



# ST. RAPHAEL

CATHOLIC SCHOOL

Preschool – Eighth Grade • Crystal, Minnesota

7301 Bass Lake Road, Crystal, MN 55428

763-504-9450 • [www.srsmn.org](http://www.srsmn.org)

# Parent and Student Handbook Grades K-8

***“St. Raphael Catholic School nurtures  
the development of each child through faithful  
Catholic Education that stresses the love of Jesus Christ.”***

***By registering at St. Raphael Catholic School, parents and  
students agree to be governed by this Parent Student Handbook.***

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## Section 1: Introduction

### Mission Statement

St. Raphael Catholic School nurtures the development of each child through faithful Catholic Education that stresses the love of Jesus Christ.

### Philosophy

We respond to the call of the Church to provide a Catholic education by:

- Providing a curriculum that instills Catholic values, cultivates spiritual formation and develops intellectual and personal excellence
- Teaching our children that they are created in the image of God to love and be loved
- Emphasizing joyful Catholicity that values prayer, liturgy, and the sacraments
- Practicing faithful obedience to the Magisterium of the Catholic Church
- Forming the wisdom of our students so they might speak the faith with confidence
- Defending the Culture of Life as an unconditionally Pro-Life community
- Offering curricular and co-curricular activities that stress Catholic virtue, integrity and self-discipline

We serve the mission of St. Raphael Catholic School by:

- Teaching the Gospel message as a basis for living through a personal relationship with Jesus Christ
- Fostering respectful and open communication among parents, staff, students and alumni
- Ministering to those in need in our greater community

We acknowledge the qualities of individual students by:

- Committing to academic excellence
- Striving to meet diverse needs with flexible instructional practices
- Offering a variety of opportunities for individuals to share their special skills and talents

Each day at St. Raphael Catholic School we simply are growing together in faith and knowledge.

### School Accreditation

St. Raphael Catholic School is accredited by the Minnesota Non-Public School Accrediting Association (MNSAA) and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an on-going process and programs are selected after careful study and consultation on the part of staff.

### School History

The Church of St. Raphael has a special spirit that has been present since the inception of the parish and continues to this day. The parish was started by a group of lay people that went directly to Archbishop Murray and asked for a pastor to start a parish for them. In June of 1951, St. Raphael's parish was established under the direction of Fr. Thomas Fenlon. In October of 1951, construction of the church/school basement was started. The property where the church and school now stand was a cornfield when construction began. In fact, most of the corn crop was harvested after the foundation was built. Parishioners hoped to finish the basement by Christmas, but it wasn't finished until the spring of 1952. That first year, all funds and parishioner labor were dedicated to the construction of the school and temporary church. By fall, the school was ready. The Most Rev. John G. Murray dedicated the building on September 7, 1952.

In the fall of 1952, the school's enrollment was 276 students in grades one through six. Five sisters of St. Joseph comprised the first faculty with Sister Ellen Joan Malone serving as principal and Superior of the religious community. Grades seven and eight were added in consecutive years, and by 1958, enrollment had reached 857.

## Section 1: Introduction

Through the mid-sixties, the parish and school continued to grow. Peak enrollment was achieved in this period when it reached 1200.

In 1975, the principal, Sr. Ann Celine, saw the need for a kindergarten program. In the fall of 1976, forty-five students enrolled in kindergarten. In 2004, St. Raphael's Catholic School added a Pre-K program. In 1987, Fr. Stanley Srnec, pastor of St. Raphael's, proposed the idea of an endowment fund for the parish school to the finance council. He was troubled by the rising cost of Catholic education and wanted to "insure the financial stability of our school." The finance council endorsed Fr. Srnec's idea. He formed a committee to implement his vision. In May of 1988, the endowment fund drive began.

Throughout the 1990's, updates were made on the educational programs and the addition of technology in the form of a computer lab and phone access throughout the building. Co-curricular programs were enhanced through both the Athletic Association and the addition of the Theater Department. In 2005, the school embraced using technology to enhance instructional opportunities to better meet the diverse learning styles of students. The curriculum program is designed to provide students with 21<sup>st</sup> century skills.

## Right to Amend

The principal reserves the right to amend the handbook at any time. Parent/guardians and students will be notified of any amendments in a timely fashion.

## Section 2: Academic Programs

### Elementary Grades (Kindergarten - Grade 5)

Students in the Elementary Grades study religion, reading, writing, math, social studies, and science with their homeroom teachers. Students meet once or twice per week (depending on grade level and subject) with specialist teachers for art, music, physical education, computer, and Spanish. Students also visit the library once per week.

#### Communication with Parent/Guardians

Teachers provide take home folders or other methods for students to transport information back and forth. These folders might contain correspondence or samples of recently completed work.

Parent/guardians should review notes and student work to be aware of strengths and areas for improvement. Teachers will indicate if they expect a response or signature.

Teachers communicate through classroom newsletters, weekly homework sheets, DoJo, and emails about upcoming events or important information.

Conferences are scheduled twice a year; however, parent/guardians are encouraged to communicate with the teacher more often when necessary.

#### Grades and Report Cards

The purpose of assessment and grading in the elementary grades is to provide meaningful feedback for students and parent/guardians about achievement and progress.

Grades are not intended to rank students or create undue anxiety.

Parent/guardians are asked to keep grades in perspective and focus on the long-term development of their children as students.

### Middle School (Grades 6-8)

Middle School students study Religion, Math, English, Science, History, and Literature as core subjects. They also engage in special classes of Music, Art, Spanish, and Physical Education, meeting two or more times a week.

#### Communication With Parent/Guardians

Teachers typically post homework assignments in our electronic student information system, EDUCATE, in addition to notifying students in class. Students use an assignment notebook to track their assignments.

To track student achievement, parents/guardians and students can use EDUCATE to view current grades, status of work, and scores.

Teachers will make every effort to communicate with parents/guardians when student performance significantly changes. Of course, parents/guardians may contact the teacher via phone or email with any questions.

## Section 2: Academic Programs

### Report Cards and Grading

Grades are recorded at the end of each academic trimester. A report card will be finalized the week following the close of the trimester.

### Middle School Grading Scale

A+	100	B+	91-90	C+	81-79	D+	69-68
A	99-95	B	89-85	C	78-73	D	67-63
A-	94-92	B-	84-82	C-	72-70	D-	62-60
						F	59 and Below

### Honor Roll

The Honor Roll is published each trimester to recognize students in grades 5-8 for their academic achievements. Religion, Math, English, Literature, Science, History and Spanish are averaged in the computation of the Honor Roll. A student with a grade lower than a C or U (Unsatisfactory) in any subject does not qualify for the Honor Roll. The following point values are used to figure the average:

A+ = 12	A = 11	A- = 10
B+ = 8	B = 7	B- = 6
C+ = 4	C = 3	

There are two honor rolls

"A" HONOR ROLL (10.0 - 12.0)

"B" HONOR ROLL (7.0 - 9.9)

### Homework

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant - teacher, student, and parent/guardian - must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

### Homework Responsibilities of Teachers

- Communicate to students and parents/guardians homework goals and expectations
- Set clear and concise expectations concerning assigning, returning, and evaluating homework

### Homework Responsibilities of Students

- Know and understand the purpose of the homework assignment
- Copy assignments into assignment notebook, understand directions, and know what is required for completion of the assignment
- Complete and return assignments in a timely manner
- Complete assignments neatly and do quality work



## Homework Responsibilities of Parents/Guardians

- Maintain a positive attitude towards learning and the value of homework
- Be aware of the homework policy and individual teacher requirements
- Help your child find a study area that is quiet and relatively free of distractions
- Help with explanations and/or directions but **do not do the homework for the child**
- Look over the assignment to affirm completion and quality
- Support the teacher and the child. Get both sides of a story before making a judgment

## Make-Up Work

It is the **student's obligation** to obtain and complete work missed during an absence. If homework is to be picked up during the day, please inform the school office by 9:00 AM. Teachers will have assignments ready for pick-up at the close of the regular school day.

## Technology

The quality of technology available has become an important factor in the overall quality of our students' educational experience.

### Technology Code of Conduct K – Grade 5

Infractions may result in a loss of access to online resources and possible further disciplinary action at the discretion of the administration. For the safety and well being of your child, this policy will be strictly enforced.

1. I promise to tell my teacher, librarian, or another adult right away if I:
  - See someone using a computer incorrectly
  - Have a problem with a computer
  - Read or see something on the computer that I think is wrong or makes me uncomfortable
2. I will not give out personal information such as my last name, address, phone number, or the name and address of my school
3. I will treat all hardware responsibly and will make every effort to leave computers ready for the next person by quitting all applications and logging out of my account. If I have difficulty I will contact my teacher to help.
4. I will not eat or drink in the computer lab or near our classroom computers
5. I understand the following are not allowed:
  - Sending unkind messages
  - Using another person's password
  - Reading or looking in another person's folder, work, or files

## Technology Code of Conduct Grades 6-8

In order to expand and facilitate teaching and learning, St. Raphael Catholic School (SRS) supports the use of school-provided technology assets and services, including but not limited to computers, mobile labs, iPads as well as access to the Internet and other electronic information, programs, textbooks, services, and networks. SRS's goals in providing technology assets and services to students are to stimulate creativity and innovation; encourage communication and collaboration; promote research and information fluency; support critical thinking, problem solving and decision-making; and teach digital citizenship.

Access to these technologies and services is a privilege and not a right. In making decisions regarding student access to the SRS technology assets and services, SRS will consider its educational mission, goals and objectives. Any inappropriate, unauthorized or illegal use of the SRS technology assets and services may result in cancellation of some or all privileges and will result in appropriate disciplinary action.

At school, students utilizing SRS technology assets and services must first have the permission of and be supervised by SRS's professional staff. Students are responsible for appropriate behavior, just as they are in a classroom or any other area of the school. The same general rules for behavior and communications apply.

The following uses of SRS technology assets and services are not permitted. This list is not exclusive and should be used as a guideline for appropriate use.

- To access, upload, download or distribute pornographic, obscene or sexual explicit material
- To transmit obscene, abusive, sexually explicit or threatening language
- To violate any local, state or federal statute
- To vandalize, damage or disable the property of another individual or organization, including SRS's networks and systems
- To access another individual's materials, information or files without permission
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission
- To attempt to gain access to server information not open to the public
- To use private or free e-mail services, except for approved use as directed by the Middle School faculty or administration
- To use chat rooms or instant messaging, except for approved use as directed by the Middle School faculty or administration
- To use access for political or commercial purposes
- To allow any person other than the account holder to use the student's SRS account
- To reveal identifying information (name, age, address, phone #, photo, parents' names) for yourself or another without your teacher's permission
- To engage in any use that disrupts the educational or administrative goals of SRS

SRS makes no warranties of any kind, neither expressed nor implied, for the SRS technology assets and services it is providing. SRS will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in services. SRS also will not be responsible for the accuracy, nature or quality of information gathered through school-provided Internet access. Further, SRS will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. Finally, SRS will not be responsible for unauthorized financial obligations resulting from students' use of SRS technology assets and services.

## Online Grades

Online grade access will be available for students in grades 4 - 8 through EDUCATE, our student information system. Access and log-in information will be provided to parents after the start of the school year. Please remember that the grades that you see might not include all assignments or tests that have been completed by your child. As teachers complete the grading of assignments and tests, the teachers will update the report about once a week. If you have questions about any of these items, please contact the teacher.

## St. Raphael Catholic School Media Release

Students who attend St. Raphael Catholic School (hereinafter referred to as SRS) and/or the parish of the Church of St. Raphael (herein referred to as parish) are occasionally part of publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, SRS asks that you agree to this form.

The form below indicates approval for the student's picture, art, written work, voice, verbal statements or portraits (video or still) to appear in SRS publicity or parish publications, videos or on the SRS or Parish website. For example, pictures and articles about school activities may appear in local newspapers, SRS or parish publications. These pictures and articles may or may not personally identify the student. SRS or the parish may use the pictures and/or videos in subsequent years.

### **MEDIA AGREEMENT**

Student and Parent/Guardian release to SRS the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) and consent to their use by SRS and the parish.

SRS agrees that the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or parish promotion, publicity, and instruction.

Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid
- Consent and release have been given without coercion or duress
- This agreement is binding upon heirs and/or future legal representatives
- The photo, video or student statements may be used in subsequent years.

## Section 3: Student Conduct

In order to maintain a Christian learning environment it is necessary to have a Code of Conduct, which provides a safe and secure setting for students, faculty and administration. Students are given clear and specific expectations as they are led toward becoming self-disciplined individuals. Students are responsible and accountable for their behavior and must accept the consequences for their actions.

### St. Raphael Catholic School Discipline Philosophy

St. Raphael School believes each student is responsible for his/her own behavior and for maintaining a Christian atmosphere within the school. The goal of our behavior code is to promote self-discipline, respect for oneself, others, authority, property, and the maintenance of a safe and healthy environment in which to learn. Students are to behave in a manner which is morally responsible and brings credit to themselves, their families, and St. Raphael School. Parent/guardian support is an important part of the school's policy.

#### Minor Infractions

At the beginning of each school year, your child's teacher will send home a guideline on classroom behavior. Discipline for minor misconduct or infractions will be managed by the classroom teachers. Samples of minor misconduct include but are not limited to the following:

- Unprepared for class
- Running in the halls
- Wearing improper uniform without an excuse
- Chewing gum/candy during class

Repeated occurrences may result in detention, suspension, or expulsion.

#### Major Infractions

Infractions of the severity listed below may result in detention, in-school suspension, out-of-school suspension, or expulsion. These more serious infractions include, but are not limited to, the following

- Theft
- Property destruction or vandalism
- Leaving the school grounds without permission or a pass
- Fighting
- Inappropriate or profane language

#### Detention

Detention is time spent in school as a disciplinary consequence in addition to the regular school day. Detention is served after school on Thursdays from 2:20 – 3:00 pm. In most cases, Detention will be assigned to a student when they receive a third Discipline Slip however, it can also be assigned by the Principal at any time when behavior warrants such a need.

#### Probation

Probation is a warning to a student and parent/guardians that his or her actions are not acceptable. Probation lasts for a specified period and may result in suspension or expulsion if the situation does not improve. Students on probation may be limited from participating in extracurricular activities, such as social or sporting events, and may be removed from any positions of responsibility, such as Student Council.

## **Suspension**

In-school suspension is removal of a student from his/her classroom by the principal for a period of time. The student shall be relocated to a distant classroom space, usually for not more than one day. Work will be assigned and completed. Out-of-school suspension is the temporary removal of a student from school by the principal. While at home, work will be assigned and completed. The re-admission process will require a parent/guardian and student conference with the principal.

A student may be suspended by the principal for serious and/or repeated violations of school rules and policies. The principal in such an instance will take the following action

1. Inform the student of the violation that will result in suspension.
2. Notify parents/guardians of the student's violation.
3. A conference/phone call will be scheduled with the parents/guardians, student, and principal to discuss the incident.

In cases of gross misconduct the principal has the authority to immediately suspend a student and will follow such action with appropriate steps as listed above. Gross misconduct is defined to include, but not limited to, conduct which creates a substantial and unjustifiable risk of harm to another person or serious damage to the property of the school or another person, or conduct which substantially impairs discipline and order.

Any ISS (In School Suspension) or OSS (Out of School Suspension) will result in a parent/guardian conference before the student is admitted back into the classroom/school.

## **Expulsion**

Expulsion means the permanent exclusion of a student from school. Expulsion may be the consequence of serious or repeated offenses which disrupt the daily academic process, or if the student's presence poses danger to himself/herself or other persons or property.

If a student's violation of school rules threatens to seriously disrupt the daily academic process or if the student's presence poses a danger to himself/herself or other persons or property, the principal will take the following action

1. Notify the student of the punishable violation.
2. Notify the parents/guardians of the student of the punishable violation
3. Arrange for a conference with appropriate staff members
4. Take action as recommended by the appropriate staff members

## **Academic Dishonesty**

Academic dishonesty, also known as cheating, is taken very seriously at St. Raphael's School. While on many occasions students are encouraged to work collaboratively, they are also expected to demonstrate proficiency by working independently and taking credit only for his/her own work.

## **Plagiarism**

It is critical for students to learn how to state something that is common knowledge, state something that should be credited to a particular individual, and take credit appropriately for their own ideas. It is sometimes difficult to distinguish among these alternatives. When a student is not sure whether using a particular idea would constitute plagiarism or is unsure of how to go about giving credit using a quote, he/she should ask the teacher for assistance to distinguish among these alternatives.

## Section 3: Student Conduct

### **Searches**

An administrator in the interest of school safety, sanitation, discipline or enforcement of school regulation, can search the lockers, desks, laptops, backpacks, and purses at any time. Law enforcement officials may also search lockers on presentation of a proper warrant.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will reveal evidence that the pupil has violated or is violating either the law or the rules of the school.

### **False Fire Alarms**

Pulling a fire alarm is a federal offense and will be reported to the authorities.

### **Bomb Threat**

Every bomb threat will be taken seriously and will be assumed as a threat that will put the students in a highly dangerous situation. A bomb threat will be reported to the authorities.

### **Assault/Violence**

St. Raphael's School has "zero tolerance" for assault or violence. A student who threatens or executes bodily harm to another person, will result in a parent/guardian conference and possible suspension/expulsion.

### **Sexual Harassment**

Sexual harassment violates federal civil rights laws and the St. Raphael's School non-discrimination policy. St. Raphael's School is committed to providing and promoting an atmosphere in which all community members can reach their potential. Sexual harassment will not be tolerated.

## **St. Raphael Catholic School Bullying Policy**

Created in the image and likeness of God, each child shares a fundamental human dignity. St. Raphael Catholic School provides an environment dedicated to protecting and fostering the development of that dignity. We help children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, virtues. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members St. Raphael Catholic School deserve care and respect from all. **Bullying and Retaliation are not to be tolerated.**

This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

### Section 3: Student Conduct

**Definitions:** For purposes of this Policy, the following definitions shall apply:

“Aggressor” means a student who engages in Bullying or Retaliation

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Target, and that:

- Causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Target or places the Target in reasonable fear of such harm
- Causes damage to the Target’s property
- Places the Target in reasonable fear of harm to him/herself, or of damage to his/her property
- Creates a hostile environment at school for the Target
- Infringes on the rights of the Target at school, including defamation and invasion of privacy; or
- Materially and substantially disrupts the education process or the orderly operation of a school

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device. *For the purpose of this Policy, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.*

“Hostile Environment” means a situation in which Bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against any person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Target” is a student against whom Bullying or Retaliation has been perpetrated.

#### **Prohibition Against Bullying and Retaliation**

St. Raphael Catholic School expressly prohibits bullying in all forms, either by an individual or group of aggressors. Bullying, including cyber-bullying is prohibited:

- On School Grounds owned, leased or used by a school
- At any school-sponsored or school-related activity, function or program on or off School Grounds
- At a school bus stop
- On a school bus or any other vehicle owned, leased or used by the school; or,
- Through the use of technology or an electronic device owned, leased or used by a school

### Section 3: Student Conduct

Bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

#### **Reporting**

Any Staff or volunteer who has witnessed or becomes aware of any instance of Bullying or Retaliation must report that act to the Principal or another school official designated by the Principal. In the selection of this person, care should be taken that both a male and female school official are designated to receive reports of bullying.

Any student or parent/guardian of a student are strongly encouraged to report all acts of bullying. Reports can be made to the student's teacher, who must then report it to the Principal or Assistant Principal, or directly to the Principal or Assistant Principal.

Anyone with general questions or concerns about bullying or the school's policy should address those questions or concerns to the Principal. Reports may be made confidentially when requested.

Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's discipline policy.

#### **Retaliation**

Retaliation against a Target, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is prohibited.

#### **Response and Investigation**

St. Raphael Catholic School takes seriously all reports of bullying. Upon receipt of a report of bullying the Principal or his or her designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying.

St. Raphael Catholic School reserves the sole discretion to determine the scope and adequacy of the investigation. Anyone with questions about the investigation should direct those questions to the Principal.

#### **Violations**

A student who violates this policy shall be subject to discipline in accordance with the School's disciplinary policy. St. Raphael Catholic School retains the sole discretion to determine whether Bullying has occurred and what the response should be.



### Section 3: Student Conduct

Depending on the circumstances, the School's response could include:

- Taking appropriate disciplinary and remedial action
- Notifying the parents or guardians of the Aggressor of the determination
- Notifying the parents or guardians of the Target, the Aggressor, and any other affected persons about available community resources

#### **Training**

Training on this Policy shall be provided for Staff at least once every three years and, at the discretion of the Principal, for volunteers who have significant contact with students.

#### **Publication and Notice**

The Principal or his or her designee shall provide written or electronic notice of this Policy to Staff.

Written or electronic notice of the Plan shall be provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians. This Policy shall be conspicuously posted in the administrative offices of the school.

## Section 4: Parental Roles and Responsibilities

Parents/Guardians are informed of the programs, regulations, and policies of the school through this Parent Student Handbook, Newsletters and Parent Meetings. This document, the Parent Student Handbook, includes this information.

Parents are responsible for remaining informed through:

- Familiarity with information contained in handbooks and other documents
- School Newsletters from the school
- Regular check-ins to our student information system, EDUCATE.

Parents are to inform the school of the following:

- Student illness or absence
- Parental status and custodial constraints
- Change in transportation routine
- Change in address, phone, emergency contact, child care, etc.
- Arrangements that might affect communication with the school

Parents are to comply with St. Raphael Catholic School's:

- Policies and regulations
- Goals and objectives as identified in this Family Handbook

Parents are expected to meet financial obligation of tuition, fees, lunch accounts, EDS and other accounts. If a need arises during the school year, the family should contact the principal.

No student may leave the premises (school and Church building and grounds) at any time for any purpose without permission from the classroom teacher and/or the principal. This includes, but is not limited to, youth activities and athletic practices.

### Non-Custodial Parents

St. Raphael Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parents 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.

### Court Orders

Copies of any court orders relating to parents' visitation conditions are required to be on file in the school office.

## St. Raphael Catholic School General Operating Procedures

### Contacting the School

The school's office hours are 7:15 AM until 2:30 PM. After these hours the answering machine/voice mail is available for any messages. Someone will contact you as soon as possible.

### Parking

During the school day cars should be parked on the west side of the school building. No parking is allowed in the spots labeled "Adoration Chapel Parking" or "Pre-School Parent Drop Off".

It is the responsibility of each driver to drive slowly, alertly, and safely while in school parking lots. St. Raphael School staff will oversee the drop-off and pick-up line in order to promote the safety of our students.

### Attendance

Students are expected to be present and punctual for all classes. Since instruction and class activities are planned in sequential order, the student's presence at school each day is very important. When sickness or serious obligations to the family necessitate absence, the following procedure is to be followed:

- Parents/Guardians must call the office by 8:00AM on the day the child is absent and report the reason for the absence.
- Prolonged Absence: If there is need for a prolonged absence (5 or more consecutive days), the parent should notify the principal and plans will be made for extended homework.
- Prearranged Absence: Absences from school disrupt the sequence of learning for a child, and for that reason, absences for special activities and vacations are strongly discouraged. Making up work is not the same as being present for classroom instruction and interaction. We do recognize that there may be occasions when children and their families may need to be out of school. When those occasions occur, the parent/guardian is required to notify both the principal and the teachers. *Work will typically not be issued ahead of time for students who anticipate being out of school, however some teachers might be able to provide assignments. All work will need to be made up within the number of days the student is absent: one day absent = work is due one day after the student returns; two days absent = work due within two days after the student returns; five days absent = work due within five days after the student returns, etc.*
- Dismissal during the day will be allowed only if parents/guardians contact the school and sign their child out at the school office.

### Tardiness

Students who arrive after the 7:40AM bell are considered tardy and will be expected to report to the school office for an admission slip to class. A parent/guardian is required to sign the student in and indicate the reason the student is tardy. Continued tardiness will warrant a letter by the school office to the parents/guardians.

### School Hour Entrances/Exits

Visitors must use the main entrance, Door 12, on the south-west side of the school during school hours.

## Visitors

All parents/guardians or visitors must sign in at the office before going to a classroom. Parents/Guardians and visitors are welcome and are encouraged to attend open houses and special programs. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and check in at the school office before going to the classroom.

## Student Supervision

All students must be supervised by a staff member (or designated parent) at all times; including but not limited to during school hours, before or after school hours, and extra-curricular events.

## Illness During the School Day

The principal or the school health aide dismisses, or approves the dismissal of, a student who becomes ill or hurt during the school day. Parents/Guardians are notified when the illness or injury is reported. If they are unable to come for the student, they must make arrangements for an authorized person to pick up the student in the school office. No student will be sent home due to illness without an adult at home.

## When Can My Child Return to School Following an Illness?

- After vomiting or diarrhea: when symptom free for 24 hours; if a student vomits or has diarrhea during the night or in the morning, keep the student home that day
- Fever: when a child is fever free for 24 hours
- Undiagnosed fever or rash: when symptoms are gone for 24 hours
- Strep Throat or Scarlet Fever: 24 hours after the start of antibiotics
- Chicken Pox: when blisters have formed scabs and there are no new ones
- Conjunctivitis (pinkeye): when the student has been treated with antibiotics for 24 hours.
- Impetigo: when skin is clear or child has been under treatment for 24 hours.

## Make-Up Work for Absences

It is the student's obligation to obtain and complete work missed during an absence. If homework is to be picked up, please inform the school office by 9:00 AM who will come for the homework. Teachers will have assignments ready for pick-up at the close of the school day.

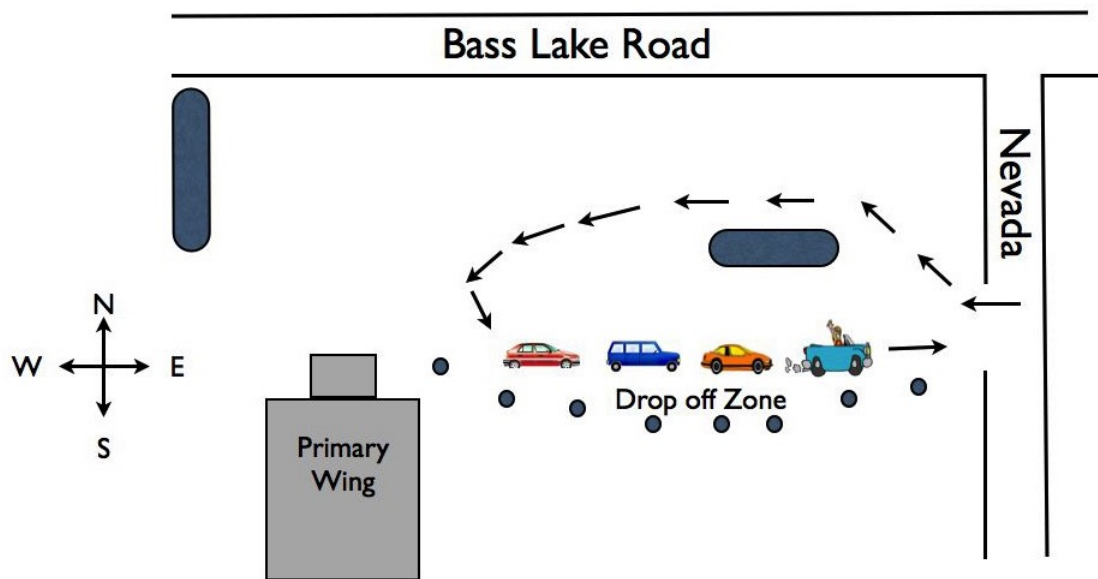
## School Closing (Emergency or Severe Weather)

In the case of an emergency closing, parents will be contacted through our Emergency Alert System (a program within EDUCATE, our student information system). **Emergency Alert uses the Alert Notification Preferences each parent sets us in their EDUCATE account**, which includes the options of phone, text, and/or email. Parents who have established their Alert Preferences will be contacted should there be an emergency. In addition, please listen to WCCO, KSTP, KMSP, and KARE 11 for school closing information and watch our website at [www.srsmn.org](http://www.srsmn.org). No announcement means that school is in session. In the case of severe weather, St. Raphael School will be closed if the Robbinsdale Public School District (District 281) is closed.

## Arrival/Dismissal Procedures

### Morning Drop-Off for Grades K-8

Starting at 7:10AM there is supervision on the east side of the school in the playground area. Buses arrive between 7:15 and 7:30AM. Parents/guardians may drop their students off starting at 7:10. All cars should enter the school parking lot off on Nevada Ave. They should go to the right around the landscape island and pull up next to the “green guys”. Drivers should pull as far forward as possible to allow up to five cars to drop students at the same time. For student safety the students should exit the car on the passenger side and go straight into the safe playground area. Vehicles should always remain outside of the safe area marked with the fence on the east and “green guys” on the north. Because walking to class alone is an important developmental step for students, parent/guardians are encouraged not to walk their children into the school buildings in the mornings.



### Afternoon Dismissal for Grades K-8

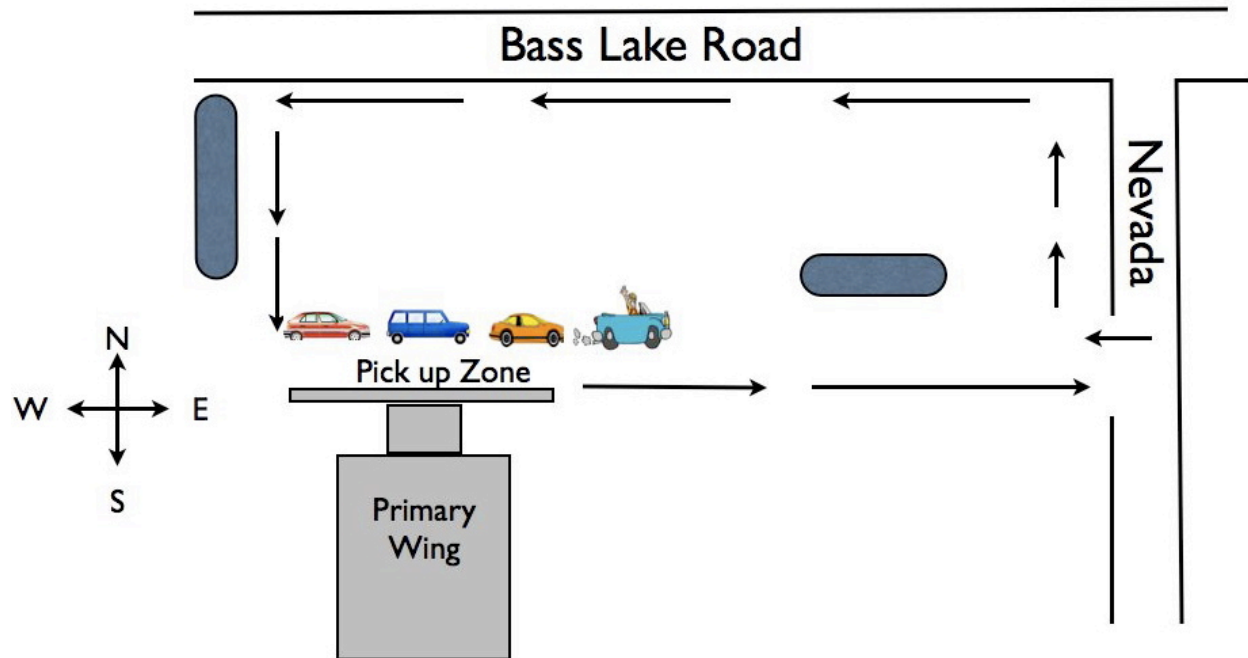
Starting at 2:18PM bus students will exit on the east side of the building. At 2:20PM students will exit the primary door on the north end of the building. The school busses will pull out of the east parking lot at 2:22PM. The following routine has been established for safety of the students. All cars should enter the school parking lot off on Nevada Ave. They should go to the right and form a line around the north and west sides of the parking lot. When the bell rings the drivers should pull as far forward as possible to allow up to six cars to pick up students at the same time. For student safety the students should enter the car on the passenger side straight from the safe zone. Vehicles should exit the school parking lot back onto Nevada.

Students may only be picked up by those adults specified on their “Authorization to Pick Up the Child” form. Adults may be required to show a driver’s license for identification when they pick up a child. If for any reason you must have a person who is not listed on your “Authorization to Pick Up the Child” form pick up your child, you should deliver a note to the school on that day authorizing the specific person to pick up your child. This policy is for the child’s protection.

## Section 4: School Procedures

For the safety of all of our students, during dismissal time parents may not park in the parking lot and walk across the carline to pick up their children. Parents wishing to pick their children up outside of the carline should make arrangements with the school to pick them up in the office.

At 2:30PM, all remaining students will go to the Extended Day (EDS) or QEST program. If a driver arrives after 2:30PM, it is the driver's responsibility to park the car near the game entrance and pick up the student from EDS or QEST. The family is responsible for all fees required by EDS or QEST.



### Walkers

Students who will be leaving school without a parent or guardian escort at the end of the school day must have a completed Student Walker Form on file in the school office.

### Bikers

Students may ride a bicycle to school but it must be parked in the bike rack and locked up. The school does not accept responsibility for stolen or damaged bikes. Students are not allowed to ride bikes at any time during school hours.

### Telephone Usage

A student must gain permission from a school staff member to use their personal cell phone or to obtain a phone pass.

As a rule, neither teachers nor pupils are called to the phone during the hours of class. Messages may be left with the administrative assistant to contact either a student or teacher. Children may not use the school phone except in cases of an emergency.

## **Personal Possessions**

School insurance does not cover loss of personal possessions; therefore, students are encouraged to leave at home items that are not necessary for classes, activities, and/or athletics.

## **Locker Policy**

St. Raphael Catholic School will give each 5<sup>th</sup> – 8<sup>th</sup> grade student a locker with a lock for their school and personal possession. St. Raphael School is not responsible for lost or stolen articles from a student's locker or backpack. No items may be taped or glued to the exterior of the locker. Students' lockers are the property of St. Raphael School and, as such, are subject to inspection at any time. Students are required to assume financial responsibility for any malicious damage to his/her assigned locker. All damage to lockers must be reported to the principal.

## **Lost and Found**

Students are encouraged to check for lost items in the lost and found at the top of the stairs near the Game Entrance, Door 20.

## **School Supplies**

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be provided each year. Parents are asked to please support teachers by purchasing what is required for each class.

## **Eighth Grade Graduation**

Eighth grade graduation is the culmination of the strong academic program. Students are eligible for graduation if they meet the following requirements:

- They have received passing grades (C- or better) in each core subject area
- They have worked up to their abilities and have shown a desire to learn

Those failing to meet the academic requirements will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony. At the discretion of the principal, students may be required to attend summer school to improve in a particular subject area or to complete unsatisfactory work before they are issued a diploma. Parents/guardians will be notified as soon as possible that their child may not graduate. The school will work with the student and parent/guardian in an effort to achieve graduation status.

## **Promotion/Retention**

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

## **Achievement Testing**

Students in grades K through 8 are tested during the fall, winter and spring for achievement through the Northwest Evaluation Association (NWEA), a standardized testing program. Students are tested in reading, mathematics, and language arts. Parents/guardians will be notified of the test results by a computerized report after each test.

## **Change in Contact Information**

When a family changes address or telephone number, parent/guardians should report the change to the teacher and the office as soon as possible. Likewise, any changes to the emergency information should be reported to the school promptly.

## **School Communication with Parents/Guardians**

The school has established ways of communicating with the parents/ guardians in order to increase the understanding of the school's mission, programs, and goals in general. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

## **Parent Student Handbook**

The Parent Student Handbook is posted on our website at [www.srsmn.org](http://www.srsmn.org). By being a registered member of St. Raphael Catholic School, parents are responsible for reading the Handbook and are accountable for all information it contains.

## **School Calendar**

The St. Raphael School calendar can be found online at [www.srsmn.org](http://www.srsmn.org). The calendar is updated as new events are posted.

## **Weekly Newsletter**

St. Raphael School publishes a newsletter most Thursdays each month. The deadline to submit articles for the newsletter is Tuesday at noon of the week in which the newsletter is printed; please submit articles to our administrative assistant in the school office.

## **Report Cards**

Report Cards/Progress Reports are issued at the end of each trimester; the specific date can be found on the master school calendar. Parent/guardians in grades 4-8 may check the progress of their student through Cornerstone our student information system. The link can be found on our website.



## **Parent/Teacher Conferences**

Parent/Teacher Conferences are held in fall and winter. Pre-School through Grade 5 Conferences are scheduled online; parents will be notified with scheduling is available. All middle school conferences are held at the same time but in an open format to allow parent/guardians to meet with all of their child(ren)'s teachers (no scheduling necessary). Parent/guardians and/or teachers may request a conference outside of scheduled conference times as the need arises.

## **Grievance Policy**

If a grievance between parents/guardians or a student and a teacher or school administrator should arise, the following grievance procedure shall apply

1. The parent/guardian or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor or parish administrator (if the grievance involves the school administrator).
3. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
4. If the grievance is still not resolved, the pastor or his designate will then decide the outcome.
5. The grievance procedure should be completed within 30 days.

If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

## **School Records**

Parents/guardians may ask to review the contents of records or data on their child. "Records or data" are defined by any or all of the following:

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized achievement test scores)
- Health data (separate records kept in health room)
- Family background information
- Teacher or counselor ratings and observation.
- Verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. A written request and an appointment to view the records with the principal should be made in advance. The principal is to respond to the request in a reasonable amount of time, not to exceed 45 days.

## **Textbooks**

Textbooks are numbered. Students are responsible for maintaining the textbooks in the same condition in which it was issued. Students are responsible for all textbooks assigned to them. Book covers must be used on all hardcover books. If a textbook is damaged or lost, the student is to notify the teacher immediately. If it is determined that the student was responsible for damage or loss, the student will pay for a new book.

## **Religious Education**

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is the St. Raphael School policy that all students, including non-Catholics, attend religious instruction and liturgies.

Classes at St. Raphael School take turns preparing the liturgy for the weekly school Mass. Each Thursday at 8:00 AM the school students will attend Mass. Parents/Guardians are invited to attend these school Masses whenever their schedules permit. On holy days of obligation the students attend Mass.

## **After School Programs**

There are two programs for St. Raphael's School students for after school supervision.

**Extended Day (EDs)** is an after school child care program open to St. Raphael Catholic School students in grades K-4. This program is open on scheduled school days beginning immediately after school and running until 6:00PM. Call the school office or visit our website at [www.srsmn.org](http://www.srsmn.org) for more information.

The goal of the EDs Program is to engage students in a learning environment that provides high quality after-school care that carries out the mission of the school in a safe community of their peers and mentors. EDs is staffed by trained professionals who are committed to Catholic education and the well-being of children.

**Quiet Extended Study Time (QEST)** is an after school program open to St. Raphael Catholic School students in grades 5-8. The program runs in conjunction with the EDs program beginning immediately after school until 5:00PM at which time QEST students may go to EDs until 6:00PM at no additional charge. Please refer to the After School Care Program Handbook for more details.

## **Athletic Programs**

Opportunities are available for students to participate in various co-curricular activities such as soccer, volleyball, basketball, baseball, cross-country, softball, cheerleading, wrestling, and other programs. The mission of the sports program is to reflect the mission and philosophy of the school as well as the following values

- Fair play
- Team work
- Responsibility
- Respect for one another
- Accountability
- Skill improvement skills
- Self discipline skills

## **Athletic Association**

The function of the Athletic Association is to assist the Athletic Director in managing the school's athletic programs. Duties include recruiting coaches and activity coordinators, recruiting new committee members, scheduling, and other duties as deemed necessary to ensure a successful program.

The requirements of a member on the Athletic Association are as follows:

- Must have a child attending the school or enrolled in SRS Sports as a homeschool student
- Must be willing to come to meetings once a month for two years
- Must be willing to help coordinate at least two sports and help out with other sports as needed
- Willing to advise the Athletic Director on athletic policies

## **Co-curricular and Athletic Eligibility**

To be a participating member in a co-curricular or athletic event, a student must qualify in both academic and behavior categories. Grades and homework will be evaluated weekly to ensure that students:

- Maintain a minimum 70% GPA average of all classes throughout the season, with some modification for a student diagnosed with learning disabilities
- Do not fall below 60% (D-) in any one class

If these expectations are not met satisfactorily the following procedures will take place:

- For athletics, the Athletic Director will decide if a student should be suspended from the next game with the possibility of not playing until academic expectations are met
- In non-athletic programs the principal alone will decide that the student be suspended from the event with the possibility of not participating until academic expectations are met
- Behavioral guidelines require that a student receive at least a satisfactory grade in effort and conduct

An in-school suspension results in the student not being allowed to participate in the next scheduled game or event. A subsequent in-school suspension will result in removal from the activity for the remainder of the season. An out-of-school suspension results in immediate removal from the activity.

## **School Patrols**

The safety patrol program is operated under the supervision of the principal. The organization and administration of the program can be made available to parents/guardians upon request. The faculty or staff member assigned by the principal coordinates the program on behalf of the school.

## **D.A.R.E.**

D.A.R.E. (Drug Abuse Resistance Education) is a 10-week program to help students in grade 5 recognize and resist the pressures that may influence them to experiment with tobacco, alcohol or drugs. Instruction is provided by the local police department.

## **Breakfast, Hot Lunch, and Milk Program**

St. Raphael Catholic School participates in the federal school breakfast and lunch program. Applications for free/reduced price meals are available on our website at <http://srsmn.org/resources/lunch/>. A new application is required each year and can be requested at any time during the school year. If there is a significant life change during the year, a new application can be completed.

Parents and/or guardians who have children with special dietary needs should contact the school nurse and kitchen manager at so accommodations can be made.

Parents and guardians are invited to join their children for lunch at any time. Please contact the school kitchen at 763-504-9450 ext. 354 the day before or morning of your planned visit to reserve a meal.

A cold breakfast of cereal, milk, muffins, cheese and other healthy choices are available daily from 7:10 - 7:25 am. The cost is \$1.20 per meal, which is billed to student lunch accounts. Students who are on the free/reduced lunch program and all kindergarteners (thanks to a State of MN grant) will not be charged for breakfast.

## **Special Education**

The special needs of students at St. Raphael Catholic School are addressed through the public school district in three ways

1. Classroom teachers see the needs of their students and consult with the special education teacher assigned to their building. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academics, behavior, health, or motor skills.
2. Interventions that are not successful may be referred for assessment by either the school or the parent/guardian. If the school initiates the assessment, written parental/guardian permission will be required. Once the assessment is complete a meeting is set up to report on the results and possibly develop an Individual Service Plan (ISP).
3. The ISP may be written with the goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at the non-public site. Direct service is done off site and transportation is provided by the public school.

## **School Pictures**

Individual and classroom pictures are taken once or twice each year. Notification of this will be given in advance of the photography session.

## **Yearbook**

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Yearbooks are pre-ordered, a limited number are available for sale after the pre-order. The price is announced in the school newsletter.

## **Field Trips**

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce students to community resources. Students are expected to participate in field trips and parents/guardians will be notified of the scheduled field trips.

Insurance regulations of the archdiocese requires the use of the parent/ guardian authorization form each time the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. PHONE CALLS TO OR FROM PARENTS/ GUARDIANS DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.

## **Pesticide Notification**

Requires nonpublic schools to notify parent/guardians of students of the pesticide application schedule, that long-term effects on children are unknown, and of their option to be notified each time.

## **Section 5: School Policies**

### **Admissions Procedure**

Students are accepted in the following priority

1. All students presently attending St. Raphael Catholic School
2. New students who are brothers and sisters of students at St. Raphael Catholic School
3. New students who once had brothers and sisters at St. Raphael Catholic School
4. Students on a first year registration in school who are members of the parish
5. New students who have transferred from another Catholic school and are members of the parish
6. Students who are not members of the school but are members of another Catholic parish
7. Students applying for transfer to the school and are non-Catholics

### **Entrance into Kindergarten**

St. Raphael's School requires children who enter kindergarten to be five years old by September 1<sup>st</sup> of the year in which they will enroll.

### **Transfer Students**

Students will not be accepted to St. Raphael Catholic School after the beginning of the school year unless there has been a change of residence, or other extenuating circumstances. Admission to the school is contingent upon having met all financial obligations at a previous private school.

Any student new to St. Raphael Catholic School at the beginning or during the school year will be on a probationary period for a minimum of 3 months. At any time during the probationary process, the student's academic or behavior standing will be reviewed and a determination made as to whether the probationary period will be extended. After one month, another determination will be made as to whether the student is able to abide by the rules of the school and whether his or her academic needs can be met by the school.

### **Class Size**

The class size for grades K-8 at St. Raphael Catholic School will be set at 25 students per classroom. All students beyond these numbers will be placed on a waiting list.

### **Non-discrimination Policy**

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

### **Catholic Education**

Every local effort shall be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their pastor if a financial problem arises.

## **Withdrawals**

If it is necessary for a student to withdraw from St. Raphael Catholic School during the school year, a written request by his or her parent/guardians should be submitted to the principal. Clearance from teachers and the business office must be received before student records can be forwarded to another school. Records will not be transferred if a student has outstanding financial obligations to St. Raphael Catholic School.

## **Attendance**

It is St. Raphael Catholic School's policy that it will adhere to all State of Minnesota regulations concerning school attendance (Minnesota Statute 120A.22). All work missed by students who were absent must be made up as soon as possible after returning to school.

Minnesota truancy law states that any child missing fifteen (15) consecutive days without a medical release is considered truant and the name of said child must be referred to the Department of Education Social Services.

Students are considered truant when they skip class or part of a class, or are absent from school all day, or part of a day without permission. This is considered an unexcused absence.

Excessive tardiness (more than 4 times per month) will result in parents/guardians receiving a letter from the school. Additional action may be taken.

In order to participate in an extracurricular activity the student must attend school that day. When there are emergencies or unusual circumstances, a student may participate only with the approval of the administration and/ or the athletic director. To obtain approval in those cases, the parent or guardian should send a written note to school.

## **Transportation**

St. Raphael School provides busing transportation for students in District #281.

### **Role of the Public School District**

Minnesota public school districts are to provide "equal transportation" (Minnesota Statute 123.76-123.80) to nonpublic school pupils. A district shall provide equal transportation within the district for all school children to any school when transportation is deemed necessary by the Education Committee because of distance or traffic condition in like manner and form as prescribed in Minnesota Statute 123.39 and 124.33, when applicable.

When transportation is provided, the public school board shall have sole discretion, control, and management of scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children and any other matters relating to transportation.

The public school administration annually and as necessary consults with the appropriate nonpublic school administration on attendance areas, safety economics, conveniences, and availability of space for the students.

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

## Section 5: School Policies

follow the bus rule will be notified as to the appropriate behavior of the child. Teachers are not responsible for student behavior on the bus.

### **Instruction and Training for Bus Safety**

Instruction/review in bus and pedestrian safety is required each year. Instruction/review materials appropriate to grade levels are provided to the teachers by the local public school districts.

### **Misconduct on the Bus**

Denial to ride the bus may be given for misconduct on the bus. Parents/guardians are notified when such action is necessary.

### **Dress Code**

Students are to begin wearing the uniform the first day of school. Any major questions concerning compliance with the uniform policy will be decided by the administration. Any inappropriate or extreme appearance will be addressed by the administration. Students who are out of uniform will wear a uniform from the uniform exchange room. A copy of our uniform policy can be found on our website at: <http://srsmn.org/wp-content/uploads/2016/07/UniformDressCode2016-2017.pdf>

### **Out of Uniform Policy**

The second Friday of each month is "St. Raphael Spirit Day". If students choose to be out of uniform they are to wear either Saints apparel or clothing in which the name of St. Raphael appears. Leggings and jeans are permissible if they are neat, tidy and free of holes.

### **Student Records**

St. Raphael Catholic School shall collect and maintain the records of students. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. School records will be sent directly to the new school on request of that school but only after parents/guardians have signed a release slip and all financial obligations are met at St. Raphael Catholic School.

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



## Volunteer Requirements

St. Raphael Catholic School follows the guidelines of the Archdiocese of St. Paul and Minneapolis in regards to volunteers. All adults who will be working with minors must complete the Essential Three (E3) requirements before they may volunteer in any capacity. Please read this important letter regarding volunteer requirements and how to fulfill them at: <http://srsmn.org/wp-content/uploads/2011/10/New-Volunteer-Letter-2016.pdf>

## Class Parties

Birthdays and other special occasions may be celebrated at school with the permission of the classroom teacher. Parents/guardians may provide a birthday snack for the class. No invitations will be distributed at school for parties outside of school, unless invitations are **inclusive of all children** in the class.

## Portable Electronic Devices

St. Raphael Catholic School recognizes that technology is an essential tool for learning, which should be embraced and encouraged. Over the past few years, we have seen advancements in technology that have ushered in a new generation of gadgets, including cell phones. The use of these devices come with great responsibility, and with that responsibility comes a time and place where and when such devices can and should be used.

It is our policy that teachers and administrators have the authority to confiscate these devices, contact the parents, and take appropriate action if any of these devices are used inappropriately. Repeated misuse of such devices may lead to disciplinary action and/or loss of privilege for bringing them to school.

### **Guidelines for bringing a Portable Electronic Device (PED) to school:**

- Students may have a silenced cell phone at school as long as it is safely stored. The use of cell phones between the hours of 7:30 am and 2:10 pm is prohibited.
- Student use of a PED in the classroom setting will be at the discretion of the classroom teacher.
- The use of a PED to take images of anyone in the school, its grounds or during a school-sponsored event must be at the directive of a teacher or the administration for instructional or promotional purposes.
- Students shall not print, copy, or publish electronically any image without the expressed written consent of the subject(s) involved and the teacher or administration of the school.
- St. Raphael School is not responsible for the loss or breakage of any PED.

## Section 6: Safety and Health

### Entrances

Individuals must use the office entrance, Door 12, located on the southwest side of the building during school hours. Individuals involved in after school activities must enter at the game entrance, Door 20, on the east side of the building.

### Health Records

Health records are required for each student. Physical examinations are required for all children entering kindergarten and grade 7. Forms for this purpose will be given to parent/guardians prior to the child entering these grades. The State of Minnesota requires immunizations to be up to date.

### Immunizations

Minnesota School Immunization Law, (Minnesota Statutes 1991, section 123.70) describes the immunization requirements. All students entering grade 7 must show proof of having received a 2nd dose of MMA (Measles, Mumps, Rubella), 2<sup>nd</sup> dose of Varicella, and a booster (Tetanus, Diphtheria). All children entering school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Varicella, and hepatitis B. The school must retain documentation of immunizations. Your child will not be allowed to enter school until the immunization requirements have been met.

All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parents/guardians are responsible for providing this information in writing to the school office, and to include additional immunizations each year as they are administered to the student by the family's physician.

- **Medical exemption-** no student is required to receive an immunization if they have a medical contraindication or laboratory evidence of immunity. To receive a medical exemption, a physician must sign a statement. A copy of this statement can be obtained from the school nurse.
- **Conscientious exemption-** no student is required to have an immunization which is contrary to the conscientiously held beliefs of his/her parent or guardian. To receive this exemption, a parent or legal guardian must complete and sign a statement and have it notarized. A copy of this statement can be obtained from the school nurse.

### Medication During a School Day

St. Raphael Catholic School follows the policy of Robbinsdale Independent School District 281 that all medication of students be administered by a parent/guardian at home. If, under exceptional circumstances, a student is required to take medication during school hours and a student's health may be jeopardized without it, only then shall a licensed school nurse or designated person (health paraprofessional, principal, instructional assistant, or teacher) administer the medication under the appropriate administrative regulations.

## Section 8: School Organizations

The licensed school nurse or designated person shall be notified in writing by a parent or guardian when medication is to be administered by the school nurse or designated persons to a child during school hours. Such notification shall include the parent/guardian's consent and the physician's written statement that the student's health may be jeopardized without it.

For the safety of your student, it is essential that the following be observed when medication is to be given during the school day. It is usually possible to manage medication at home (medicine prescribed three times per day can be given before school, after school and at bedtime).

1. School must have on file an approved completed medication consent form
2. Medication must be sent to school in the prescription bottle (ask pharmacist for a separate bottle for school) with the following information on the label:
  - Student's full name
  - Physician's name
  - Name and dosage of medication and date
  - Time and directions for administration
3. Medication will be taken by the student at the designated time and supervised by authorized personnel.
4. Limited quantities of the medication should be sent to school.
5. All medication administered at school will be kept in a locked drawer, closet, cabinet, or file.
6. Parents/guardians must notify the school when the medication is discontinued or the dosage or time is changed. If the medication is resumed, a new order must be received.
7. Over-the-counter medication, such as Tylenol and Advil, will not be given without written authorization from parent/guardian and physician. These medications must be in their original container labeled with student's name.
8. New consent forms with appropriate signatures must be received annually.
9. Consent forms are available from the health services office at your student's school. Consent forms are available from the school nurse.

If you have any questions please call the school nurse at 763-504-9450 ext. 355.

### **Health Screening**

Annual vision, hearing and scoliosis examinations are conducted for students each school year.

### **Illness/Injury During School**

If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to pick up the child. No over the counter medication, including aspirin, can be given to a student for any reason without a doctor's prescription. No student will be sent home without a parent/guardian's permission.

### **Reporting of Child Abuse/Neglect**

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

- Neglect is defined as failure to provide food, clothing, shelter, medical care, or prenatal exposure to controlled substance.
- Abuse can be physical, sexual, or emotional mistreatment.

### **School Emergency Procedures**

St. Raphael Catholic School has established a crisis plan which is located in each classroom. Students practice lockdown, tornado, and fire drill procedures throughout the year.

## **Section 7: Finance and Fundraising**

### **Budget Process**

St. Raphael Catholic School's budget planning is a process that coincides with the parish(s) budgetary process. Budget planning considers annual goals and objectives as well as long-range planning.

### **Tuition**

The yearly tuition rate is set with input from the pastor, business administrator, principal and other appropriate persons. The Parish Finance Council approves the tuition rate. Tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising and state funds provide the remainder of the costs.

### **Tuition Policies**

1. Registered members of St. Raphael's Parish will be charged the parishioner rate. (A Parishioner is defined as registered members of the Church of St. Raphael Parish at least six months prior to the first day of school.) Non-parishioners will be charged a non-parishioner rate.
2. All payments shall be paid through TADS tuition management system as explained on our website at: <http://srsmn.org/admission-process/>
3. No child will be permitted to register for the next school year or begin the new school year with outstanding tuition or fees. Additionally, outstanding tuition for eighth grade students must be paid-in-full or the student will not be allowed to participate in graduation ceremonies.
4. Tuition assistance may be available for families who are in need.

### **Church of St. Raphael Tuition Aid**

St. Raphael parish tuition aid is based on financial need and available parish aid funds. To apply for this aid, at least one parent must be an active member of the Church of St. Raphael. (An active parish member is defined as: being a registered parish member for at least six months prior to the first day of school; regularly attends Mass at the Church of St. Raphael; uses Church envelopes; contributes time, and talent to the parish.) Failure to comply will result in revocation of financial aid. The parish pastor may consider exceptions to these guidelines, on a case-by-basis. All applicants can apply for Church of St. Raphael Tuition Aid online through Tuition Aid Data Services (TADS) at [mytads.com](http://mytads.com). Applications must be completed by April 15, 2012. A processing fee will be charged by TADS. Aid amount will be indicated on the July tuition statement for qualifying families.

### **Incentive Credit**

We offer an incentive credit to those families who refer a new family to the school. A credit of \$500 will be applied to both the current and new family's tuition in January. Both families must request the incentive in writing and submit to the parish business office to receive the credit.

## **Stewardship and Parish Subsidy**

Since the entire parish benefits from Catholic educational programs, the entire parish shares in the financial responsibility for the education of children. The parish subsidy is the amount contributed annually by the parish to the school. Parish stewardship is an important part of the relationship between the school and the parish. Parish subsidy levels are based on the estimated income from parishioner financial contributions.

## **Fundraising**

All fundraising efforts require prior approval by the school principal. This process eliminates scheduling conflicts and insures compliance with the parish/school's mission statement and philosophy. Archdiocesan and legal regulations should be considered when planning fundraising programs/ events.

St. Raphael Catholic School depends on fundraising to keep tuition costs affordable. Because of this, the families of St. Raphael School are required to participate in fundraising activities by volunteering and assisting in meeting the established financial goals.