

# John Ireland Catholic School



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[www.johnirelandschool.org](http://www.johnirelandschool.org)

## Family Handbook

# ***Welcome to John Ireland Catholic School!***

*The entire school community (pastor, principal, and staff) are here to support you. John Ireland Catholic School is a ministry of The Church of St Peter – owned and operated by this parish. We welcome you to our parish community. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic Education. Catholic Education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to spread the Good News in words and actions. As our parish mission states, we strive to be disciples guiding disciples.*

*John Ireland Catholic School is a member in good standing with the Minnesota Nonpublic School Accrediting Association (MNSAA). MNSAA sets standards and criteria that participating nonpublic schools must meet in order to be an accredited institution. MNSAA is recognized by the MN State Department of Education.*

*Every seven years, member schools go through a self-study. As a result of this self-study a School Strategic Plan is developed, giving the school specific areas of focus for continued improvement and growth. Each year, the School Strategic Plan is reviewed and revised, ensuring that goals are met and that needs of the total education program are addressed.*

*Thank you for choosing John Ireland Catholic School!  
We are glad you are part of our JI family!*

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## **Parish Mission**

Inspired and united by the Holy Trinity, we are disciples guiding disciples.

## **Mission Statement of John Ireland Catholic School**

John Ireland School is a Catholic Community, welcoming students of all faiths, devoted to Gospel Values, Academic Excellence, and Christian Service.

## **Philosophy of John Ireland Catholic School**

We believe our Christ-centered faith is a special gift that needs to be nurtured and developed in the children of John Ireland Catholic School. With the Gospel values of peace, justice, respect and love, the faith of the students and staff is strengthened through active participation in the Church with the Eucharist as our main focus.

We believe every child is gifted and we strive to help each student reach their highest potential as a child of God. Through our curriculum, daily prayer, and interaction with others, the students will grow in knowledge and love of God and come to a better awareness of the special role each one has to serve God by serving others.

## **Belief Statements**

Because we are a faith-filled community:

- We believe that students, parents, faculty, and support staff will be nurtured by learning, working, and growing in a loving, caring, and prayerful community.
- We believe in being Christ-like witnesses and models of peace and justice for one another.
- We believe in the education of the total child: spiritually, academically, emotionally, physically, culturally, and socially.
- We believe that, flowing from Christ's message, Gospel values are taught, modeled, and integrated into the life of the school community.
- We believe that we are part of a larger Faith Community bonded through prayer and ritual.
- We believe that we prepare and assist others for leadership in our Church, civic, and global communities.
- We believe that we provide a foundation for lifelong relationships with God, self, and others.
- We believe that we facilitate the education of others to reach their full potential and assist them in directing their gifts for service.

## Admission

- Entrance Age Policy: Students entering John Ireland School must be at least five years old before September 1<sup>st</sup> to be accepted into Kindergarten. While children mature at different rates, they cannot truly benefit from the Kindergarten experience and future grades until they have reached this age. If a child passes an early entrance test, accepting the child will be determined after consultation with the principal, kindergarten teacher, and the child's parent/guardian. Please contact the school for the complete policy.
- It is the policy of John Ireland Catholic School to comply with Federal and State laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in John Ireland Catholic School shall, on the grounds of race, creed, color, national origin, sex, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied of, or otherwise be subjected to discrimination under any educational program, or in employment or recruitment, consideration, or selection, whether part-time, or full-time, under any educational program, employment or activity by John Ireland Catholic School.
- In accordance with the laws of the State of Minnesota governing immunization, children must have received all required immunizations by Nov. 1 of the year of entrance or a waiver refusing immunization must be signed by the parent/guardian and notarized by Nov. 1 of the year of entrance. (See information from the school nurse)
- Students need not be Catholic to attend John Ireland Catholic School. Students who are not Catholic are expected to participate in classroom religion classes and may participate in Mass and other services. It is not the purpose of John Ireland Catholic School to "convert" students to Catholicism, but to support parents in their value and moral system as it relates to the Gospel and to help children deepen their relationship with Jesus Christ.
- Registration of new students to John Ireland Catholic School will be accepted according to the following criteria:
  - Registered, worshiping and contributing members of the Church of St. Peter who have children currently enrolled in John Ireland School will have first priority.
  - All other registered, worshiping and contributing members of the Church of St. Peter have second priority.
  - Non-parishioner families currently enrolled will have third priority.
  - All other non-parishioner families will have fourth priority.
  - Registration of new students will be accepted on a first come, first served basis, within the above guidelines.
  - No out-of-parish student currently enrolled will be asked to leave to make room for parishioner families.

## Absences

- Parents should call the school in the morning if children are absent, and send a written note signed by parent/guardian with the child on the day he/she returns to school after an absence or an email should be sent to the school office. Even if a phone call is made, parents are required to send a written excuse to school. These notes are kept on file in the office. If parents do not contact the school in the event of a child's absence, the school will contact parents to assure that the child is safe.
- If an extended absence is anticipated, parents will phone the school so the teachers can prepare make-up work.
- Written permission signed by the parent/guardian or an email to the school office and classroom teacher is required for any student to leave the school during the school hours. Parents should sign out the child in the school office. Students will be released only to parents, parent designee or legal guardians who have checked through the office. If a student returns to school on the same day, the parent should sign the child in the school office.

## Attendance

- In accordance with the laws of the State of Minnesota, all students are held to regular and punctual attendance. Medical appointments, etc., should be scheduled so as not to interrupt your child's school day, if at all possible. All absences **MUST BE EXCUSED IN WRITING** by parent/guardian.
- Absences should be limited to absolute necessities, ie. illness, death in the family, and such occasions that are of special and unique importance. Vacations should be approved by the principal.
- Parents are asked to give the classroom teacher ample time to prepare homework for a student due to absence. The recommended time to pick up homework is at the end of the day.
- The school must be notified in writing if a child will be taken out of school for any given reason. NO student will be permitted to leave school during the school day without parent/guardian permission and the permission of the principal or acting supervisor.
  - All students MUST:
    - graduate from high school or
    - remain in high school until they are 18 or;
    - remain in an alternative school until they are 18 unless;
    - they are accepted into the military or;
    - they are accepted into an institution of higher learning.

## Background Checks

*The Minnesota Bureau of Criminal Apprehension background check is mandated by state statute.* This check is processed on all individuals who are offered employment in a school, **and on all individuals except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid.** The following positions are subject to a mandatory BCA background check at John Ireland School:

Teachers, Substitute Teachers, Specialist Teachers, Tutors, Academic Coaches, Athletic Coaches, Extracurricular Advisors, Paraprofessionals, Food Service Personnel, Janitorial Service Personnel, and All Paid Parish Personnel.

**By state law, the cost of the criminal history background check is the responsibility of the individual. A BCA consent form must be completed along with a check for the processing fee made out to the BCA. The local safe-environment coordinator will forward both the payment and the completed consent form to the Diocese for processing.**

Note: Individuals holding an initial entrance license issued by the State Board of Teaching may be exempt from this requirement assuming other state mandated situations are met (i.e. has evidence of a completed check within the previous 12 months). A copy of the BCA clear report must be sent with the USIS release to the diocesan safe environment office.

Mandatory USIS Background Check-Mandatory by Diocesan Policy: On all employees as well as all school volunteers and independent contractors who have unsupervised contact with minors are subject to USIS performed criminal background checks.

The following individuals are subject to a USIS performed background check at John Ireland School:

All individuals required to have a BCA check and in addition school volunteers who have unsupervised contact with minors and independent contractors who have unsupervised contact with minors; teachers, substitute teachers, specialist teachers, tutors, academic coaches, athletic coaches, extracurricular advisors, paraprofessionals, food service personnel, janitorial service personnel, all paid parish employees.

## Band Lessons

- Students have an opportunity to learn to play a band instrument in 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> grade. Lessons are taught to band students each week, and full band meets once each week. Beginning band students will begin full band as soon as they are ready to be in a group to play. Instruments are the student's responsibility.
- The school is not responsible for misplaced or lost instruments. Instruments should not be left at school.

## Before and After School

- School doors open at 7:30 AM. Students gather under the supervision of a responsible adult. The first bell rings at 7:45 AM, and students begin the day with prayer and announcements.
- Students should be dropped off and picked up at the school entrance on the east side of the building.
- Students arriving at school later than 8:00 AM must stop in the office for a pass. With a written excuse from a parent/guardian, they are given an excused tardy. Without a written excuse, they are given an unexcused tardy.
- The school day ends at 2:50 PM.
- John Ireland Catholic School offers the SAC program, which is an after school program for school age children. SAC hours begin when school dismisses and remains open until 5:45 PM. Registration forms are available in the office.
- A note, phone call, e-mail or personal contact from the parent/guardian is required at all times if a child is not going directly home or to a designated place after school. This helps ease concerns and clarify any confusion at the end of the school day.
- Children waiting for rides after school, other than the bus, will wait near the east entrance door. If a parent does not arrive by 3:00 PM, students will go to SAC and a drop-in fee will be charged to the family.

## Birthday Class Treats

In respect for the health and wellness for all children in our school, we ask that birthday and class treats be store bought and in original containers. This guideline keeps our school in compliance with federal and insurance requirements.



**Bus** - *Refer to Saints Bus Company or district for updates related to COVID requirements and procedures.*

- Busing is available to John Ireland students through Saints Bus Service, 934-4690 along with the public school students.
- Arrangements for bussing should be made by the parent/guardian with the Saints Bus Service prior to the beginning of the school year.
- Students are bused to St. Peter Middle School where they will transfer to their respective home bus.
- Bus safety is reviewed at the beginning of each school year. Students are expected to observe proper bus rules and bus safety at all times.

### **School Bus and Bus Stop Rules in District 508**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

#### **1. Rules at the Bus Stop**

1. Get to your bus stop 5 minutes before your scheduled pickup time. The school bus will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassing, intimidating, or horse playing.
10. No use of alcohol, tobacco, or drugs.

#### **2. Rules on the Bus**

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

### **Consequences**

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's privilege to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

## **Discipline**

The first time a student violates any of the rules of the bus, the student responsible will be warned, his or her parents/guardians will be notified, and the student may face in-school detention.

The second time an incident occurs, the parents/guardians of the student will be notified. The student may face in-school detention or removal from the bus for up to five days.

The third time an incident occurs, the student responsible will be removed from the bus for five or more days, and his or her parents/guardians will be notified.

The fourth time an incident occurs, the student responsible may be removed from the bus for the remainder of the year.

Any infraction serious enough in nature may be cause for immediate removal from the bus.

## **Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

## **Vandalism/Bus Damage**

Student damaging school buses will be held responsible for the damages. Failure to pay for repairs (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

## **Notice**

Students will be given a copy of school bus and bus stop rules during the school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

## **Criminal Conduct**

In cases involving criminal conduct (assault, weapons, possession, or vandalism), the Superintendent, local law enforcement officials, and the Department of Public Safety will be informed.

## **Calendar**

- A school calendar is available to each family at the beginning of the school year as a reminder of activities taking place during the upcoming school year. The school has a google calendar with the most up-to-date information. There is a link to this calendar on our webpage and in the weekly newsletter. Please check for changes and updates throughout the school year.
- Snow days and emergency closings will be announced over radio stations KEYC (channel 12), KTOE, WCCO (830 AM), and TV Channels 4,5,9,11,12. We follow the St. Peter Public Schools because of shared transportation.

- John Ireland Staff and Families will be notified of emergency early dismissals and closings through “Remind”. If you want to receive notifications, you must sign up.
- When the St. Peter Public School closes because of severe weather or for an emergency John Ireland School will also be closed.

## Class Dismissal

- Classes will be dismissed between 2:50-3:00 PM.
- Teachers will accompany students to the east door for dismissal.
- If students are not picked up by 3:10 PM, they will go to SAC and a drop-in fee will be charged to the family.

## Communication

### **Custodial Parent Rights Policy**

- John Ireland Catholic School strives to maintain good communication with the parents. We believe that our School operates at its best when school and home work closely together.
- All communication from the school will ordinarily be sent to the home of the custodial parent. In the case of joint custody, communications can be sent to both parents, if requested in writing.
- It is the custodial parent’s responsibility to inform the school office of the on-custodial parent rights regarding visitation (i.e. has the other parent the right to pick the child/children up from school?) If both parents request a parent/teacher conference, we ask that this also be stated in writing.
- John Ireland School abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Teacher/Parent Conferences**

- Each Fall and Spring formal Parent/Teacher Conferences are held. The conferences provide an opportunity for parents and teachers to discuss the progress of the student.
- Parents and teachers are encouraged to hold informal conferences throughout the school year.

### **Teacher/Parent Communication**

- John Ireland Catholic School recognizes the importance of keeping the lines of communication open between the school and the home. Open communication is encouraged.

- It is necessary for a classroom teacher to be with his / her class during the school day. Each teacher has a phone in his/her room if you wish to speak with them. We realize there will be times when informal contacts will occur. However, spontaneous visits to the classroom to discuss a problem with the teacher are discouraged.
- Problems that arise should be solved at the lowest level whenever possible. Thus, it is advisable that persons having a problem with another individual go directly to that person before going to that person's supervisor.
- If a parent has a complaint about a teacher, the parent needs to discuss the difficulty with the teacher. If a parent is reluctant to confront a teacher alone, the principal may be present.
- Complaints and/or problems concerning personnel or curriculum should be referred to the principal, not Parent Advisory Committee members. If members receive such complaints; they will be referred to the principal for resolution.

## Curriculum

- John Ireland Catholic School offers a complete curriculum including: Religion, Reading, Language Arts (Phonics, Spelling, English), Math, Science, Social Studies, Art, Music, Band, Physical Education, Health, and Technology.
- Each year we continue to update our computer program with current curriculum and software. Internet access is available in the building.

Music, Phy-Ed/Health, Technology, and Art use a variety of resources.

## Discipline Policy and Positive Behavior Plan

John Ireland Catholic School staff uses the Top 20 Program and Time To Teach discipline program. At the beginning of each school year and as needed expectations (teach to's) are reviewed with the students.

### TOP 20 Program

Strengthen students' self-worth and enhance their potential to communicate, problem solve, and learn.

- Creating a Culture of Learning – Help others succeed! Learn how to show others they matter, how to own problems, and how to develop important listening skills.
- The Line – Learn how to understand our state of mind, moods, and attitudes.
- Mistakes – Learn the importance of learning from our mistakes, identifying comfort zones, and celebrating confusion!
- The Frame – Learning how to look at the same situation in different ways.
- EQ and Star Qualities – Identify our Emotional intelligence and learn how to build upon star qualities or personal strengths.

- OPOs – Other People’s Opinions and learn how to respond to them.
- Eliminating Negativity – Learn how to eliminate negative thinking.
- Conflict Resolution – Learn how to respond to conflict in a positive way.
- Know How We’re Smart – Learn how all people are smart at different things and learn how to respond if they aren’t good at something.

## Time to Teach

Rationale:

- Rules and routines give students a feeling of security.
- Rules and routines reinforce the skills that every student must have in order to be a successful learner.
- Rules and routines allow a teacher to be a fair disciplinarian.

Beliefs:

- Kids don’t care how much you know until they know how much you care.
- Good discipline is only a matter of good timing.
- Conflict is an essential part of healthy development – or growing up.
- Most behavior is the product of parenting, both positive and negative.
- Problem behavior is captivating in nature – we often cannot resist the temptation to take turns when dealing with intractable students.

Expectations are established and discussed for each classroom and common areas (hallways, bathrooms, lunchroom, playground). When a student misbehaves one of these rules he / she will be given a “prompt” (reminder). If it happens again he / she will “refocus” (move to another area). During refocus the student is to write what they have done and name how their behavior will change. For younger students this time will be spent thinking about what they have done and how their behavior will change.

### Consequences

1. Teacher will provide the student with a prompt.
2. Students will go to another classroom to refocus and write about behavior. This may happen multiple times in one day or to a specific number of times before going to the next level.
3. Students will be referred to the Principal and write about behavior. Additional consequences may be assigned.
4. Parents will be called to talk with the child via phone, with an on campus visit, or the child may be sent home for the day.

### Absolute

#### No violence

In this case, students will be escorted to the principal’s office and the parents will be contacted.

## Bullying Policy

John Ireland Catholic School is committed to each student’s success in learning within a caring, respectful and safe environment that is free of discrimination, violence and bullying.

## Student Bill of Rights

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

*Student Expectations are listed in the Student Handbook which each student receives and signs at the beginning of each school year. This handbook is read and discussed so all students clearly understand what is expected.*

## Dress Code Policy

The tradition of the community of John Ireland Catholic School is that our children appear in school dressed in respectful, clean, neat and modest clothing. Through the help of the parents/guardians, we hope to maintain this tradition. Since the way we dress affects our mood and our attitude, students' clothing should be in good taste, fit well and be suitable for an educational environment.

### Shirts

- Shirts should be clean, neat, modest, appropriate to the season and long enough to cover the jeans, shorts and/or pants. No skin is to be exposed at the waist line. **Tank tops, cut-off t-shirts, muscle shirts, and spaghetti-strap shirts and/or dresses are not appropriate.**
- T-shirts or sweatshirts may not have imprinted logos or pictures of violence, alcohol, offensive gestures or offensive behavior.

### Pants

- Pants should be clean, neat, modest and appropriate to the season. **Torn pants are not appropriate.**
- **Shorts are only permitted for the months of September and May.** Please consider the weather when allowing children to wear shorts during these two months. The school is air-conditioned, and the playground area can be very chilly on cold rainy days.

### Shoes

- **Students must wear shoes at all times during the school day because of emergencies and health issues.**
- Footwear that is unsafe may include, but is not limited to flip-flops, strapless sandals and strapless clogs. All footwear must be tied, zipped, buckled or have a back strap for safety.
- Tennis shoes and socks are necessary for gym classes.

## General

- Students are expected to wear clothing that is suitable for all kinds of weather. This includes boots, gloves/mittens, hats, snow pants and a warm coat for cold weather.
- If boots are not worn, students will stay on the pavement during recess.
- Students should not wear long dangling or hoop earrings to school. These can be dangerous on the playground and during gym class.
- If appropriate clothing is not worn, students will not be able to fully participate in recess activities.

## Mass Days and Special Prayer Services

- Students are *expected* to dress up for Mass days.
- Please no jeans, sweatpants, wind pants or shorts (dress shorts are acceptable in Sept. and May).
- JI Shirts, polo type shirts and khaki pants are requested whenever possible.
- We request this as a way of showing respect to God on these special days.

## Emergencies

- Fire drills are scheduled at regular intervals throughout the school year as a safety precaution and to meet legal requirements.
- Tornado drills are held a couple times throughout the school year. The main emergency shelters are the band and music rooms.
- Emergency drills are held throughout the year for other emergencies such as a bomb threats/evacuations and lockdowns.

## Field Trips

- Each student is to have a signed permission slip, provided by our insurance company, on file indicating parental/guardian consent to accompany their teacher and class on all field trips, including those taken in town and out of town.
- John Ireland Catholic School does not always provide bus transportation for field trips, adult volunteers (usually parent/guardian) will be asked to drive students to and from field trip sites. John Ireland Catholic School does not have insurance that covers volunteers. It is important for volunteer drivers to know that their insurance will be primary in the event of an accident. The diocesan insurance can be utilized only after the driver's insurance and assets are exhausted. Adults acting as volunteer drivers are required to provide a copy of their proof of insurance, as well as a **Driver Information Sheet** to be kept on file. **All drivers must have a Motor Vehicle and Background Check.**

- **All adults accompanying students on a field trip will be required to participate in a safe environment in-service mandated by the Diocese of New Ulm and the Church of St. Peter.**
- Side trips may not be taken to and from the field trip site. Drivers must follow the schedule and not deviate from it.
- Federal and State seat belt laws govern the use of seat belts. No driver should take more children than the number of seat belts in the car. Small children should not be seated in the front passenger seat if an airbag is installed.
- Teachers and staff members are not required to drive their vehicles for field trips. It is the policy of the school that they be free to respond to situations in an emergency.

## Funding

- A minimal amount of Text Aid is available from the state for non-religious textbooks, instructional materials, and health services.
- Federal funding is available each year under various Education Programs. This can only be used for non-religious instructional materials, equipment and some teacher in-service.
- Fundraisers play a very important part in keeping the tuition down and are the responsibility of all families.
- Listed are the main fundraisers the parent organization sponsors during the year to help keep tuition down:
  - Fall Marathon for Nonpublic Schools
  - Catholic Schools Week Breakfast
  - Luck of the Irish
  - SCRIP
  - Other optional opportunities for giving are available.
  - The remainder of the funding is an investment in your children from the Church of St. Peter and contributions, donations, and gifts from generous benefactors.

## Grading System

Believing that every child can learn, John Ireland Catholic School maintains high expectations for all students. The grading scales vary from grade to grade and are one means of communicating progress. Grade scales are shared during Parents' Night in September. Report Cards are given quarterly. Mid Quarter Reports are also given for students in grades 4-5-6.

## Grievance



- Whenever a parent/guardian is dissatisfied with actions of a teacher or with the administration of the school and wishes to file a complaint it is important to recognize that, in justice, the teachers and the administrator have a right to defend themselves. It is impossible to defend oneself in the case of an anonymous complaint.
- Standard procedure for a parent/guardian to follow when bringing a complaint against the school or school personnel is:
  - Bring the complaint to the teacher/administrator or school personnel concerned.
  - Refer the complaint to the principal if it involves a teacher or to the pastor if it involves the principal.
  - If no satisfaction is received from the school staff, refer the complaint to the Education Committee.

## Health and Medications

- Health services provided by the school nurse include screening for vision, hearing and scoliosis. The nurse maintains all student health records.
- A nurse, who is hired under the State Health Aid fund, is at John Ireland Catholic School on Tuesday or Thursday afternoon from 1-2:30 PM. If you have health concerns about your child and would like to visit with her you may do so by calling 931-2810, or by visiting school on these afternoons.
- The administrative assistant, or in her absence the principal or designee, attends to students' needs when the school nurse is not available.
- If a child becomes ill or an emergency arises during school hours the parent/guardian or designee will be notified as soon as possible.
- The school will not dispense ibuprofen or Tylenol without parent/guardian consent. Parents must provide the Tylenol or ibuprofen with the written consent.
- A medical information sheet must be filled out and kept on file for any child needing to take medication regularly in school. The sheet must include the name of the medication, dose, time, starting date/ending date, other specific information, and signature of parent/guardian. If medication is prescribed, the form must also be signed by the child's doctor.

### NICOLLET COUNTY PUBLIC HEALTH NURSING SERVICE POLICY:

Administration of Medications by school personnel: any medication administered must be in compliance with Minnesota Statute 126.201 (see below)

- I. Conditions of Administration
  - A. Prescription Medications
    1. Medication would be administered only if the student's health would be jeopardized without the medication.

2. Only the licensed school nurse or health service personnel to whom this responsibility is designated, the principal, or student's teacher may administer medication.
- B. Over-the-Counter Medications
1. Over-the-Counter medications can be administered only when the student brings the medication in the original container accompanied by a permission note from both the physician and parent.
- II. Storage of Medication
- A. Medication to be taken in school should be kept under the care of the school authorities.
- B. All oral medicine must be in the original pharmacy container and include:
1. Student's name
  2. Dosage
  3. Name of Drug
  4. Route
  5. Physician's name
  6. Frequency of administration
- C. A written permission note from the parents and physician must be on file prior to any administration of prescribed or over-the-counter medications.
- D. Elementary students should keep inhalers in the nurse's or secretary's office.
- E. It is acceptable for secondary students with asthma to carry inhalers.
- III. Documentation
- A. Administration of any prescription or over-the-counter medication must be recorded on the distribution of the Medication form. (See Appendix)
- B. The following information must be documented on the form:
1. Name of the drug – dosage administered
  2. Date and time of the administration
  3. Route of the administration
  4. Signature of the person administering medication
- C. The form becomes a part of the student's health record.
- IV. Special arrangements must be made for:
- A. Administration of medication through gastrostomy tubes, rectal or indictable routes.
- B. Medications that have the potential of dangerous side effects.
- Medication forms are available at the office.

### Appointments

If dental or other important pre-scheduled appointments must be made during school hours, these should be arranged with the school far enough in advance to permit proper notification to the teachers. When a parent picks up a child, the parent should be sure to notify the child's teacher that the child is leaving.

## Illness

Students should not be in school if they are ill. Attending school when one has symptoms of a contagious disease is not only dangerous to the student, but may result in a longer period of illness. Such attendance is also unfair to other students.

- Your child needs to stay home if they have a fever and can return to school after being fever free for at least 24 hours.
- Your child needs to stay home if they have vomited and can return to school at least 24 hours after last time vomiting.

John Ireland Catholic School does not have supervision available for students whose parents request that they stay indoors for recess or noon hour due to a cold, etc. If your child is too sick to be outdoors, please keep him / her home in order to speed up the recovery process. Our school has limited services of a Health Nurse through State funding. If it happens that a student becomes ill during school hours, he/she will be sent to the office to be attended by the Health Nurse

## **Human Sexuality and Sexual Identity**

All school policies, procedures, resources, employee training, and assistance given to families are intended to be consistent with the Church's teaching on the dignity of the human person, including human sexuality. The following policy statements are included herein to be reflective of a commitment to a culture of transparency and understanding of Church teachings related to school operations in regards to human sexuality and sexual identity.

Purpose and rationale regarding the stated following policies is within the MN Catholic Bishops document, "Guiding Principles for Catholic Schools and Religious Education Concerning Human Sexuality and Identity." The MN Bishops' document is accessible on the Minnesota Catholic Conference website at:

<https://www.mncatholic.org/guiding-principles-for-sexuality-identity-in-catholic-education/>

The following decisions, and all pertinent applicable decisions, regarding carrying out policy will be determined by and correspond to a student's identity as male or female that is congruent with one's biological identification based upon physical characteristics present at birth:

- A. A student's name and pronoun usage
- B. A student's access to facilities and use of overnight accommodations
- C. The basis for a student's eligibility for single-sex curricular and extracurricular

Ø Expressions of a student's sexual identity are prohibited when they cause disruption or confusion regarding the Church's teaching on human sexuality.

Ø The consciences of students and employees will be respected with the assurance of their inviolable right to the acknowledgement that God has created each person as a unity of body and soul, male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.

Ø The school will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

School administration maintains the right to determine any disruptions and subsequent school actions related to the preceding sexuality and sexual identity statements identified in this section.

## Hot Lunch

- John Ireland Catholic School participates in the Federal Hot Lunch Program which is served in the Social Hall. Breakfast is not served. Billing is done through the school office. All hot lunch bills must be paid by the end of the school year. At the beginning of each school year, a letter will be sent home informing parents about the costs involved with the Hot Lunch Program. This information will include the cost of milk and lunch.
- Parents are welcome to come to school for hot lunch. Please inform the school by 8:30 AM if you intend to come for lunch on a particular day so adequate quantities can be prepared.
- John Ireland Catholic School provides a nutritious and appetizing lunch for your child. The school participates in a program called MINNESOTA LUNCH POWER. This program requires us to count fat, sodium, and calorie content. The State provides guidelines in each of these areas with which we must comply. This ensures healthy meals for your child.
- John Ireland Catholic School encourages the children to participate in the school hot lunch program. Guidelines and application forms concerning free and reduced lunches are available to all families at the beginning of the school year. If applying for free or reduced lunch, forms are to be returned to school as soon as possible at the beginning of the new school year.
- There is a milk break every day for Kindergarten children.
- If you do not wish your child to have milk, please notify the school in writing.
- If your child has an allergy to any of the foods we prepare, please notify us in writing at the beginning of the school year so that other arrangements can be made.

## Insurance

John Ireland Catholic School does not provide insurance for the students.

Opportunity for school insurance is provided through your independent provider.

## Internet Policy

To ensure appropriate use of Internet resources within the Church of St. Peter / John Ireland Catholic School parents receive a copy of this policy at the beginning of the school year. Parents are asked to read, discuss the policy with their children, and then sign and return the form to the school office.

### Policy

1. The Church of St. Peter / John Ireland School provides workstation access to the Internet as an informational, educational and recreational resource. Use of the Internet via the Church of St. Peter / John Ireland School's network is also bound by this policy.
2. Use of electronic information resources, including the Internet, must be responsible and ethical, consistent with the purpose for which these resources are provided. This includes:
  1. Using resources for educational, informational and recreational purposes only, not for unauthorized, illegal or unethical purposes.
  2. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering components of any network or database.
  3. Respecting the privacy of others by not interfering with their use.
  4. Making only authorized copies of copyrighted or licensed software or data.
  5. Not sending, receiving, or displaying text or graphics that may reasonably be construed by Church of St. Peter / John Ireland School staff as offensive to the public.
  6. Not making unauthorized changes to the setup or configuration of Church of St. Peter / John Ireland School software or hardware.
3. The Church of St. Peter / John Ireland School assumes no responsibility for the use of the Internet by children. Subject to the above restrictions, it is the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate. Church of St. Peter / John Ireland School staff assumes that those under age 18 have parental permission to use Church of St. Peter / John Ireland School resources, including the Internet.
4. The Church of St. Peter / John Ireland School staff cannot control specific information on the Internet. Libraries do not vouch for or endorse either written material in their collections or electronic information. Selection policies that govern the Church of St. Peter / John Ireland School's purchase of written materials may not apply to electronic resources.

5. Church of St. Peter / John Ireland School staff may impose restrictions, such as time limits or types of use, on Church of St. Peter / John Ireland School equipment.
6. While respecting individual users' right to privacy, the Church of St. Peter / John Ireland School staff reserves the right to monitor use of computer workstations to ensure compliance with this policy.
7. The Church of St. Peter / John Ireland School staff may ask users to remove themselves from Church of St. Peter / John Ireland School equipment if they observe behavior in conflict with this policy. Misuse or abuse of computers or Internet access may result in suspension of Church of St. Peter / John Ireland School privileges.

## Liturgies

- All-school Masses are planned by students and teachers and celebrated once a week. These are held on Thursdays at 8:15 AM in the Church. Parents are encouraged to participate.
- Short prayer services are held every Wednesday morning in church at 8:15 AM. This is an opportunity for the student body to gather as a community in prayer. Parents are welcome to participate in these prayer services.
- Students should dress in their Sunday best clothes for All-school Masses and special prayer services.

## Newsletters

- A School Newsletter is sent home every Friday via email and is available on the JI website [www.johnirelandschool.org](http://www.johnirelandschool.org).
- Pertinent school information will be published in the parish bulletin and posted on the school website.
- Notes and letters from classroom teachers will be posted on the website and sent home by the teachers upon request.
- Teachers and staff will make every effort to communicate with parents regarding school events and student issues and needs.

## Parent Organization

### **John Ireland Parent Advisory Committee (JIPAC)**

The purpose of this committee is to advise those in leadership roles and the pastor. They serve in giving advice on setting policies and in planning. They focus on the big issues and not personal or student issues.

# Parent Rights and Responsibilities

## Roles and Responsibilities of Parents

When a parent enrolls their child/ren at John Ireland Catholic School they agree to pay tuition and to give service. Every parent is expected to give reasonable hours of service to John Ireland Catholic School, along with their financial fundraising obligation. Participating in the special events and activities found under **Fundraisers** will meet this requirement. To keep the cost of Catholic education reasonable for everyone, all fundraising events need to be actively supported by parents, relatives and friends.

It is every parent's responsibility to positively promote John Ireland Catholic School and uphold its high standards.

Each classroom is in charge of an event or fundraising activity for the school year. This provides a parent an opportunity to sign up for a variety of activities and/or fundraising events which meets their service requirement.

John Ireland Fundraising is a vital part of John Ireland Catholic School. Without it, John Ireland cannot exist. John Ireland School is very grateful for your stewardship in donated time and service given.

## Involvement in Parish Life

It is presumed that our John Ireland families participate in the worship and prayer life of their church. This includes: regular participation and attendance at weekend liturgies, encouraging your child to give to the church, and actively sharing in parish and school activities.

By enrolling your child in a Catholic Christian school you agree to certain important responsibilities. These include:

- Being a partner with the school in the education of your child.
- Understanding and supporting the religious nature of the school.
- Reading all communications from the school and requesting clarification when necessary.
- Knowing who your child's teachers are and observing parent-teacher conference dates and any special requests for meetings.
- Discussing concerns and problems with the person(s) most directly involved before contacting legal authorities.
- Being as actively involved as you can be in the life of the school and volunteering assistance when possible.
- Promoting your school and speaking well of it to others.
- Meeting your financial obligations in a timely manner and supporting the fundraising efforts of the school when possible.
- Appreciating that Catholic Christian education is a privilege that many persons do not have.

## Parental rights include:

- Having children receive an academically sound education in a Catholic/Christian environment.

- Talking with school personnel and having requests for meetings answered in a timely manner.
- Receiving fair hearings on concerns and grievances.
- Having students supervised in a safe and appropriate manner.
- Reviewing records and responding.
- Participating in the life of the school.

## Payments

- Tuition, SAC, Band, and field trip payments are made through the TADS program. All parents must sign up with TADS when they complete their child's admission process.
- Lunch payment is made through the school office.
- All money sent to the school office should be placed in a sealed envelope with your child's first and last name, grade, and purpose for the money.

## Playground

- Students are to play in designated areas only.
- No child may leave the playground without permission from the supervisor.
- Throwing of any object is forbidden at all times (except for approved playground equipment). Such objects may be, but are not limited to: sticks, stones, snowballs.
- Rough play, such as tackling, jumping on another person, throwing each other to the ground, or other activities that may lead to injuries or torn clothing will not be tolerated.
- Children are expected to spend recess time outdoors, weather permitting. Written permission from a parent/guardian is required for any child who needs to stay indoors during recess.
- Cell phones and other electronic games and devices **may not be taken out on the playground by the students.**
- Wear appropriate clothing for the changing season. (winter/cold weather – snow pants, boots, hats, mittens.)
- When students play on the equipment, they should never run on it.
- Students should not exclude others from their games.
- Students need to show good sportsmanship at all times. No name calling, teasing, swearing, etc.
- If students bring equipment from home, they should show it to their teacher or the playground supervisor before using it.
- Students may use the bathroom only if it is an emergency. Students need to stay on the playground under the supervision of an adult.
- Students need to stay away from puddles and icy areas.
- When the bell rings, the students need to immediately stop playing, pick up equipment and line up promptly in designated areas.
- Students will enter the school in an orderly and quiet manner.,
- If someone is injured, at least one adult should have a first aid kit on the playground. If a student needs to come inside for an ice pack or if a more serious injury occurs, ONE other older student should walk with the injured student to the office.



## Promotion and Retention

- After satisfactorily completing the requirements for their respective grades, students are promoted to the next grade at the end of the school year.
- If a student misses 30 days of school he/she may be retained in his/her current grade.
- A student may repeat a grade if it is determined, in consultation with the teacher, principal, and parent/guardian, that he/she is either not developmentally ready or academically ready to be promoted to the next grade.
- When a student is promoted to the next grade, or retained in the same grade over the advice of the professional staff, parents/guardians are required to sign a statement that they realize that the promotion/retention is against the professional advice of the staff.

## Reading and Math Assistance

- Children who are eligible for Title I will receive help in the areas of Math and Reading. John Ireland Catholic School utilizes a Title I teacher from District 508 who helps students at the school.
- The classroom teachers, tutors, and the principal are available to help any child who needs and requests help in any subject area.
- Students who qualify for Special Education receive this service at the public school. Transportation is provided.
- Students may also work with GAC work-study students and other volunteers to receive additional assistance.

## Records

- Confidential records of each student are kept in the school office. Parents may view these records by contacting the school office. Each file contains the student's academic transcripts, academic testing and an emergency sheet. Records may not be taken out of the school.
- A health record is kept for each child by the school as required by law. Any disease or immunization that the child has had during the summer or during the school year should be reported and updated on the child's health card.

## Report Cards/Progress Reports/Conferences

- Report Cards are sent home at the end of each quarter.
- Parents/Guardian may request special progress reports and/or conferences from individual teachers at any time.
- Parent/Teacher Conferences are scheduled in the fall and the spring.
- Teachers may contact parents about a child's progress at other times.

## Safe Environment (Virtus)

The diocese has a safe environment program in accord with the USCCB requirement. All clerics, employees and those volunteers who are unsupervised with children attend or complete an annual training and are bound by diocesan policies/procedures. There are certain instances when outside speakers, public school teachers, etc. have unsupervised contact with students enrolled in the school. Depending on the circumstances, these outside contractors may not be bound to diocesan requirements. In these cases, applicable parents/guardians must sign and return a waiver which will be given out to them by the school office prior to the event taking place. One such waiver included within this handbook and accepted as a condition as a school policy involves public school employees (including band instructors, school counselors, Title I instructors, special education instructors and public school bus drivers). The Notification is as follows:

NOTIFICATION FOR CHILDREN AND YOUTH ATTENDING CLASSES, ACTIVITIES, TUTORING AT A NON-DIOCESAN/PAROCHIAL FACILITY, AND/OR INSTRUCTED/SUPERVISED BY A NON-DIOCESAN/PAROCHIAL EMPLOYEE/VOLUNTEER, OR RIDING A SCHOOL BUS.

As part of the ongoing effort in the Diocese of New Ulm and John Ireland School to provide a safe and secure environment for your child, we hereby inform you of the following when your child attends/participates in a non-Diocesan/Parochial class, activity, tutoring or rides a school bus. The Diocese of New Ulm and John Ireland School holds no real or implied legal responsibility or jurisdiction over the employees/volunteers of St. Peter Public School District 508. Therefore, St Peter Public School District 508 is responsible for the conduct of its employees/volunteers, and in all cases where the conduct of an employee/volunteer of that school is in question, St. Peter Public School District 508 shall be liable. While public school employees are bound by Minnesota law to have a recent criminal background check on file at the public school, their employees are not subject to the requirements of the Diocesan Safe Environment Program.

### **Student Services and Virtus Safe Environment Training**

At times students will come in contact with district personnel who have not completed the Diocesan-required safe environment training (Title services, Special Education services, school bus, etc.) As part of the ongoing effort in the Diocese of New Ulm and at the Church of St. Peter/John Ireland School to provide a safe and secure environment for your child, we hereby inform you that when your child attends/participates in a non-Diocesan/Parochial class, activity, tutoring, or rides a public school bus the Diocese of New Ulm and Church of St. Peter/John Ireland School hold no real or implied legal responsibility or jurisdiction over the employees/volunteers of John Ireland School; therefore, St. Peter Public Schools/District 508 and Saints Bus Service are responsible for the conduct of its employees/volunteers, and in all cases where the conduct of an employee/volunteer of that school is in question, St. Peter Public Schools/District 508 and Saints Bus Service shall be liable. While public school employees are bound by Minnesota law to have a recent criminal background check on file at the public school, their employees are not subject to the requirements of the Diocesan Safe Environment Program.

## School Building and Property

- Students are responsible for the proper care of all books, supplies, furniture and building.
- All students must have a backpack or book bag for their homework and books.
- Students responsible for damaged school property or equipment will be expected to repair or replace such items.
- No waste materials may be thrown or left on the floor or grounds but must be placed in receptacles provided for that purpose.
- Receptacles for recycled papers are available in every room. Students are expected to recycle whenever possible.

## School Day

- Students should not arrive at school before 7:30 AM.
- Students must come to the school entrance when they arrive. They will be supervised in the east entrance until the first bell rings at 7:45 AM.
- Students arriving after 8:00 AM will be considered an unexcused tardy without a written note.
- Morning Recess from 9:45-10:05 AM and the lunch and recess hour is from 11:40-1:00
- Dismissal bells ring at 2:50 PM and 2:55 PM.

## School Supplies

Students are required to have the supplies, and only the supplies, needed for each grade level. A supply list is sent home, and published on the website, before the beginning of the school year, indicating which supplies are needed. **The specifications for many of the supplies are given for a particular reason.** Please abide by the specifications on the supply list.

## Special Education

Special education classes are provided through the public school, and transportation to and from the public school is provided for students.

## Speech

Students who qualify for speech therapy are either taught at the public school and transportation is provided or the specialist comes to JI for services.

## Student Council

The purpose of the John Ireland Student Council (JISC) is to improve the quality of John Ireland School, to be a positive influence on students, to meet student needs, to play a positive role in assisting with needed school rules and procedures, to be an important voice of the student body in school affairs, and to promote individual and school pride. The council is made up of elected representatives from grades 4<sup>th</sup> – 6<sup>th</sup>. All third graders will have an opportunity to serve on the council on a rotating basis.

## Supervision of Students

Every reasonable effort will be made to assure that students are supervised at all times by an adult.

## Teachers

- Teachers are certified and have a current teaching license on file in the principal's office. Teachers keep current by attending workshops to receive renewal units.
- Teachers are encouraged to attend workshops which assist them in growing in their knowledge, appreciation and living out of our Catholic Christian Community of Faith.
- The John Ireland Catholic School Faculty works together to grow in their knowledge of faith, to pray and to grow in a Community of Faith. The faculty then seeks to share the experience of Gospel values and community with their students.

## Telephone/Cell Phones/Electronic Devices

- Use of the school phones by students should be kept to a minimum.
- **Cell phones are prohibited in school for student use. If brought to school, they must be kept in the backpack.** Devices such as cell phones can be distracting and can disrupt the learning environment we are creating.

## Title I

Title I services are available at John Ireland Catholic School. The following steps are followed as part of the program. Title I is a federally funded program that offers additional help in reading and math for qualifying students.

- A District Needs Assessment is carried out to identify all students who need academic assistance.
  - Specific students who could most benefit from educational help are selected by the classroom teacher based on performance and/or standardized test scores.
  - Goals for program improvement and for student progress are set.
- Parents will be notified in the fall of the year if their child qualifies for Title I services. Parental permission is required before a student is enrolled in the Title I program.

## Transfer Students

Families moving from the parish and school are asked to report to the respective teachers, the principal, and the pastor before transferring students to a new school.

## Transportation

- State funds provide for transportation.
- Our students ride the same busses as the District 508 students.
- Questions concerning busing should be directed to the Saints Bus Service: 507-934-4690
- Little Angels Preschool can contact Minnesota River Valley Transit for bussing options.

## Tuition

Tuition is determined by the Pastor and Principal with approval by the Administrative Council and may change each school year.

### **Tuition Policy Rationale**

The Church of St. Peter is committed to the educational programs of the parish. The parish has supported the parish school since 1865. The per-pupil cost to educate each child at John Ireland Catholic School is about \$7,000. John Ireland Catholic School is able to offset some of this cost for parents through parish investment and school fund-raisers. Tuition raises 1/3 of the cost and parish investment and school fundraisers raise the remaining 2/3 of the cost.

Tuition varies from year to year. Parents are made aware of tuition costs each year before they register their child/ren at John Ireland Catholic School. All information is kept confidential.

### **Tuition Policy Philosophy**

The philosophy of the Church of St. Peter is to provide the opportunity for a Catholic/Christian education and Faith Formation to every family who seeks it. For this reason a scholarship program is available. Scholarships are awarded to families on a need basis, prorated according

to available funds. As the cost of educating children rises, it becomes increasingly important that tuition be paid during the school year in which your child/ren is enrolled at John Ireland Catholic School.

We realize that it is a personal sacrifice for many of our parents to pay tuition, especially when there are two or more children from the family enrolled at JI. Many of our families include tuition payments with their regular monthly bills to be paid, while other parents choose to pay in full at registration time or on a quarterly basis. Whichever plan is selected, it is important that payments be made on a timely basis.

### **Tuition for the 2021-2022 School Year**

Following is the tuition for the 2021-2022 school year. John Ireland School utilizes TADS, an online tuition management system for enrollment, tuition, and financial aid. Tuition agreements must be completed online before the start of the new school year.

If you have a question or concern, please call 507-931-2810 or stop in at the office.

#### Parishioners

#### Non-Parishioners

1 Child = \$2,473 per year

1 Child = \$2,978 per year

*Discounts are given for multiple children in the same family.*

We encourage those of you who can contribute more to the per-pupil cost to do so. It would certainly be a gift to our John Ireland Family. We also want to encourage the use of our scholarship assistance program.

It is the policy of John Ireland Catholic School that no child will be denied a Catholic/Christian Education on the basis of color, creed, religion, or ethnic background.

## **Vacations and Family Trips**

- Requests for a student's absence for family vacation / trips should be made in writing to the principal and teacher.
- Although there are exceptions, parents are encouraged to schedule vacations and trips to coincide with the scheduled vacations on the school calendar.
- Teachers are not obligated to give student assignments before a student's absence due to vacation.
- Assignments are required to be made up in a reasonable amount of time after the student returns to school.

## Volunteers

- Our volunteer program is a very important part of our school. The contributions of volunteers help enrich our curriculum and ensure a total educational program.
- Opportunities for volunteer service may include, but are not limited to: set book volunteer, room parent, kindergarten aide, teacher aide, playground supervision, lunch room supervision, field trip chaperone or driver. If you would like to be involved in your child/children's education at school please consider offering some time as a volunteer.
- All volunteers who work with children must participate in a safe environment in-service required by the New Ulm Diocese and provided by the Church of St. Peter. This is non-negotiable! Anyone who has not complied with this requirement will not be allowed to work with any JI student, or accompany students on field trips.

## John Ireland Catholic School Staff

Father Craig Timmerman	Pastor
Ms. Colleen Wenner	Principal
Mrs. Mandy Salfer	Preschool
Mrs. Jennifer Fondie	Preschool/Pre Kindergarten
Ms Erin Olson	Kindergarten
Mrs. Alyssa Nissen	First Grade
Mrs. Autumn Payne	Second Grade
TBA	Third/Fourth Grades
TBA	Fifth/Sixth Grades
Mrs. Martha Wavrin	Phy Ed/Health
Mrs. Heather Gilbertson	Music
Mrs. Mandy Salfer	Library
Mrs. Mary Smith	Head Cook
Mrs. Jennifer Seeley	School Nurse
Mr. Bob Genelin	Custodian
Mrs. Jennifer Schugel-Torres	Business Manager

### Administration's Right to Amend

The Principal, with consultation of the staff and/or Education Committee, reserves the right to amend the John Ireland School Handbook for just cause. Parents will be given prompt notification of changes made to the handbook.

*Updated 8-9-2021*