

*2011-12 Parent Handbook*



# **Saint Andrew Catholic School**

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# St. Andrew Catholic School

Fr. Lauren Germann  
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Pastor  
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## 2011-2012 SCHOOL COMMITTEE MEMBERS

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## 2011-2012 HOME & SCHOOL OFFICERS

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## Welcome to St. Andrew Catholic School!

This Parent/Student Handbook and Calendar have been prepared with you and your family in mind. It includes a full-sized, yearlong calendar, notated with all the important dates and events we are aware of so far! In addition, the handbook should provide you with easy access to information about many of our policies and procedures. It will be helpful if you read through it completely and keep it in a safe place to use as a resource for the entire school year. Please feel free to contact the school office if you have any questions. We are looking forward to a great year!

### **Mission Statement**

*St. Andrew Catholic School's commitment to academic excellence is matched by our commitment to instill the spiritual values and social teachings of the Catholic Church. It is through this combination that produces great leaders and great citizens. We work to help our students encounter all the gifts God has given them and help them recognize their responsibility to use them not only for their own good, but also for the benefit of others.*

### **Philosophy**

We strive to proclaim **CHRIST'S MESSAGE** of love and forgiveness. We believe gospel values should permeate our school, our families and our community, thereby following the footsteps of Christ in our daily lives. We strive to affirm gospel values in each of us and believe we are witnesses to Jesus' message by the way we live.

We expect and encourage students to strive for **ACADEMIC EXCELLENCE**.

We believe in encouraging students to meet their full potential by using their gifts and talents.

We strive to lead people to **WORSHIP** and **PRAYER**.

We believe in daily worship through actions, thoughts and celebration of the Eucharist as active, community participants. We believe prayer is our response to our dependence upon God.

We strive to develop **COMMUNITY**.

We believe that we are a community of faith developed by family, parish and Catholic traditions. We prepare ourselves and our students to be responsible members of our communities: school, faith, society and world. We believe we show community by the way we work together toward common goals.

We strive to motivate others to **SERVE**.

We believe as people of God we are responsible to work and share together for the good of all.

We strive to develop an awareness of local, national and global **PEACE** and **JUSTICE** issues.

We believe in demonstrating our faith by teaching children how to respond to peace and justice issues. We believe in honoring and respecting the dignity of each person according to the Catholic Social Teachings.

## **LENGTH OF SCHOOL DAY**

St. Andrew Catholic School begins at **8:25** and ends at **2:45**

Doors open at 7:50

## **SCHOOL OFFICE HOURS**

Monday – Friday 7:45 – 3:30

Please **READ**

### **ABSENCES/ATTENDANCE/TARDY AND TRUANCY**

Absenteeism from school, for reasons other than illness, causes problems for students and teachers beyond missing daily assignments. The student misses class instruction, the introduction or reinforcement of skills and concepts, as well as the interaction with classmates. Students who attend school consistently and are on time develop better socially, establish better communication with their teachers and acquire important lifetime habits such as dependability, self-sufficiency and responsibility. Therefore, the purpose of this policy is to encourage regular school attendance and punctuality. It is intended to be positive and not punitive.

#### **Absenteeism due to illness:**

- **You must inform the school if your child is ill, absent or tardy, for any reason with a phone call. To report an absence call the Attendance Line before 9:30 a.m. at 763-441-2216 ext. 450 or ext. 326.** State your child's name, grade and reason for absence. If parents have not informed us about their child's whereabouts, with a note or phone call prior to 9:30, they will receive a call from the Health Clerk. This is to guarantee your child's safety.
- If a child is ill for one day, please do not call for make-up work. Let the child rest, recover and return to school to get their work the following day.
- If a child will be absent longer, the office should be notified to request make-up work. Please allow time to gather the material since a teacher does not have sufficient free time during the school day to prepare work for absent children.
- If a child is well enough to return to school, please do not ask that they be kept inside from recess, as supervision is NOT available. Exceptions will be made upon a doctor's written request or by arrangements made with the principal. If your child has been ill for the day, they are not allowed to participate in after school activities.

#### **Absenteeism due to sporting events:**

If a student chooses to miss school due to a sporting event or activity, this absence is an unexcused absence. Teachers are not required to give make up work to students. A note must be sent to the office 24 hours in advance if a teacher will allow missed work and tests to be completed.

#### **Absenteeism due to vacation:**

Vacations taken while school is in session are strongly discouraged because the absence can have an adverse effect on the quality of education for all students. If vacations are taken outside of scheduled breaks during the school year, it is the policy of St. Andrew Catholic School that teachers are not responsible for giving out assignments in advance. The reason for this is two-fold. First, assignments may change from day-to-day, so there is no way to be sure the assignments given in advance are accurate. Second, it places an unfair burden on the faculty, since preparing assignments can be time consuming. When the child returns to school, the assignments will be given out together with a deadline for their completion. Twenty-four (24) hours notice is requested for absenteeism due to vacations. Parents are asked to inform the school in writing for a planned absence.

#### **Tardy:**

School starts promptly at 8:25. All students who arrive after the start time should report to the office for a Tardy Pass. Habitual tardiness has an adverse effect on the education of the child who misses the same class every day and on the rest of the class who experience the interruption of late entries into the classroom. After four tardies in a quarter, phone calls or communications will be made to the parents/guardians. If tardiness continues, written communication will be sent to the parents to set up a conference with the teacher(s) and principal at which time a written plan will be made to ensure on-time arrival to meet the child's educational needs. Excessive tardiness may also be considered truancy and may warrant contact with legal authorities.

#### **Truancy:**

Students who miss school without a legal excuse are considered truant. Truancy is against the law. If a student has three (3) unexcused absences, parents will be notified as in tardy section above. If truancy continues to be a problem, an Educational Neglect Petition will be filed with Sherburne County authorities. Excessive tardiness may also be considered truancy.

The following is an excerpt from the Sherburne County Truancy Intervention Project:

**Educational Neglect:** A child is in need of protection or services because the child is without the necessary food, clothing, shelter, **education**, or other required care for the child's physical or mental health or morals because the child's parent, guardian or custodian is unable or unwilling to provide that care.

**Unexcused Absences:** Staying home to babysit, too tired, travel, needed at home, weather, missed the bus/kicked off the bus, overslept, did not feel like going to school boredom, work, etc.

**Excused Absences:** Sickness, funeral, Doctor's appointments, extreme family emergency

### **Guidelines for Marking Tardy or Absent**

- 8:25 – 10:30 arrival = Morning Tardy
- Arriving to school after 10:30 or leaving before 12:35 for remainder of day = 1/2 day absent
- Leaving between 12:35 and 2:35 = Afternoon Tardy

## ACCIDENTS & ILLNESSES

If your child becomes ill or injured at school, we will make every effort to notify you immediately. The school needs to know how to reach parents quickly in order to handle emergency situations, therefore it is important to update us with phone or email changes. In the event of any illness or accident, parents will be asked to take your child home or to your family physician for medical attention if needed.

## ACCREDITATION

The Minnesota Non-public Schools Accrediting Association (MNSAA) accredits St. Andrew Catholic School and annual reports are submitted to this agency in order to meet Association standards. SACS has received Accreditation status until June 30, 2016.

## ACTIVITY FEE

This year we are asking families to pay a **one-time** non-refundable activity fee. These funds will be used for miscellaneous student needs, such as: field trips, Fall Carnival, classroom projects, assignment notebooks, folders, etc. This fee will also cover the Kindergarten afternoon snack.

This new procedure will cut down on all of the small and numerous checks written from family checking accounts. This fee will not cover fundraisers and charitable donations, LLCC or optional field trips or graduation fees for 5<sup>th</sup> grade. These fees can be paid anytime prior to Open House, at Open House on September 2<sup>nd</sup> or through a payment plan made with the school principal.\*\*

The fees for the 2011-12 school year are:

- Kindergarten \$70.00
- 1<sup>st</sup> Grade \$85.00
- 2<sup>nd</sup> Grade \$75.00
- 3<sup>rd</sup> Grade \$85.00
- 4<sup>th</sup> Grade \$115.00
- 5<sup>th</sup> Grade \$90.00

\*\*All fees must be paid by January 3, 2012.

## ADMISSIONS POLICY – POLICY 652.1

No child whose parents desire enrollment at St. Andrew Catholic School will be denied entrance on the basis of race, gender or national origin.

Priority for admission to St. Andrew Catholic School is as follows\*:

1. Students presently enrolled in St. Andrew Catholic School will have priority for registration each year.
2. New students who are siblings of children currently enrolled in St. Andrew Catholic School with siblings of parish members having priority over non-parish members.
3. New students who are parish members based on the family's date of registration and active status in the parish.
4. New students who are children of St. Andrew Catholic School Faculty and Staff
5. New students who are children of Alumni of St. Andrew Catholic School
6. New students whose parents are registered parishioners of St. Pius, St. Katherine Drexel, and Our Lady of the Lake.
7. New student applications from the general public on a first-come, first-served basis.

\*This policy is a guideline for prioritizing admission to St. Andrew Catholic School. We reserve the right to make exceptions on a case-by-case basis.

## ASBESTOS

SACS has on file a complete and updated Management Plan for dealing with Asbestos-containing building materials within the school building. The Director of Maintenance has a copy of the plan, which is available for viewing by interested parties. Copies may be made at a nominal cost.

SACS has some asbestos-containing materials. The new classroom additions and associated renovation building materials do not contain any asbestos. As required by federal law, the condition of asbestos in our building is surveyed every 6 months as part of an ongoing operations and maintenance program. There are no plans to remove the remaining asbestos unless it becomes required. The asbestos is re-inspected every 3 years by a certified staff. If you have questions or concerns, please address them to Bill Courtright, Director of Maintenance at 763-441-1485 ext. 316.

## AFTER SCHOOL CARE PROGRAM (TACKLE BOX)

St. Andrew Catholic School provides an on-site school care program on all regular school days. Hours are from dismissal (2:45) until 6:00 PM. School care is not available on days when school is closed due to inclement weather. Please see the school calendar on Sycamore for non-school days when Tackle Box is open. If you are interested in signing your child up for this program, please contact the school office. Before Care includes breakfast, after care includes snack and all-day care includes breakfast and snack.

Rates for the 2011-2012 School year are as follows:

Before Care (6:30-8:00)	\$4.00 per child per day
After Care (2:45 – 6:00) – advanced sign-up required	\$11.00 per child per day
After Care (2:45-6:00) – Drop-In Rate	\$15.00 per day per child
Non-School All-Day Care (6:30-6:00)	\$25.00 per day per child

Special Rates will be offered if students are signed up for after school activities such as Lego Club or Children's Choir. Please contact the Tackle Box Director for these rates.

## ANTI BULLYING & HARASSMENT POLICY

St. Andrew Catholic School, in partnership with families, provides students the opportunity to celebrate and grow in their Catholic faith, to discover their academic potential and to become concerned, respectful, and responsible citizens. This philosophy is the foundation of the Anti-Bullying Policy. The Anti-Bullying Policy exists to foster a climate of mutual respect among the students and staff at St. Andrew Catholic School.

### What is considered bullying?

Bullying is defined as the intentional behavior by an individual or group that is intended to cause or does cause the victim physical abuse or causes the victim to feel frightened, threatened, intimidated, humiliated or ostracized. Bullying can be verbal, psychological, physical or social.

### What is considered harassment?

Harassment is defined as the unwanted, inappropriate and annoying actions of a person or group against another, including threats and demands. Harassment may include, but is not limited to, verbal abuse, implied or overt threats, physical acts of aggression or violence, etc.

### Procedure for Dealing with a Bullying Situation

1. Any student who believes they have been the victim of bullying, harassment or violence or any person with knowledge of or belief of conduct that may constitute such, shall report the alleged acts to a staff member who will immediately forward the information to the principal. Upon receipt of a complaint, the administration shall begin an immediate investigation or designate a 3<sup>rd</sup> party to perform the task.
2. After completion of the investigation, the Principal will make the determination whether bullying or harassment has occurred and, if so, what disciplinary action is appropriate. Discipline may include removal from class, suspension: both in school and out of school, referral for counseling, remediation and restitution, or expulsion. Depending on the nature of the offense, law enforcement officials may be notified.

## BACKGROUND CHECKS

*Mandatory Criminal Background Checks Policy:* All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on vendors or independent contractors. The following positions are subject to mandatory background checks:

- Teachers
- Substitute Teachers
- Specialist Teachers
- Office and Parish Staff
- Academic Coaches
- Extracurricular Advisors
- Paraprofessionals/Classroom Aides
- Food Service Personnel
- Maintenance Personnel
- All Volunteers

## BIRTHDAYS & AFTER SCHOOL PARTIES

To reinforce a positive Christian atmosphere, we will not allow students to distribute party invitations at school. Please also keep this in mind when making transportation arrangements for parties. Treats brought to school must be commercially prepared and in a sealed, unopened package. We are requesting that no peanut or nut related items be brought to school for treats. Each teacher has his/her own preference for treats in the classroom. Please check with your child's teacher.

## BUS RIDER BEHAVIOR

Students who do not follow bus safety rules are subject to the following consequences:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Report  | Student Conference and Parent Notification  |
| 2 <sup>nd</sup> Report  | Student Conference, parent notification, review of bus safety instruction and one day bus suspension.   |
| 3 <sup>rd</sup> Report  | Student Conference, parent notification, review of bus safety instruction and one week bus suspension.  |
| 4 <sup>th</sup> Report: | Student Conference, parent notification, review of bus safety instruction and one month bus suspension. |
| 5 <sup>th</sup> Report  | Student Conference, parent notification and loss of bus privilege for the remainder of the year.        |

## BUSSING - SEE TRANSPORTATION

## CALENDAR

The school adheres to an official calendar published by St. Andrew Catholic School each year. This calendar is in accordance with state law, District 728 Policy and the directives of the Education Ministries Office of the St. Cloud Diocese. The 2011-12 Calendar is updated and available on Sycamore.

## CELL PHONES

St. Andrew Catholic School recognizes that many students have access to cell phones and that they are considered a student safety measure outside of the school day. However, cell phones can cause a disruption to the learning environment (ringing during class, text messaging, students asking to be excused from class and proceeding to make cell phone calls or text messages, etc.)

To eliminate such disruptions, students ARE NOT allowed to use cell phones during the instructional day. Cell phones must be turned off and stored in the student's backpack. Cell phones will be confiscated if used during the instructional day and taken to the school principal. It will be returned only to the parent/guardian. Additional violations will result in confiscation, parental notification and retention of the device for up to 14 days.

St. Andrew Catholic School is not responsible for lost, stolen or damaged cell phones.

## CHILD NEGLECT/ABUSE

The staff members of the school are legally required to follow the requirements of Minnesota law to report child neglect and/or abuse, which may be summarized as follows:

- Staff members are required to report suspected cases of child neglect/abuse to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is neglect or abuse presently or has been within the past 3 years. A written report must be filed within 72 hours of the verbal report.
- **Neglect** is defined as failure to provide food, clothing, shelter, education, or medical care and prenatal exposure to controlled substances.
- **Abuse** can be physical or sexual abuse or emotional maltreatment.

## COLD WEATHER PROCEDURE

The children do not go outside when the temperature is below zero, or if there is a wind chill factor of -10°; but we feel that when the temperatures are above zero, some fresh air is good for the students. All students need to be prepared to go outside every day. Appropriate winter dress includes: coat/jacket, hat, boots, pants/snow pants and mittens or gloves.

Please consider that when some children stay in the classroom while others are outside, supervision is more difficult. We would appreciate that all children go outside for a short period of time and that they dress appropriately for the weather. Students will be allowed to stay inside for up to 2 days if they have a signed note from a parent/guardian. If a student needs to stay inside for a longer period than 2 days, the school will require a note signed by a doctor.

## COMMUNICATIONS

Important information is sent home each week on Thursday with the oldest child in every family. Please look for the weekly "Thursday Packet."

The student data system, Sycamore will be the main communication tool between the school and home. It is expected that parents check their students' classroom pages and family information weekly.

If you are unable to access the website for Parent Communication, please contact the office to request a paper copy to be sent home in the Thursday Packet.

Items intended for the Thursday Packet must be approved and submitted "camera-ready" to the office by noon Wednesday.

Each staff member has voicemail and email. Please feel free to leave a message for any staff member at any time. A directory of extensions is listed in this handbook.

## COMMUNITY INFORMATION

The administration may distribute community news that may be of interest to our students and families. These activities must not be in conflict with programs being sponsored by St. Andrew Catholic School or Parish or the mission and philosophy of the school. The administration reserves the right to determine which community information gets published.

## COMPUTER & INTERNET ACCEPTABLE USE POLICY

While SACS appreciates the value of the educational resources available on the Internet, it is important that the access be monitored for appropriate usage.

The use of the Internet will be restricted to support of education and research consistent with SACS' Mission and Philosophy. All students using the Internet will be closely supervised by a faculty member or assigned adult. Students must have a signed permission form from the parents before using the Internet.

Students may not give out personal information such as: name, address and telephone number. The use of the Internet is a privilege; inappropriate usage will result in cancellation of this privilege and/or suitable consequences. Inappropriate usage includes: violent, obscene material, inappropriate language and communication, "chat rooms," games, violation of copyrighted materials and attempts to access restricted files or programs. Any instances of "Cyber-Bullying" will be handled as a bullying situation by the principal.

## COSTUMES – when permitted

In keeping with our policy of non-violence, students will not be allowed to wear violent costumes or any costumes that portray a character whose actions intentionally harm others (i.e. witch, devil, vampire, etc). No weapons of any kind are allowed.



## DROP-OFF/ARRIVAL in the MORNING

Students who are transported to school by their parent, may be dropped off no earlier than 7:50 am. The school doors are not unlocked and there will be no supervision prior to this time. If you are bringing your child prior to 7:50, you must wait with your child. Students will be allowed to enter their classrooms at 8:00.

ALL students who are dropped off by parents in the morning must be dropped off at Door C, which is located between the parish office and the church or at Door G located at the Kindergarten end of the school. The front door is reserved for Vision Bussing only between the times of 8:00 – 8:25!

There is to be NO PARKING or STOPPING on Irving Avenue during the morning drop-off times. The east side of Irving is reserved for busses. If you would like to come into the building, please park in the parish office lot or the church lot and enter the building through Door C. Please, DO NOT PARK on Irving Avenue.

## FACULTY ROOM

Parents and students are asked to please respect the privacy of the staff in the faculty room. Only authorized faculty and staff will be allowed in this room during school hours.

## FIELD TRIPS

Field Trips are designed to enrich the educational programs offered at SACS. Insurance regulations of the Diocese of St. Cloud require the use of the parent/guardian authorization form (permission slip) EACH TIME the students participate in a field trip. Failure to return this form means that the student may not go on the field trip and must stay at school. PHONE CALLS TO OR FROM THE PARENT/GUARDIAN DO NOT FULFILL THE AUTHORIZATION REQUIREMENTS FOR PARTICIPATION. A blank Field Trip form is available on the school website if needed. If any activity fee expense presents a financial burden to your family, please contact the principal. All field trip fees are paid in the fall as part of the activity fee.

## FIRE/TORNADO/LOCK-DOWN DRILLS

SACS follows the State of Minnesota's Nonpublic School Safety Drill Policy, which states that we must have at least five school lock-down drills, five school fire drills and 1 tornado drill each school year.

## FUNDRAISERS

Families are expected to support and promote our fundraising efforts to bring in needed extra income for our school program. The fundraisers of SACS are:

- Marathon (October)
- Magazine Sale (November)

The following fundraisers take place year round:

- Campbell Soup Labels – send in labels from any Campbell product.
- Box Tops for Education – send in any General Mills Box Tops

- E Box Tops – see information on Sycamore or flyer
- Target Visa Card – school receives 1% of your purchases
- Kemps/Land O'Lakes Milk Tops – send in clean milk tops
- Food Club Labels – send in the labels for learning points at the bottom of your register receipt
- Cell Phone Recycling
- Capri Sun Drink Pouches
- Coke Top Points – enter your points online at mycokerewards.com and specify St. Andrew as your designated school.

## HOME & SCHOOL ASSOCIATION

St. Andrew Home & School is an organization of all parents of SACS' students and the faculty & staff of SACS. The primary service of the Home & School is to be of service to the students, families and faculty of SACS. All parents are encouraged to be active members of the Home & School Association.

## HOMEWORK

Homework will be given at each grade level. At the beginning of the school year, each teacher will inform parents/guardians of the homework policies in their classroom.

ILLNESS – Please see “Health Policies” on inside back cover of this handbook.

## LEAVING SCHOOL PREMISES

No student may leave the school premises at any time for any purpose without approval. The school cannot accept responsibility if a student leaves without permission.

Notification from a parent or guardian is required for release of a student from school before the time of dismissal. No one will be released unless the teacher and school office knows the reason and the person to whom the student is released. Each student should checkout with the office when he/she leaves for an appointment and check-in upon return.

**Please note:** Parents who pick up a child during the school day because of illness, appointments, early pick ups, etc. are expected to meet the child in the school office or health office and are required to sign their child out for the day.

## LITURGIES

Grades K-5 attend weekly all-school Mass. Grades 3-6 alternate attending Mass at Guardian Angels Nursing Home. Each classroom rotates making the liturgy plans for these Masses. Parents are invited to attend liturgies. Please be sure all students follow the Liturgy Dress-Code Policy.

## LONG LAKE CONSERVATION CAMP

Each year the 5<sup>th</sup> grade students are required to attend LLCC as part of their curriculum. More information will be sent home with the students prior to the scheduled trip.

## LOST & FOUND

A lost & found container for all found materials is located in the workroom. You and your child are encouraged to check this frequently for lost articles. To help eliminate the problem of so many lost articles, please label all sweatshirts, boots and outdoor clothing. Periodically all unclaimed items will be given to charity.

## LUNCH PROGRAM

SACS is able to provide school lunches every day for your child by participating in the National Lunch Program.

Lunch accounts are established for each family. Parents deposit money into their families' account for the purpose of purchasing meals, milk and snacks. The daily meal includes milk. Milk is also available for those who want milk with their bag lunch or who want to purchase extra. A 2<sup>nd</sup> Menu option will be offered this year as well. Students with heartier appetites can purchase an "A la" portion of the meal for \$1.00.

2011-12 prices are as follows:

- Child Lunch: \$2.90 (includes milk)
- Adult Lunch: \$3.75 (includes milk)
- Milk: \$0.50
- Ala Carte: \$1.00

When sending lunch account deposits to school, PLEASE place any check or cash in a sealed envelope and label with your child's name, grade/teacher and account number. We encourage deposits to be made on a monthly basis to facilitate our record keeping and hopefully eliminate billing.

### Account Balances:

- The parent/guardian will be notified via email when the family account is \$10 or less. These emails continue until the account is brought above the \$10 balance.
- If the lunch balance goes negative, an email or phone call will be made to the parent/guardian. **When the balance is (-\$20) or greater, only a sandwich and milk will be offered if the child does not bring a lunch until the account is brought current.**
- After the second day of offering the substitute lunch the principal or designee will contact the family and review with them their responsibility to provide meals for their child. The school will notify County Social Services for possible neglect when the above procedures are unsuccessful.

At the end of the school year, lunch balances will roll over to the next school year. If a family is not returning to SACS, the following policies are in effect:

- No refunds will be given for a balance of \$5.00 or less
- A request for reimbursement must be made to Melissa Anderson, Parish Accountant (763-44101483 ext. 310) by June 15, 2012.
- The following options are available for reimbursement:
  - Money returned directly to the family
  - A donation made to the Legacy Scholarship Program
  - Donate it to your regular collection fund at St. Andrew Church

St. Andrew Church cannot continue to support unpaid balances in student lunch accounts. The Parish oversees the lunch program account and the kitchen staff reports account status daily to the parish accountant. Lunch program balances are reported to the Parish Finance Committee each month and discrepancies must be explained

Free and Reduced-price lunch programs are available for those eligible. Applications and eligibility requirements are distributed before school begins in September or upon request. Please contact the school principal with any questions regarding this procedure.

Students may bring their own cold lunch to school, but no pop or glass containers are allowed.

Parents are welcome to purchase lunch through our program as well and eat with their children. If you do so, please contact the lunchroom at ext. 329 for a reservation by 9:00 a.m. of the morning you are joining your child so we may plan accordingly.

## MONEY

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

## PARENTS' GRIEVANCE POLICY

If at all possible, complaints, disputes or disagreements should be resolved on a person-to-person level. If this cannot be accomplished, the person seeking the resolution must follow the following procedures:

### *Stage 1*

1. Discuss the problem with the person's immediate supervisor. If there is no resolution, then...
2. Discuss the problem with the next level of administration. If there is no resolution, then...
3. The person seeking the resolution is entitled to begin stage II of the grievance process.

Example:

- a. Parent to teacher (respondent). If no resolution,
- b. Parent to Principal. If no resolution,
- c. Parent to Pastor. If no resolution,
- d. Parent makes written request to begin Stage II of the grievance process.

### *Stage II*

1. A written request to begin Stage Ii of the grievance process must be submitted by the parent to the principal within 10 working days after conferring with the Pastor.
2. A grievance committee shall be formed consisting of three persons: one designated by the Pastor, one designated by the respondent and one designated by the person seeking resolution. The committee shall be formed within 10 working days of the principal's receipt of the written request.
3. The grievance committee shall meet within 15 working days of being formed to receive evidence and to make recommendations for resolution. The committee shall determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting and after due consideration (discussion, thought and prayer), the committee shall write a summary of the meeting. Its recommendation for resolution shall be made in writing to the principal, who in turn shall determine that, no school and/or parish policies have been altered or amended. The recommendation shall then be forwarded to the concerned parties.
5. The grievance procedure shall be completed within 25 working days after the principal receives written request. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the committee.

## PARENTS' RIGHT TO KNOW ACT - PEST CONTROL

### MATERIALS

Minnesota State Law requires schools to inform parents and guardians if they apply certain pesticides or herbicides on school property. The long-term health effects on children from the application of pesticides/herbicides or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal Law.

An estimated schedule of application of herbicides and other materials to school grounds is available from the Director of Maintenance. Parents of students may request to receive, at their expense, prior notification of any application of pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule, excluding emergency applications.

## PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held twice a year for the purpose of discussing the educational program and progress of your child. Attendance at Fall conferences is required. The 2<sup>nd</sup> conference is optional, at the discretion of the teacher or parents. All conferences are professional and confidential. Parents or teachers may request additional conferences at any time during the school year.

## RECORDS

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

## REPORT CARDS

Report cards are sent home with each student at the end of each quarter. Please see the school calendar for specific dates.

## SCHOOL CLOSING/LATE START/EARLY DISMISSAL

All emergency school closings or any change in school hours due to inclement weather will be announced on Kare-11, WCCO, FOX 9 or KSTP (Please look for SACS-Elk River in the list of schools). In the event that District 728 (ELK RIVER) closes, delays or dismisses early due to weather, SACS will follow accordingly.

If we have a 2-hour late start that means school will begin at 10:25. Never drop your child off at school without finding out if we are in session that day.

In the event the school closes early, we will follow the routine you established upon registering via Sycamore. If this plan changes, we need you to contact the school office immediately. Please remember that your emergency contact must be able to pick up your student(s) within 30 minutes of receiving the phone call.

Factors that influence these decisions are often out of our control, therefore your patience and cooperation will be greatly appreciated in the event of any weather-related changes.

## SCHOOL COMMITTEE

St. Andrew School Committee develops and defines policy, which govern the programs of SACS. The committee is subject to regulations from the Bishop of the St. Cloud Diocese and the Parish Pastoral Council of St. Andrew. All meetings are open to members of the parish & school. The committee has elected members, the pastor, principal and appointed member(s).

## SECURITY AND EMERGENCY PROCEDURES

All parents, volunteers and any other visitors to the building are required to report to the school office to register and receive a visitor badge.

Students and non-students, including all adults and visitors are forbidden to possess, store, transmit or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops or entering or departing from school premises, property or events. These items will be immediately confiscated and turned into the proper authorities.

## SIGNIFICANT FAMILY FACTORS

Please notify the teacher if any significant family factors, physical or emotional, could affect the needs of your child in school.

## SNACKS

Students are given an opportunity for morning snacks. These may be brought from home or purchased through school for \$0.60-\$1.00 per item. No more than 3 snack items will be allowed for purchase per child per day. Kindergartener will have afternoon snack daily. The fee for this is covered in the Activity Fee.

## SPECIAL NEEDS/SERVICES

From time to time a student may experience a learning problem. The explanation for this is not always obvious. At times the learning problem may be due to different rates at which children develop. In an effort to rule out more serious problems that might continue over the years, the teacher may refer your child for testing.

Students with learning problems may benefit from extra time studying at home with a parent or tutor. Occasionally there is a student with a significant learning disability whose educational needs are greater than our resources at SACS. If a teacher is concerned about the academic progress or emotional stability and adjustment of a child, he/she would contact the parents about referring the child for special services. Teachers will notify the principal before calling the parents. The principal and teachers of learning-disabled students are expected to communicate and participate in Individual Service Plan (ISP) conferences with the parents and District 728's Special Education personnel.

To ensure confidentiality, any information requested from teachers or school staff will be sent directly to the doctor, psychologist, psychiatrist or institution that requires said information.

## SUPERVISION

Adults in charge of a before- or after- school activity or meeting must directly supervise all children involved in that activity or meeting as well as their own children. No children are to be left alone in any part of the school building at any time.

## TARDINESS – see absence policy

## TEACHER REQUEST POLICY

Approved by School Committee 3/4/09

The school believes the classroom teacher is best suited to determine classroom placements because of his/her knowledge of the student's strengths and needs. Factors that impact classroom placements include: gender mix, academic and behavioral needs, personality combinations, and special education recommendations. Parents who have specific needs or concerns regarding classroom placement should provide written communication to the Principal prior to May 1<sup>st</sup>. These written requests will be taken into consideration, but may not be granted. Requests made after class lists are published will not be accommodated.

## TELEPHONE CALLS

A child may not call home to make arrangements to go home with a friend, to have a parent/guardian bring a forgotten assignment, book, etc.

As a rule, neither teachers nor students are called to the phone during class time hours. Messages may be left with school office personnel if it is necessary to contact either a student or teacher.

**Teachers will check their voicemail and email after 3:00, so if your message is urgent, you must contact the school office.**

## TRANSPORTATION

Bussing of SACS' students is provided through Vision Transportation. SACS' students must abide by the bus regulations and rules set up by Vision Transportation. Information concerning bus routes, rules, etc. will be sent to families from SACS prior to the opening of school in September. Information may be obtained by calling Vision at 763-441-4420.

### **Student Bussing Guidelines – Vision of Elk River Policy**

Bus transportation is a privilege that can be lost if behavior is unacceptable on the bus or at the bus stop. MN Statute 123.B

Please review these guidelines to ensure safe transportation for all eligible students

- **Daycare:** All students in daycare are required to have a Transportation Form on file with the school of attendance and Vision of Elk River, Inc. This information is used to assign bus stops and for notification in case of an emergency. Students cannot be transported to or from daycare sites that are outside the school attendance zone. The Transportation Form must be completed and in the hands of the school or Vision by June 15. There is no guarantee that we can accommodate daycare transportation once routes have been set for the start of school.
- **Daycare Application Procedure:** A daycare application must be renewed each school year. If the daycare situation changes in the course of the school year, a new daycare form must be submitted to enact the change. Daycare change requests must allow five days before the change can take effect.
- **Bus Stop Locations:** It is impossible to locate a bus stop within sight of every home and daycare provider. As a general policy we locate bus stops at corner intersections. For safety reasons we limit house stops and mid-block stops. We do not drive into cul-de-sacs unless distance requires it. It is the responsibility of the parent/guardian or daycare provider to escort students to and from the bus stop.
- **Bus Stop Assignment:** For reasons of safety and security, students are allowed only one designated bus stop in the morning and one designated **bus stop in the afternoon**. Multiple pick-up or drop-off spots are not permitted. A variable schedule is also not permitted. Transportation policy permits just one morning and one afternoon stop, with the same stop(s) five days a week.
- **Bus Stop Changes:** Vision of Elk River, Inc. must authorize any proposed changes to a student's bus riding assignment or bus stop assignment. Bus drivers are not allowed to make changes to the bus stop location or the pick-up time. Bus stop change requests must be made directly to Vision.
- **Bus Stop Behavior:** We urge parents and daycare providers to supervise students at the bus stops. Unsupervised students who arrive at their bus stops too early are the cause of many bus stop problems and complaints.

- **Bus Safety and Discipline:** School district policy on bus safety and discipline is available on the district website [www.elkriver.k12.mn.us](http://www.elkriver.k12.mn.us) as well as the Vision website [www.visionofelkriver.com](http://www.visionofelkriver.com). The policy, rules and guidelines are reviewed by the teachers each year and are handed out by the bus drivers. Please review these safety and discipline rules with your students.
- **Bus Scheduling:** Under normal circumstances, students should be at their assigned bus stops at least five minutes before the scheduled arrival of their buses. It is not unusual for buses to be twenty minutes late or later during the first two weeks of school. This time lag is usually self-correcting shortly after the start of school. We request patience during this period of time. Buses may also run late due to rain, snow, ice, fog or traffic conditions. If a bus is running late the bus will complete the route nonetheless and stop at every stop.
- **Emergency Change Requests:** All temporary changes in a student's assigned bus or designated bus stop can be approved only by Vision of Elk River, Inc., and will be approved only in cases of family emergency. Students are not allowed to change bus assignments or bus stops to attend social events, lessons, jobs, parties or other non-emergency activities.

Students are not allowed to ride a different bus home at anytime throughout the school year without the permission of Vision Transportation.

## TRANSPORTATION REIMBURSEMENT

Transportation reimbursements for those eligible students residing outside the school bussing boundaries will be handled through each eligible district. SACS will contact you with any information it receives from your home district. Transportation reimbursements will be processed for only the custodial parent.

## TUITION AND FEES

Basic/Parishioner	\$2880
70% Tuition	\$3185
80% Tuition	\$3640
90% Tuition	\$4095
Full Tuition/Non-Parishioner Tuition	\$4550

### Additional Fees:

- Registration Fee of \$50 per child is non-refundable and is paid at the time of the child's registration to hold his/her place in class.
- Activity Fee is paid on or before the 1<sup>st</sup> Day of school. This fee covers expenses such as: assignments notebooks, dictionaries, Skate Time, C'Motion, field trips, the Fall Carnival, classroom supplies, etc.
- 5<sup>th</sup> LLCC Fee is in addition to the activity fee. Notice of this fee will be made in advance.

### Tuition Payments and schedules:

1. Pay in full: Due on or before August 15, 2011
2. Semi-Annual Payments (due August 15<sup>th</sup> and March 15<sup>th</sup>)
3. Quarterly Payments (due August 15<sup>th</sup>, December 15<sup>th</sup>, March 15<sup>th</sup> and May 15<sup>th</sup>)
4. Monthly Payments (10) (due on the 15<sup>th</sup> of each month August – May)
5. Monthly Payments (11) (due on the 15<sup>th</sup> of each month July – May) – requires participation in EFT

**Any questions or concerns about tuition should be directed to Melissa Anderson, Business Manager, at 763-441-1483 ext. 310.**

## VISITORS

We welcome parents to visit our school. Parents and visitors must check in at the school office rather than going directly to a classroom. A visitor badge is required to be worn by any visitors to our school.

## VOLUNTEERS

All volunteers must complete the following per the Diocese of St. Cloud:

- Background Check
- Signed Sexual Misconduct Policy
- Signed Ethics and Integrity Policy
- Media Presentation as specified by the Diocese
- Signed Copy of Volunteer Handbook

## HEALTH POLICIES: including Illness, Injury & Medication

**PLEASE CONTACT KAREN DUNHAM, SACS' HELATH CLERK WITH ANY QUESTIONS OR CONCERNS ABOUT THE FOLLOWING POLICIES.  
763-441-2216 EXT. 326.**

*Immunizations:* State law requires that all students entering SACS must submit appropriate documentation of your child's immunizations showing all vaccinations required by state law have been received by the student within 30 days of your child's enrollment date. If we do not receive the needed information, the child will not be allowed to attend classes. The law does allow certain exceptions to the immunization rule.

*Health Services & Care:* Services of a school nurse and on-site health clerk are provided through the state funded Health Service. The students receive the same care as students in the public schools as regarded by funding: Vision & Hearing Tests and Scoliosis Screening.

*Health Records:* Health records are kept on all students as required by state law. Any special health problems a child has should be made known to the school so that adjustments, if possible, can be made in the classroom setting. The District School Nurse is available for consultation by calling School Health Services 763-241-3433.

*Food Allergies:* SACS has students who have life threatening allergies to all peanuts and other types of nuts. This includes peanut butter, peanut oil, most chocolate, etc. We are requesting that no peanut or nut related items be brought to school for snack or cold lunch. Our hot lunch program strives to be completely peanut-free. We ask that you carefully read all labels on food sent to school.

St. Andrew Catholic School Health  
Office  
Karen Dunham  
763-441-2216 ext. 326  
kdunham@saint-andrew.net

*Medication at School:* If a student requires **any** kind of medication (including inhalers, cough drops, pain relievers, etc.) during the school day, you must follow the strict procedures set forth by the state:

- The parent must provide the school with a written physician's order stating the name of medication, time of administration, dosage, doctor's name and phone number as well as any special instructions. Pharmacists know this law and will make duplicate containers available if necessary.
- Parents are encouraged to bring the medication to school to insure its safe arrival and to keep it out of other children's hands.
- Any medications without proper written instructions will not be given to the student.

*Illness & Injury:* In the event of illness, parents are frequently concerned about whether a student should stay home or attend school.

Please DO NOT send your child to school:

- If the child has or had a temperature of 100° or higher within the last 24 hours
- If the child has vomited or had diarrhea within the last 24 hours
- If the child has open sores or a rash of unknown origin
- Redness, irritation or discharge from the eye(s)
- Persistent cough or persistent runny nose
- After an illness until he/she has eaten well and his/her temperature has been normal for at least 24 hours **without medication.**

In addition to these, please DO NOT send your child to school if he/she has had a throat culture. Wait until you have received the results and know that it is NOT strep throat. Please do not send your child to school until 24 hours after antibiotic treatment is started and your child has a **normal temperature for 24 hours without fever-reducing medication.**

***If a student becomes ill, please call the Attendance Line or Health Office each day to report the absence.*** If a student has missed school because of illness, he/she will not be allowed to participate in any school activity that day or evening.

### **Health & Wellness**

#### **Food Brought to School:**

Food brought to school for treats to share with classmates must be commercially prepared and in a sealed, unopened package; an ingredient list must be available if needed. Please be aware that we have students in our school with food allergies such as gluten, egg, chocolate and peanuts. Homemade food cannot be handed out to children. Food provided should be consistent with District 728's Wellness Policy.

**St. Andrew Catholic School Dress Code Policy** – approved by School Committee 6/2010 – modified by School Committee 9/9/10

We believe that neat and proper dress enhances Christian attitudes and behaviors, promotes a positive learning atmosphere and contributes to the students' safety. As well as respect for the school and each other.

It is expected that students will come to school clean and well groomed. All clothing must be clean and in good condition. No over-sized or tight fitting clothing is allowed. An overall neat appearance is required.

**LITURGY DRESS CODE** – for Wednesday all-school Liturgies

- No jeans, athletic pants, denim Capri's or shorts are allowed
- No t-shirts with writing or large graphics (graphics must be smaller than an adult's hand)
- No hoodies, jerseys or athletic shirts
- No shorts

**EVERYDAY DRESS CODE:**

**Slogans/words/characters on clothing and jewelry – MUST BE SMALLER THAN AN ADULT'S HAND**

- No violent pictures or language
- No advertising of alcohol or drugs
- No pictures or language contrary to Christian behavior
- No inappropriate language or messages
- No graphics or lettering allowed on the buttocks

**Shorts**

- Shorts may be worn the months of September and May, or at other times if announcement is made by administration.
- No biker shorts or cut offs are allowed
- Shorts CANNOT be worn to Mass, however students will be allowed to change into shorts after Mass if the weather is appropriate.
- Capri pants are acceptable during the months of September and May, and can also be worn to Liturgies during these months.

**Skirt/Short/Skort Length**

- Length of skirts, shorts or skorts must be 2 inches above the kneecap or longer. (Skirts worn with appropriate leggings may be shorter in length).

**Shirts & Tops**

- Shirts and tops must have 2 inch wide (or wider) shoulder straps
- No bare midriffs are allowed

- No undergarments can be showing
- Necklines are to be no lower than 3 inches below the neck

**Pants**

- No holes or frays allowed on jeans on non-Liturgy days
- Pants must not be low-riders
- If a student is wearing leggings or tight fitting pants, the shirt must be long enough to cover the students' buttocks.

**Hats & Headwear**

- Hats are not to be worn inside the school building or at church

**Footwear**

- Heels may not be more than 2-inches tall
- Open toes and flip flops are not allowed during the school day
- Socks/tights are required to be worn at all times
- All students are required to have a pair of tennis shoes for phy-ed and recess.

**Makeup**

- Makeup is not allowed.

**Hair color**

- Unnatural colors (blue, purple, green, etc.) are not allowed in any form (i.e. extensions, weaves, etc.)

**Outside clothing**

- Boots, mittens or gloves, hat and heavy coats must be worn during the winter months. These items will be worn at all times when the students are outside whether they are playing at recess or catching their transportation home. Snow pants will be required as administration directs for recess.
- All students will need to have a pair of outside boots in the winter as well as inside shoes.

**CONSEQUENCES FOR NOT FOLLOWING SACS' DRESS CODE:**

Parents, teachers and staff are responsible for assessing student's attire and ensuring that it meets the policy. **If at any time a teacher or staff member determines that a student is out of compliance with this policy, the following actions will be taken:**

- 1<sup>st</sup> Time, student will be sent to the Health Office to change their clothes and a reminder of the dress code policy will be sent home. School loaned clothes will be sent home to be washed and should be returned to school!
- 2<sup>nd</sup> Time, parent will be called to bring a change of clothes for their child and a reminder of the dress code policy will be sent home
- 3<sup>rd</sup> Time, parent will be called for a change of clothes and student and parent will meet with administration to determine plan of action

SACS Spirit Wear may be worn on Non-Liturgy days & Fridays even if graphics/slogans/writing are larger than above guidelines!  
Special Days announced by administration will be

School Phone: 763-441-2216  
 School Fax: 763-441-1146

Parish Office: 763-441-1483  
 Parish Fax: 763-441-1485

2011-2012 Staff Directory

<b>School Principal</b>	Kari Staples	Ext. 327	<a href="mailto:kstaples@saint-andrew.net">kstaples@saint-andrew.net</a>	<b>5<sup>th</sup> Grade 5N</b>	Mrs. Claudia Aberle	Ext. 339	<a href="mailto:caberle@saint-andrew.net">caberle@saint-andrew.net</a>
<b>School Office</b>	Sherri Stefano	Ext. 325	<a href="mailto:sstefano@saint-andrew.net">sstefano@saint-andrew.net</a>	<b>Preschool</b>	Mrs. Amanda Rajkowski	Ext. 334	<a href="mailto:arajkowski@saint-andrew.net">arajkowski@saint-andrew.net</a>
<b>Health Office</b>	Karen Dunham	Ext. 326	<a href="mailto:kdunham@saint-andrew.net">kdunham@saint-andrew.net</a>	<b>Tackle Box</b>		Ext. 331	<a href="mailto:tacklebox@saint-andrew.net">tacklebox@saint-andrew.net</a>
<b>Attendance</b>		Ext. 450		<b>Media/Library</b>	Mrs. Mary Keifenheim	Ext. 345	<a href="mailto:mkeifenheim@saint-andrew.net">mkeifenheim@saint-andrew.net</a>
<b>Kindergarten KN</b>	Sr. Karen	Ext. 340	<a href="mailto:kniedzielski@saint-andrew.net">kniedzielski@saint-andrew.net</a>	<b>Music</b>	Mrs. Corinne Olinger	Ext. 346	<a href="mailto:colinger@saint-andrew.net">colinger@saint-andrew.net</a>
<b>Kindergarten KS</b>	Ms. Kirsten Majeres	Ext. 343	<a href="mailto:kmajeres@saint-andrew.net">kmajeres@saint-andrew.net</a>	<b>Phy-Ed</b>	Ms. Katie Kolles	Ext. 344	<a href="mailto:kkolles@saint-andrew.net">kkolles@saint-andrew.net</a>
<b>1<sup>st</sup> Grade 1N</b>	Mrs. Shelly Rerick	Ext. 334	<a href="mailto:srerick@saint-andrew.net">srerick@saint-andrew.net</a>	<b>Hot Lunch</b> Lunch Accounts Reservations	Julie Steuter	Ext.329	<a href="mailto:jsteuter@saint-andrew.net">jsteuter@saint-andrew.net</a>
<b>1<sup>st</sup> Grade 1S</b>	Mrs. Chris Cross	Ext. 333	<a href="mailto:ccross@saint-andrew.net">ccross@saint-andrew.net</a>	<b>Hot Lunch Program</b>	Chelle Ebner	Ext. 329	
<b>2<sup>nd</sup> Grade 2N</b>	Ms. Cammie Kinzer	Ext. 336	<a href="mailto:ckinzer@saint-andrew.net">ckinzer@saint-andrew.net</a>	<b>Maintenance</b>	Mr. Bill Courtright	763-441-1483 ext. 316	<a href="mailto:billc@saint-andrew.net">billc@saint-andrew.net</a>
<b>2<sup>nd</sup> Grade 2S</b>	Ms. Ashley Hannigan	Ext. 335	<a href="mailto:ahannigan@saint-andrew.net">ahannigan@saint-andrew.net</a>	<b>Pastor</b>	Fr. Lauren Germann	763-441-1483 ext. 302	<a href="mailto:frlauren@saint-andrew.net">frlauren@saint-andrew.net</a>
<b>3<sup>rd</sup> Grade 3N</b>	Mrs. Heidi Schloe	Ext. 338	<a href="mailto:hschloe@saint-andrew.net">hschloe@saint-andrew.net</a>	<b>Associate Pastor</b>	Fr. John Paul Knopik	763-441-1483 ext. 304	<a href="mailto:frjohn@saint-andrew.net">frjohn@saint-andrew.net</a>
<b>3<sup>rd</sup> Grade 3S</b>	Mrs. Barb Mrugala	Ext. 337	<a href="mailto:bmrugala@saint-andrew.net">bmrugala@saint-andrew.net</a>	<b>Parish Business Manager</b>	Melissa Anderson	763-441-1483 ext. 310	<a href="mailto:melissaa@saint-andrew.net">melissaa@saint-andrew.net</a>
<b>4<sup>th</sup> Grade 4N</b>	Mrs. Corene Bjorkedal	Ext. 341	<a href="mailto:cbjorkedal@saint-andrew.net">cbjorkedal@saint-andrew.net</a>	<b>Psychologist</b>	St. Mary Fran	320-650-1660 800-830-8254	
<b>4<sup>th</sup> Grade 4S</b>	Ms. Laura Anderson	Ext. 342	<a href="mailto:landerson@saint-andrew.net">landerson@saint-andrew.net</a>	<b>Transportation</b>	Vision Bussing	763-441-4420	<a href="mailto:routing@visionofelkriver.com">routing@visionofelkriver.com</a>