to provide group and individual counseling services to students.

## **Safe Environment Policy**

Highland Catholic School and the Lumen Christi Catholic Community have established the following policy and procedures that will help create a safe environment for all members of our parish and school community.

Highland Catholic School and Lumen Christi Catholic Community will provide a safe environment, allowing the gospel message of Jesus Christ to permeate our minds, hearts and souls. As a Catholic Christian Community, we will give preferential care to the vulnerable in our midst.

The mission of the Safe Environment Program is to proclaim to our community our obligation to provide for the safety, care and nurturing of our children, young people and vulnerable adults.

We will initiate or continue:

- Follow essential norms for dealing with allegations of sexual abuse established by the U.S.C.C.B., United States Council of Catholic Bishops;
- Require the Essential Three for staff and volunteers: Virtus Training, Code of Conduct, and Background Check
- Provide Archdiocesan approved programs for classroom instruction on personal safety;
- Follow all church and state mandated reporting laws and procedures;
- Establish annual review of the policy, procedures and training programs to ensure that they are meeting the goals of the Charter for the Protection of Children and Young Adults.

## **Asbestos**

Highland Catholic School is under contract with MacNeil Environmental, Inc. to ensure compliance with the 1983 Right to Know Law and all federal and state legislation concerning asbestos-containing materials. A copy of our Asbestos Management Plan is available for review through the school office. Questions regarding the plan may be directed to the school office.

## **Security**

All entrances and exits, except the main door are locked during school hours. All visitors must report to the school office and sign in.

## **Fire, Tornado and Intruder Drills**

Highland Catholic School complies with state and local regulations for fire drills. The entire school building is wired with a sprinkler and smoke/heat detection system which is electronically connected with the St. Paul Fire Department. All rooms in the building are posted with emergency exit signage.

Highland Catholic School participates in an annual severe weather drill. Classrooms report to the tunnel system located under the church and practice proper safety procedures.

Highland Catholic School has established and annually practices a lockdown procedure for student safety in the event of a crisis, as mandated by the State of Minnesota.

## **Pesticides**

### HIGHLAND CATHOLIC SCHOOL GENERAL PESTICIDE NOTICE FOR PARENTS/GUARDIANS

Minnesota state law requires schools to inform parents/guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents/guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete and return the form below and mail it to the Principal. If you have any questions regarding this notice, please contact at school.

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#### **Request for Pesticide Notification**

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should a pesticide application be scheduled on a day different from the day(s) specified in the original schedule, I would like to be notified.

I would prefer to be notified by:

US Mail or  E-mail

Please print neatly:

Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Day

Phone:(\_\_\_\_)\_\_\_\_\_ Evening Phone:(\_\_\_\_)\_\_\_\_\_ E-mail:\_\_\_\_\_

Return to the school office.

# SCHOOL MINISTRY

## Religious Philosophy

Students at Highland Catholic School are taught about their Catholic faith on a daily basis through direct instruction, prayer, modeling and an integration of Christian values into the very fabric of the school.

Religious instruction is part of the core curriculum in each grade at Highland Catholic School and is required coursework for all students. Through the use of the archdiocesan standards, textbooks, Scripture, prayer, discussion and activities, students learn about their Catholic faith and traditions.

Students participate in daily prayer as well as liturgical celebrations throughout the year at Lumen Christi Catholic Community and other archdiocesan liturgical gatherings. Visits from religious role models from throughout the community enrich our students understanding of the larger church community.

Our Catholic values are integrated into every aspect of our school. From our anti-bullying curriculum to our behavior policies, students are asked to relate their Christian values to their daily lives and actions. Everything from the school artwork to music learned in class lifts up the importance of God and goodness in our lives.

Highland Catholic School students participate in activities promoting justice, peace, stewardship and charity. These activities help them to understand the connection between themselves, their faith and the world.

## School Worship Opportunities

Highland Catholic School integrates Christian truth and values throughout each day.

### Prayer

Prayer in school is an important part of each day at Highland Catholic School. Teachers pray daily with the students.

### Liturgies

Highland Catholic School holds all-school celebrations of major Church feasts and liturgical seasons. Each grade has primary responsibility for one all-school Mass per year. Parents/guardians are always invited to attend. Parents/Guardians meet their child(ren) in the Gathering Space before Mass.

Each grade has an annual "grade-level" Mass which provides a special gathering for a particular grade level and their parents/guardians. Students plan this liturgy. It is wonderful to have so many parents/guardians and grandparents make arrangements to sneak away from work or home to join their child in Eucharist.

**Sacramental Preparation**

The inclusion of our children in the sacramental life of the parish through the celebration of Eucharist, Reconciliation, and Confirmation is of prime importance. Parents/Guardians are the primary persons who nurture faith in their children. Lumen Christi Catholic Community staff take the lead in preparing students for the sacraments in accordance with Archdiocesan policy. Students prepare for Reconciliation and First Eucharist in second grade; and Confirmation in the eighth grade.

**Seventh Grade Retreat**

The seventh grade class participates in a one day retreat. This retreat day serves to prepare these students for their upcoming role as 8th grade leaders for the school. It is a day of goal setting and peer support.

**Service Projects**

Service projects are emphasized at Highland Catholic School. In practicing the Gospel message, we extend our classroom experiences into community action. Delivering May Day Baskets to homebound and other community residents, collecting food for food shelves, and creating a Christmas gift drive are some examples of the many service projects undertaken by Highland Catholic School each year.

## **SCHOOL ORGANIZATIONS**

### **School Ministry Council**

The Highland Catholic School Ministry Council is an advisory committee to the principal and is responsible for recommending school policies, visioning, and engaging school families in parish life. The council includes discerned members of the school and parish community and the principal. Committee members meet monthly, serving a three year term.

### **Home and School Committee**

The Highland Catholic School's Home and School Committee includes all Highland Catholic School families.

The Home and School includes representatives from each grade, a teacher representative and the Principal. Members serve a two year term.

They provide:

- Fundraising
- Parent/guardian seminars
- School hospitality

### **Highland Catholic School Men's Club**

The Highland Catholic School Men's Club fosters fellowship and supports Highland Catholic School through service and fundraisers. Membership is open to all Highland Catholic School male parents/guardians.

## **TECHNOLOGY USE**

The Technology Acceptable Use Policy (AUP) applies to all students, staff, teachers, parents/guardians, volunteers or other third parties. This policy defines the use of Information Systems, including the appropriate use of the Internet, intranet and e-mail systems whether accessed from external or internal environments. Further, this policy applies to student participation in discussion groups, chat rooms, blogs, message boards and similar forums. The entire policy can be viewed by contacting the school office or Technology Coordinator.

Every student and parent/guardian agree to the policy during the enrollment process. Use of Highland Catholic School Information Systems is a privilege which may be revoked at any time. "Information Systems" includes technology used to store, retain, receive, transmit or permit access to school communications systems.

No user shall have any expectation of or right of privacy in connection with use of Highland Catholic School's Information Systems. All users acknowledge and understand that the School has, at all times, the right to monitor its Information Systems, including without limitation the right to inspect and review all files, messages, information, and materials transmitted, received, or stored on its Information Systems and, as deemed appropriate by Highland Catholic School, to use all such information in conjunction with any investigation and prosecution of a criminal matter or as part of any investigation of non-compliance with the policies.

## TRANSPORTATION

Highland Catholic School may receive transportation services from Saint Paul Public School dependent on annual coordination of school hours and bus routes. When transportation is provided, the public school board shall have sole discretion, control, and management of scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children and any other matters relating to transportation.

Bus arrangements are handled by the local public school district. Bus transportation is a privilege as well. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc. Parents/Guardians whose children do not follow the bus rules will be notified as to the appropriate behavior of the child. Teachers are not responsible for student behavior on the bus.

The pupils eligible for bus transportation furnished by the school district include the following:

- All pupils in grades K-8 residing in ISD #625 who live one mile or more from school, and still within “parish boundaries”, as measured by the shortest route to the school building.
- All pupils residing or receiving day care in an area from which the Board has declared that it is hazardous for students to walk to school. Eligibility for students receiving day care shall be determined by the location of the day care residence.
- Only bus students are to ride the bus to and from school. Students are to go home on their assigned bus and get off at their assigned spots. Liability issues restrict the bus to only those students recognized as legal riders by St. Paul Public Schools Transportation.

# TUITION

## **Budget Process**

Highland Catholic School's budget planning is a process that coincides with the parish's budgetary process. The budget preparation process shall include direction from the school principal, along with the pastor and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long range plan. Part of the budget planning requires all families to annually complete a Tuition Status Form which is verified by the Lumen Christi Catholic Community office.

## **Tuition Payments**

Highland Catholic School strives to be a good steward to best serve the educational needs of our community's children. The following points serve to facilitate this goal:

- Parents/guardians enter into a contractual tuition agreement with scheduled payments. Yearly, semi-annual, and 10 \monthly payment plans are offered.
- Parishioners based on the Active Parishioner Definition, are eligible for in-parish tuition status.
- Additional fees such as milk, athletics, and other curricular activities will be assessed in addition to tuition.
- Failure to pay tuition within the given schedule may result in certain sanctions, including but not limited to, withholding report cards and denial of registration for the upcoming year.
- Parents experiencing difficulty meeting the demands of their tuition payments, are encouraged to meet with the Principal to establish a Special Arrangement Plan.

Highland Catholic School makes every effort to keep tuition affordable for our families. Our mission is clear. This is a parochial school, not a private school.

## **Tuition Assistance**

Families applying for tuition assistance must complete an application form and provide the required financial documentation. All tuition assistance will be considered in strict confidence. Tuition assistance will be granted to qualified families on the basis of need, through the use of an outside private school need analysis service.

## UNIFORM POLICY

The uniform policy is designed to standardize what students wear. All students, K-8, are to be in uniform starting on the first day school. Students are expected to be in uniform for all field trips unless specifically instructed otherwise. Several specially designated non-uniform days are scheduled each school year.

### Girls K-2

- White or hunter green logo knit shirt with buttoned front (long and short sleeves)
- Highland Catholic School sweatshirt
- Highland Catholic School logo fleece
- Plaid jumper (navy bike shorts or navy leggings should be worn underneath)
- Blue corduroys or navy twill dress pants (no baggy, oversized, or cargo pants)
- Uniform shorts (plaid, navy)
- White or navy sock anklets, knee-highs, white or navy tights, ankle-length leggings with white or navy socks

### Girls 3-8

- White or hunter green logo knit shirt with buttoned front (long and short sleeves)
- Highland Catholic School sweatshirt
- Highland Catholic School logo fleece
- Plaid skirt
- Blue corduroys or navy twill dress pants (no baggy, oversized, or cargo pants)
- Uniform shorts (plaid, navy)
- White or navy sock anklets, knee-highs, white or navy tights, ankle-length leggings with white or navy socks

### Boys K-8

- White or hunter green logo knit shirt with buttoned front (long and short sleeves)
- Highland Catholic School sweatshirt
- Highland Catholic School logo fleece
- Blue corduroys or navy twill dress pants (no baggy, oversized, or cargo pants)
- Navy uniform shorts
- Highland Catholic School logo fleece
- Solid black, navy, gray or white socks

### Guideline

- Sweatshirts/fleece with the Highland Catholic School logo are available in the school store
- Uniform shirts worn under sweatshirt must have collar showing
- Tee-shirts (white only) may not hang out from under uniform shirts
- Skirt length must be no higher than 1-2" above the knee
- Pants should be pulled up appropriately – use belt if needed
- Socks are required
- Toes and heels of shoes should be enclosed (i.e. no sandals or flip-flops)
- Shoes should be tied securely

- Uniforms should be in good repair
- Boys' haircuts must allow eyebrows, ears and collars to be visible
- Girls' haircuts must allow eyes to be visible
- No hair can be dyed a color that cannot be grown naturally
- Hairstyles should be appropriate, not distracting or exotic
- Hats and/or hoods are not allowed to be worn inside during the school day
- Only ear piercings are allowed
- Uniforms must be purchased through Donald's Department Store or the school store so that the color is consistent.
- Tennis shoes are required for physical education for K-8.
- Physical Education t-shirts must be purchased for 5-8.