



PARENT and STUDENT HANDBOOK

St. Raphael Catholic School
7301 Bass Lake Road
Crystal, MN 55428
763-504-9450

Revised July 2019

This Parent Student Handbook is for use by St. Raphael Catholic School parents, faculty, and staff exclusively for school related functions. It is not to be used for commercial or other purposes. This Parent Student Handbook is a required signed agreement with St. Raphael Catholic School. Please read it carefully along with your child. This handbook contains the Policies, Procedures and Information of our school. Please take the time to become familiar with its contents.

MISSION STATEMENT

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

PHILOSOPHY

St. Raphael Catholic School is first and foremost a Catholic school. We cultivate Catholic values and spiritual formation of the school community through daily prayer, weekly school Masses, recitation of the Rosary, praying the Stations of the Cross, May Crowning and the sacraments. Every classroom has a Faith Family saint. We entrust our school to our Loving Savior, His Blessed Mother, our patron Saint Raphael. By teaching our students to imitate the virtues and lives of the saints, we aim to form students who fulfill their destiny of becoming saints.

St. Raphael Catholic School educates students through the Catholic classical model of education to equip our students with the logic, critical thinking and language skills necessary to succeed throughout their lives. We seek to give students the necessary tools of learning and to foster a deep sense of wonder and love for all that is genuinely true, good and beautiful. We emphasize classical learning, not only, because we want our students to read well, speak well, and think well, but ultimately because truth, beauty and goodness are desirable in themselves and for their own sake.

We seek to incorporate within our students the wisdom of two thousand years of Catholic thought, history, culture, and the arts so that they might understand themselves and their world in the light of that Truth, and acquire the character to live happy and integrated lives in the service of God and others.

Education in this deep and comprehensive sense extends beyond the classroom and is more than just the acquisition of skills. It encompasses the whole of one's life. Because parents are the primary educators of their children, St. Raphael Catholic School seeks to involve families ever more deeply in the life of the school and in the education of their children.

The success of students at St. Raphael Catholic School depends on the active cooperation of the Pastor, Principal, lay teachers, staff, students, parents and benefactors in working toward the common good of this unique community. All adults work for the glory of God and the benefit of the students entrusted to their care.

RIGHT TO AMEND

The principal and the pastor reserve the right to amend the Parent Student Handbook at any time. Parents/Guardians and students will be notified of any amendments via email or letter if changes are made.

SCHOOLWIDE LEARNING EXPECTATIONS

St. Raphael Catholic School students will become:

Faithful Catholics who (if applicable)

1. Know and practice the basic truths of the Catholic faith;
2. Imitate the virtues of the saints; and
3. Are familiar with the lives of the saints.

Life-Long Learners who

4. Read, write and speak effectively;
5. Think critically and solve problems logically;
6. Appreciate the Fine Arts; and
7. Have a strong sense of wonder and depth of inquiry.

Responsible citizens who

8. Seek the good, the true, and the beautiful;
9. Practice charity, respect and human virtues; and
10. Use their God-given talents for the greater glory of God.

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 Fenelon. 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.

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, Msgr. 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 Msgr. 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 regularly evaluated to assure that it adheres to the mission and philosophy of St. Raphael's School, remains contemporary and meets the needs of all learners.

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 ongoing process and programs are selected after careful study and consultation on the part of staff.

CODE OF CHRISTIAN CONDUCT FOR STUDENTS, PARENTS, GUARDIANS AND OTHERS

St. Raphael Catholic 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 Catholic School. Everyone involved in the development, education and formation of children are required to behave in accordance with these principles. This includes teachers, students, administrators, parents, guardians, grandparents, family and friends. Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles at the school, as determined by the school at its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent student handbook.

These Christian principles include but are not limited to:

- Students, parents, guardians and others are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students, parents, guardians, and others may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor.

- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the pastor, principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parent/guardians include but are not limited to all school-sponsored programs and events (e.g. extended care, athletics, and field trips).

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

SCHOOL SCHEDULE

Regular school hours during the regular school year are from 7:10 AM to 2:10 PM Monday through Friday. Supervision of students begins at 7:10 AM and ends at 6:00 PM.

Regular school office hours are 7:30 AM - 3:30 PM Monday through Friday. Messages can be left before and after these office hours on the school message line.

Children are not permitted on the school grounds before 7:10 AM. Once on campus, children are NEVER permitted to leave the school grounds during school hours without the principal's permission. Children must be picked up by 2:15 PM Monday through Friday unless they are participating in the Extended Day Program (EDs) school sponsored Enrichment Programs or activities. Students in the car line not picked up by 2:30 PM will be sent to the EDs program and parents will be charged a fee for the time the child(ren) are in EDs until they are picked up.

ARRIVAL PROCEDURES – Morning Drop Off and Buses for Grades K-8 Students can begin to be dropped off no earlier than 7:10 AM

Starting at 7:10 AM there is supervision on the east side of the school in the playground area. Buses arrive between 7:15-7:30 AM. Parents/Guardians may drop their students off starting at 7:10 AM. All cars should enter the school parking lot on the Nevada Avenue entrance, turn right to go around the landscape island and pull up next to the "green men" safety markers. Pull as far forward as possible to allow up to five cars to drop off students at the same time. For student safety the students should exit the car on the passenger side and go

straight in to the safe playground area. Vehicles must remain outside of the safe area marked by the fence and green men safety markers. Because walking to class alone is an important developmental step for students, parents/guardians are encouraged not to walk their children into the school in the mornings.

Buses – St. Raphael Catholic School uses Robbinsdale School District bussing. Parents will receive information regarding route information for bus pick-up time and bus drop-off time.

**DISMISSAL PROCEDURES – Afternoon Pick-up and Buses for Grades K-8
School dismissal is at 2:10 PM.**

Car Line Pick-Up – Cars should enter at the Nevada Avenue entrance. Cars should go around the parking lot to form a line in front of the North side of the school entrance. Cars should move as far forward as possible to allow others to line-up. For student safety the students should enter the car on the passenger side. Vehicles should exit the school parking lot back onto Nevada Avenue.

For student safety parents/guardians may not park in the parking lot and walk across the car line to pick up their children. If you plan on picking your child up on a daily basis and won't be using the car line, you must park near the main entrance of the school on the southwest side of the building and enter the school through the main entrance. Your child will be waiting near the front office. Students sent to the office for pick up at dismissal must be picked up no later than 2:15 PM. After 2:15 PM students will be put in EDs and parents will be charged.

Students who ride the bus will exit on the east side of the building. The buses will pull out at approximately 2:20.

A "Transportation Form" must be filled out by the parent/guardian to inform the school if your student will be in CAR LINE, RIDE THE BUS, be allowed to ride their BIKE home or WALK, or PICKED UP AT THE FRONT OFFICE on a regular basis. (There is a separate form for EDs if your student is staying in Extended Day.) Individuals picking students up other than the parent/guardian may be asked to show a driver's license.

Should the need arise to change regular transportation plans parents/guardians are required to inform the school office immediately. For the student's safety parents must call the school office **no later than 1:00 PM** in order to assure that the teachers receive the information in a timely manner to place the student in the appropriate location. It also ensures that the student receives important messages parents/guardians may need to relay regarding their dismissal from school.

RECESS and LUNCH SCHEDULE

Recess for Middle School (grades 5-8) 10:57-11:12

Recess for Elementary (grades K-4) 11:30-11:45

Lunch for Middle School (grades 5-8) 11:15-11:45

Lunch for Elementary (grades K-4) 10:57-11:27

EXTENDED SCHOOL DAY PROGRAM

Extended School Day Program (EDs): Parents are required to sign the Extended School Day Program Agreement and to pay the appropriate fees. The fees will be recorded through TADS. Parents are responsible to keep their EDs accounts current. Falling behind in payments will result in a suspension of your child continuing to be part of the program until the account is in good standing. Only adults who are on the EDs registration form are able to sign a child out from the program. For your child's protection we may ask for identification.

AFTER SCHOOL ENRICHMENT PROGRAMS: Afternoon Enrichment Program registration is required for participating students. The school may arrange with independent contractors or entities to provide extended day programs. Parents are responsible to pay all required fees to the enrichment program directly. Only adults listed on the program registration form are able to sign a child out. For your child's protection we may ask for identification.

Parents are responsible to pick their child(ren) up on time. Parents will be charged additional fees when students in the EDs program are not picked up by 6:00 PM. Students who participate in after school enrichment programs must pick their child(ren) up on time. Students not picked up on time will be put in the EDs program and parents will be charged for the time their child stays in the EDs program.

NOTICE OF 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.

DRESS/UNIFORM CODE

St. Raphael Catholic School uniform reflects the Catholic values and self-discipline that are emphasized and developed in our school. All of these guidelines help ensure a focused and successful school year. As parents it is your responsibility to ensure your child is following these guidelines on a daily basis. All uniform items must be purchased at:

Educational Outfitter
6002 Excelsior Blvd.
St. Louis Park, MN 55416
952-927-6778

Donald's Uniforms (two locations)
6407 Eden Prairie Pkwy.
Eden Prairie, MN 55344
651-776-2723

Donald's Uniforms
972 Payne Avenue
St. Paul, MN 55130
651-776-2723

Plain white polo shirts or blouses may be purchased at stores other than our uniform vendors. These shirts without the school logo on them must be worn under a school sweatshirt or sweater with the logo. The white blouse can be worn under the school uniform jumper.

All uniforms must be in good condition and fit properly (no baggy or tight clothing). Appearance, dress, and grooming make the school atmosphere more conducive to academic excellence, respect for the school, and charity toward neighbor. Respectful dress is habit-forming and will help in adult life. While on campus, the student must wear the uniform according to the dress code, until he/she exits the campus or changes into sports/practice attire.

Students who do not conform to uniform policies after written violation is given will receive detention.

If a student persists in violating the uniform policy, parents will be called to either pick up the student or to bring in correct uniform items to school.

FULL DRESS UNIFORM

K-8 Grade Girls FULL DRESS Uniform required for Mass, field trips, and official school events.

- Jumpers or Skirts – Blue/Green Uniform Plaid #77 must be no more than 2" above the knee or longer in length.

- Leggings or shorts must be worn under skirts and jumpers at all times; shorts may not hang below the dress line. Black, navy or dark green leggings or shorts.
- Pants – Navy Blue; Docker style pants. No denim, knit, cargo or sweatpants, form fitting, skinny pants, or leggings, no logos and may not be faded.
- Capris & Shorts – Navy Blue; Must follow same policy as pants. May only be worn in September, May and June, not on Mass days. Shorts length, no more than 2 inches above the knee or longer.
- Shirts – Green or white collared (polo) shirts with school logo. Green shirts must be purchased through school uniform stores. White shirts may be purchased elsewhere and the logo applied by the uniform stores. White shirts that are worn under the school jumper or sweatshirt do not need to have a logo. Short or long sleeve can be worn.
- Sweatshirts/Sweater (Grades 5-8) – Navy blue with school logo. Optional, worn over uniform shirt. No hooded sweatshirts except for out of uniform days. Hoods are not to be worn inside the building or during the school day.
- Socks/Hosiery – White, black or navy blue tights, crew or calf length socks.
- Shoes – Tennis shoes in neutral colors or other suitable types in neutral colors (Non-marking soles) No Heelys, sandals, flip flops, crocs or clogs. Shoes must be closed heel, side and toe.
- Bandanas –Not allowed
- Headbands, Hair ties or bows & Hair Pins – These items can be purchased at the uniform stores and are the only types that can be worn as part of the uniform.

K-8 Grade Boys FULL UNIFORM

- Pants – Navy Blue; Docker style. No denim, knit, cargo or sweatpants. No form fitting or skinny pants. No logos and not faded.
- Shorts – Navy Blue. May only be worn in September, May and June. May not be worn on Mass days. Length, with arms at side, 2” at the most, above the knee or longer. No cargo shorts.
- Shirts – Green or white collared (polo) shirts with school logo. Must be tucked in at all times. Green shirts must be purchased through the uniform stores. White shirts may be purchased elsewhere and the logo added through the uniform stores. Short or long sleeve can be worn.
- Sweatshirts/Sweaters (Grades 5-8). Navy blue with school logo. Optional. Worn over uniform shirt. Sweatshirts available at school uniform stores. No hooded sweatshirts except for out of uniform days. Hoods are not to be worn inside the building or during the school day.
- * Shoes – Tennis shoes in neutral colors or other suitable types in neutral colors. No neon colored shoes. (Non-marking soles) No Heelys, sandals, flip flops, crocs or clogs. must be closed heel, side and toe.
- Socks – White, black or navy blue crew or calf length socks.

On the rare occasion of a free-dress day, students are asked to observe the same modesty and formality that exists in the uniform.

Spirit Wear Days –

- Students may wear their “Spirit Wear” apparel, observing the same modesty that exists in the uniform.

No Uniform Day apparel -

- Dress or skirt to the knee;
- Pants that are not tight or baggy.
- Blouse or shirt must have collar and sleeves; blouse or shirt may not be tight fitting, sheer, or translucent; blouse or polo must be logo-free.
- Shoes must be closed-toe shoes or tennis shoes and must be worn with socks.

GENERAL UNIFORM INFORMATION

- Girls must wear bike shorts or leggings under their jumpers and skirts.
- Hair should be neatly groomed and of one’s own natural color.
- For boys hair should be a traditional gentleman’s cut, neatly groomed, natural color and worn above the collar.
- Bangs for girls or boys may not cover eyes at any time.
- No dyed, highlighted, bleached or colored hair.
- No spiked hair, or extreme styles may be worn at any time. No make-up, blush, lip-gloss, etc. may be worn.
- No nail polish, acrylic nails, gel nails, designs on nails, etc. may be worn.
- No tattoos (permanent or temporary), body art, bandanas, etc. are allowed.
- Perfumes, cologne, or perfumed body lotion are not allowed.
- Girls may wear one pair of stud pierced earrings, no dangling earrings allowed.
- No fashion jewelry may be worn. A simple religious medal may be worn.
- Boys are not permitted to wear earrings at any time.
- Boys may wear a simple religious item on the uniform.
- One plain watch with no games or music may be worn, no Smart watches or similar devices allowed.
- No bracelets, wristbands, friendship bracelets (besides religious) may be worn except for medical reasons.
- Rings are not allowed.
- Watches and jewelry must not be a distraction to the student or teacher or they will be confiscated.

Inappropriate for all school functions:

- Dirty, torn, faded or cut-off clothing, skinny jeans, jeggings, leggings without a jumper or skirt, too-short shorts or skirts, too-tight tops, offensive messages, tank tops, halters, bare shoulders or midriiffs, gym clothes,

hats, caps, bare feet, sandals, earrings on boys, sunglasses indoors, or anything that looks bizarre or immodest.

COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

Filing A Claim

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop.
- If the objectionable behavior does not cease immediately, the student must report the harassment to the principal or to a teacher who will report it to the principal, or to the pastor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, school official if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal, written complaint. The complaint will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

Investigating a Claim

- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations.
- Once the facts of the case have been gathered, the Principal, in consultation with the Pastor decide what, if any, disciplinary action is warranted.
- The disciplinary action will relate to the nature, context, and seriousness of the harassment and include all disciplinary actions up to and including immediate termination or expulsion.
- If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

CHILD ABUSE REPORTING

Staff, faculty, employees, personnel, volunteer's and contracted service providers for the school are mandated reporters. All reasonably suspected child abuse or neglect must be reported to local authorities; Hennepin County Child Protection Services and the local police, immediately by phone. It is not the reporter's job to

investigate a claim, simply to report it. The reporter does not need to seek permission from their supervisor to make a report. This information is maintained in strict confidentiality.

ADMISSIONS

St. Raphael Catholic School is first and foremost a Catholic school. We seek to form students in faith academics, and virtue through a Classical education. Because we partner with our parents, the primary educators of their children, to achieve these goals, parents of our students must have a commitment to this vision as expressed in our Mission and Philosophy and in the Parent Student Handbook.

New students are accepted to St. Raphael Catholic School based on academic records, formal meeting with parents, and a formal interview of the student and are recognized in the following order:

- 1) Siblings of St. Raphael Catholic School students
- 2) Active Catholic members of St. Raphael Parish
- 3) Active Catholic members from other parishes
- 4) Non-Catholics

RE-ADMISSION

Acceptance of a student for re-admission will be based on academic performance, conduct, support of the school, adherence to school policies - including attendance and finances, and submission of the completed tuition contract and registration documents.

Returning families with a past due financial balance will not be allowed to register for the next school year until those obligations have been met. All tuition, fees, fundraising monies, service hours, etc. must be paid in order for the child to be accepted for the next year. Emergency health and family information cards must be updated.

Parents must register each spring in order to keep their children at St. Raphael Catholic School for the following year. There is a non-refundable registration fee that is due at that time.

ATTENDANCE

Good attendance contributes to good learning, whereas irregular attendance is one of the chief causes for unsatisfactory progress in school. However, if your child is not well prior to the beginning of the school day, you are requested to

keep your child at home. Please keep your child at home if your child has had a fever or upset stomach the night before. If your child is not feeling well, has a fever and is coughing or uncomfortable during the school day, we will call you and ask you to take your child home. We encourage our students to rest and recover when they are absent due to illness. It is not necessary to pick up schoolwork or homework because all teachers will automatically give students an extension to complete any work assigned during an illness.

ABSENCE

Parents are asked to telephone the school office at (763) 504-9450 and leave a message on the attendance line before 7:30 AM. Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record.

When a student returns to school a written excuse signed by the parent or guardian is required. It must state the date, child's name, reason for absence and parent signature. The written excuses are kept on file for one year.

Students may not attend or participate in extracurricular activities if they did not attend school on a given day unless for a doctor's appointment or other activity previously cleared by the principal. Habitual absences will be considered a serious problem and may include withholding of grades. A mandatory conference with the parents, teacher, principal and pastor will be held when a student has been absent 10 or more days in the school year.

Excessive absences may affect a student's grade. The school has the option of not providing a grade for the reporting period that has excessive absences (i.e. 15 or more days in a an academic year). If you are aware of an emergency circumstance where the student may be missing a large amount of schoolwork, due to illness or family emergency, arrangements may be made with the school office and the student's teacher.

It is the student's responsibility to make up test, quizzes and assignments missed while absent. For excused absences, a student has as many days as he/she was absent to make up the work.

EXTENDED ABSENCE

St. Raphael Catholic School's policy regarding extended absence is as follows:

- Tuition must be paid for the days missed (including absence due to travel).
- Official grades may be withheld if more than 15 days are missed in one marking period. (This decision is made by the principal in consultation with the classroom teacher).
- No amount of written work can replace classroom instruction. Therefore, the classroom teacher will not be expected to give the full amount of work that your child will miss.

- Students who are absent for an extended period of time may need to repeat the grade the following year.

LEAVING SCHOOL EARLY

A student may not leave the school before the regular dismissal time without a written request from the parent or guardian. The request must state the reason for early dismissal. Parents/guardians must sign the child out from the front office. Departure before 2:10 PM constitutes a half-day absence.

TARDINESS

Being tardy can be a contributing factor to a child not doing well academically. Also, when students are late to class, it interrupts learning for everyone. Students are tardy if they are not in their class at the 7:40 AM morning bell. After 7:40 AM parents must walk their child into the school and sign them in at the front office to obtain an Admittance Slip before going to class. **If the student comes after 7:50 AM the student is marked absent for half a day. Tardies count as one-fourth of a full day absence.** A record of all tardiness is kept in the attendance registers and records. Students who are chronically late (5 or more tardies per month) will be placed on Disciplinary Probation.

TRUANCY

A student who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30 minute period during the school day without a valid excuse on three occasions in one school year or any combination thereof, shall be classified as a truant and will be reported to the Pastor. A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy one or more days, without a valid excuse, can be reported again as a truant to the attendance office of the local public school district. A student is considered a habitual truant who has been reported as a truant three or more times is then subject to dismissal.

If the school suspects that the student is a habitual truant, and all resources at the school level have been exhausted, the principal will notify the local public Child Welfare and Attendance authorities.

MEDICAL APPOINTMENTS

When arranging medical appointments, please avoid school hours if at all possible. However, if an appointment must be made during this time, please send a written note to the front office before the appointment time. This information will be relayed to the teacher. The student will be released through the school office. A parent must sign the student out at this time. Only those persons listed on the child's emergency card are authorized to sign out your child. Please ask the physician or dentist for a paper noting the appointment and turn this into the school office.

COMMUNICATION

There are formal methods of communication designed to effectively keep parents and families informed of school events, scholastic and character formation progress as well as issues pertaining to and impacting the school community.

1. The weekly school newsletter serves as a major means of communication between school and home with any changes to the calendar; school news and events. The Newsletter is sent home every Thursday in an e-blast and sent home with the youngest if there are siblings attending St. Raphael Catholic School. It is the responsibility of the parent to check emails from the school and your child's backpack for any information from the school. Please inform the school immediately if you are not receiving the weekly information.
2. Report Cards and Progress Reports
3. Mandatory Parent Meetings (Back to School Night, Parent/Teacher Conference)
4. Published Calendar and Student/Parent Handbook
5. Parent's Helping Teachers (PHT) Organization Meetings
6. Room Parents
7. Weekly Masses
8. Open House

PARENT MESSAGES AND TELEPHONE CALLS

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments, and messages about after-school pickup arrangements should be brought to the office. Students can come to the school office to check messages or to pick up an item parents have delivered for them.

VERBAL WRITTEN CONFIDENCES

Confidential information may be provided by students or parents or guardians to school in many ways. Students may confide in staff verbally, or in writing, such as a note or writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health and safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

PARENT/TEACHER CONFERENCES

The principal and faculty of St. Raphael Catholic School strive to work in partnership with the parents. A student will be more successful if home and school maintain open lines of communication and work closely together. Working together to help your children will create an atmosphere of real learning. Any questions or concerns parents have about their child's academic or social progress are to be addressed initially to the classroom teacher. Parents should contact the school to set up an appointment. Parents and students are not to contact the teachers or staff members at home or on their personal phones.

Formal parent-teacher conferences are scheduled at the conclusion of each Trimester. Attendance at all three conferences is mandatory. Other conferences throughout the year may be scheduled by either the parent or the teacher. It is the responsibility of the parent to be informed about their child's progress. Parents may initiate an appointment for a teacher conference by either writing to an individual teacher or through a phone call to the school office during school hours.

VISITORS & CLOSED CAMPUS

To preserve the academic environment and school security, St. Raphael Catholic School is a closed campus. Students are not permitted to leave the campus or receive individual visitors.

All visitors, including parents and guest speakers, must report to the school office to sign in at the office before proceeding to visit the campus and must sign out prior to leaving. Visitors who have business on campus will be issued a visitor's pass. If a visitor is unknown to the school, we may ask for a driver's license or identification card for security reasons. Signing in and out at the school office and obtaining a visitor badge are not necessary for school events to which parents have an open invitation.

At St. Raphael Catholic School we welcome parents, primary educators of their children, and prospective students to observe classes. To avoid class disruption and as a courtesy to the teacher and students in the class, we request that parents and prospective students make an appointment at least 24 hours in advance. Requests must be approved by the Principal.

DIVORCED/SEPARATED OR NON-CUSTODIAL PARENTS

Parents/guardians are responsible for providing any custody orders or other legal documents to the school. The parent/guardian who has custody must present legal evidence to the school regarding the extent of the visitation rights of the other parent/guardian.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child on the specified days and hours set by the court. To preserve the academic environment and safety of the students, students may not receive visitors during school hours.

Visitation rights are usually limited by the court to specified days and hours. If a parent/guardian without visitation rights attempts to visit a student at school or sign the student out of school, the principal shall inform the custodial parent/guardian, the police, or both for assistance.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders.

SAFETY

St. Raphael Catholic School has a Safety Plan on file in the school office that includes a Disaster Plan, a schedule for the required number of fire drills and Intruder on Campus drills. St. Raphael Catholic School adheres to the State Health and Safety Plan Code.

EMERGENCY INFORMATION FORMS

The Emergency Form for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year, the Emergency Card shall be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, numbers for cell or work phones, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Form should be shown to the paramedics or emergency room staff in order to authorize treatment and advise

them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the Emergency Form information be accurate, complete, and current. Parents/Guardians are required to update information about any medication the student takes on a regular basis.

In the case of a disaster we will keep all siblings together to make dismissal procedures easier for our parents. If we have to evacuate the classrooms we will be at the Church or Parish Hall. Notices will be posted.

We ask for your assistance in an emergency.

- Do not phone the school.
- Listen to the radio, (Emergency Broadcast System) for reports and instructions. St. Raphael Catholic School follows the Robbinsdale School District Procedures. If the Radio or TV reports that the schools are closed, we will also be closed. If students are being dismissed early, we will also dismiss our students early.
- Please make sure that all of the information on the Emergency Form is correct.

USE OF SCHOOL GROUNDS & EQUIPMENT

Non-school personnel not affiliated with St. Raphael Catholic School without the expressed permission of the Principal may not use school grounds for any reason.

Non-school personnel without the expressed permission of the Principal may not use or remove equipment or materials from the school or school grounds without knowledge and consent from the Principal.

Equipment on loan to individuals or groups, both non-school personnel and school personnel must sign the "Consent to Borrow" form and are responsible to repair or replace damaged equipment at the cost to the individual or group. Fund-raising money cannot be applied to replace or purchase damaged equipment.

HEALTH

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. Appendix (1) "Minnesota's Immunization Law" is a schedule of immunizations required by age and grade.

MEDICATION

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 professional, principal, instructional assistant, or teacher) administer the medication under the appropriate administrative regulations.

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 notifications shall include the parent/guardian's consent.

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 direction 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 medications administered at school will be safely locked up.
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 given to the school.
7. Over the counter medication, will not be given
8. New consent forms with appropriate signatures must be received annually and updated as required. Consent forms are available at the school office and from the school nurse.

If you have any questions please call the school nurse at 763-505-9450 Ext. 355

HEAD LICE

The school will check students for head lice whenever an occurrence is reported or detected in school. The school will notify parents when this occurs. If nits or lice are detected, the student(s) will be sent home. Parents are responsible to do the proper treatment at home. The student should not return to school until there are no more nits detected. Class parents will be notified.

HEALTH SCREENING

St. Raphael Catholic School provides annual vision screening for the 3rd and 5th grade students.

FIRST AID

St. Raphael Catholic School personnel will furnish only very basic first aid. Parents will be notified of minor injuries. In the event of any serious injuries, 911 services will be contacted and parents notified.

RECORDS & REPORTS

Student records are kept in the school office. These include academic transcripts, results from standardized testing, and health records. If a parent wishes to see his/her child's record, a written request must be sent to the office. No copies of records will be sent home with a child.

PRIVACY AND ACCESS TO RECORDS

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

PUPIL RECORDS

Pupil records means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include directory information or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aid may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant specified person written consent to access specifically identified pupil records.

DISCIPLINARY RECORDS

Only probations, suspensions and expulsions will be noted in the child's permanent record. Other infractions are not kept in a child's permanent records.

WITHHOLDING OF RECORDS

The school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

CUMULATIVE PUPIL RECORD

Full and accurate records, including standardized test results, of each student are entered on the official Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

Permanent records include only the following information:

- Personal and family data with certification of name, place and date of birth of student; and the name and address of the parent or guardian having custody of the student.
- Baptismal date
- Standardized test data
- Transcript of classes
- Attendance information
- Record of withdrawal or graduation and place to which any copy of record is sent.
- Verification of or exemption from required immunizations.
- Probations, Suspensions, Expulsions

TRANSFER OF RECORDS

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Record and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll provided there is a signed release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student

Attendance Register. Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer. (i.e. when a student transfers in the middle of the school year.)

MID-TRIMESTER GRADES

St. Raphael Catholic School has a mid-trimester grading system. This will allow parents to see how their child is progressing in each of their classes. This will help students in being responsible for the work they must do for each class. Mid-trimester grading will help students to be more successful as the trimester progresses.

PROGRESS REPORTS

Progress reports are accessible on line and will be sent home in the middle of each trimester.

TRIMESTER EXAMS

All students take end of the trimester exams to assess their overall progress in each class. The results of the exams are part of determining the student's final grade for the trimester

REPORT CARDS

The dates for the end of each trimester grading periods are noted on the school calendar. Report cards are sent home the week following the end of each trimester grading and/or given to parents/guardians at conferences. Parents are asked to place emphasis on effort, conduct, and home study for success in school subjects. Be keenly interested in your child's schoolwork and pay close attention to assignments and tests. Avoid comparing a child's work with that of other students. Check your child's progress online. Consult your child's teacher whenever you desire more information than the report card reveals.

Logging into EDUCATE: Appendix (2)

DIRECTORY INFORMATION

Directory Information means one or more of the following items: pupil's name, address, telephone number, date and place of birth, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

COMMUNICATION APPROVAL

Room parents will receive rosters, class lists, telephone numbers, and email addresses. Lists of room parents/guardians, students in each grade, phone numbers, email addresses, addresses and any other personal information about families and students are considered confidential and may be used only for approved school purposes. In no case should commercial enterprises be given access to Directory Information.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. Room parents, faculty and staff may not share Directory Information. Any breach of Directory Information by faculty or staff will result in disciplinary action. Room parents, faculty and staff may face liability action by those parents whose information was breached.

The school will, to the extent possible, minimize access to student and parent telephone or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, other users of directory information should try to minimize access to or distribution of student telephone numbers or personal email addresses unless the parents or legal guardians consent to broader access.

Parents who do not give consent to share their contact information will still receive any communications to be sent out.

ACADEMICS

CURRICULUM OFFERINGS

St. Raphael Catholic School educates students through the Catholic classical model of education to equip our students with the logic, critical thinking and language skills necessary to succeed throughout their lives. We seek to give students the necessary tools of learning and to foster a deep sense of wonder and love for all that is genuinely true, good, and beautiful. We emphasize classical learning, not only, because we want our students to read well, speak well, but ultimately because truth, beauty and goodness are desirable in themselves and for their own sake.

We seek to incorporate within our students the wisdom of two thousand years of Catholic thought, history, culture, and the arts so that they might understand themselves and their world in the light of that Truth, and acquire the character to live happy and integrated lives in the service of God and others.

The basic curriculum offered at St. Raphael Catholic School includes the following:

Religion, Latin, Grammar, Spelling, Poetry, Social Studies, Mathematics, Music, Spanish, Literature, Composition, Vocabulary, Handwriting, Science, Choir, Physical Education, Spanish, Pursuit Academy, Study Skills

GRADING

Assessment is an important part of learning, and grades are a reflection of the degree to which a student succeeded in completing the academic program designed to meet his or her needs. Diligence and perseverance as well as doing the little things well with love will result in higher academic success. We encourage students and parents to bear in mind that grades are only a measure of academic achievement and that the pursuit of the highest good is far more important. Each teacher will provide a copy of his or her grading method and procedures to each student so that students will be aware of the grading policies. A copy will also be provided to the parents at Back to School Night.

GRADING SCALE

St. Raphael Catholic School uses the College Board Grading Scale for students in grades 4-8 for all major academic subjects.

A+	97-100%
A	93-96%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
F	62% & below

In grades K - 3, the following grade scale is used:

V	Very Good
V-	Very Good
S+	Satisfactory
S	Satisfactory
S-	Satisfactory
N	Needs Work

(Any grade with a “minus” indicates a student is short of achieving the next highest grade)

Specialist Grade Scale (Spanish, Music, Physical Education)

O	Outstanding
S	Satisfactory
U	Unsatisfactory

Successful Behavior

- 4 Consistently
- 3 Frequently
- 2 Sometimes
- 1 Rarely
- NA Not Achieved

WORK HABITS & BEHAVIOR

Cooperation – Cooperation with others; works well in groups; Helps others without being asked; Encourages others

Order and Neatness – Keeps desk, locker, working table and cubby clean and orderly; Works neatly

Obedience – Follows directions; Follows school policies; Adheres to uniform policy consistently; Follows playground and classroom rules

Charity and Respect – Is charitable to all; Shows courtesy and good manners; Shows reverence in Mass; Respects those in authority; Positively responds to correction; Respects school and neighbor's property

Responsibility – Brings necessary materials to class; Completes work on time; Completes tasks; Participates in class

Self Control – Able to be quiet, still, and attentive when appropriate; Pays attention; Does not lose temper

Written assignments must be neat, legible, and complete. All papers must be headed properly. All textbooks, workbooks, and notebooks should be kept neatly and should be free of scribbling inside and out. Textbooks should be covered in paper only; stretchy cloth book covers are not allowed. School supplies must be replenished when worn out or depleted.

CHARACTER DEVELOPMENT

St. Raphael Catholic School focuses on school-wide virtue. As a school community Our Faith Family student groups have monthly all school assemblies. The teachers develop these virtues with pertinent subcategories of virtues appropriate for each grade level. The discussion of virtues will also be integrated within the curriculum.

Virtues are good habits, acquired through practice and effort. We believe that “catching” a student doing good is a positive and attractive way to encourage virtuous behavior. At the end of each trimester, along with the report card, the teacher will present each student with a virtue achievement award during one of the Faith Family assemblies. The award will represent the culmination of positive affirmations the student has earned during the quarter.

EDUCATION IN CHASTITY

We believe that it is the parents' prerogative to teach their children about puberty, procreation and family life. "Sex Ed" is not addressed in the curriculum. We promote the virtues of purity and chastity. Modesty in dress, speech and conduct is expected of the students.

SPIRITUAL FORMATION

As part of their spiritual formation, students receive religious instruction and pray on a daily basis. Participation in religion class and in religious practices is not optional. All students are expected to show reverence and respect during prayer, Mass, the rosary or any other religious activity or class.

It is expected that parents will support the religion program by practicing the Catholic faith with their children. It can be confusing to children when they are being taught the truths of our faith but not practicing these truths. Weekly weekday Mass at St. Raphael Catholic School does NOT fulfill the Sunday obligation that all Catholics have.

Parents are invited and encouraged to attend our weekly weekday Mass, rosaries, Stations of the Cross, benediction, and other religious activities. St. Raphael Catholic School is a parish school and our presence in and connection to the parish is an important one. The dates of the school Mass will be noted on the school calendar and published in the school bulletin.

Families choose to attend St. Raphael Catholic School with the full knowledge that our Catholic faith is taught and practiced throughout the school day. Our Catholic faith is the main focus in the education of all students who are enrolled in our school.

PRAYERS IN THE CLASSROOM

As part of the complete formation of our students, we do want to instill the habitual practice of certain basic acts of piety (prayers). This means knowing that we are children of God and always in His presence. Offering our work done well and charity at play are included in this spirituality that we wish to teach the children.

Students do share several moments of prayer throughout the school day. Students begin their day with prayer in their classroom. Classes say the Angelus at noon and grace before lunch. Once a week students attend Holy Mass together. On special feast days, students may pray the rosary together or recite a prayer associated with a particular saint.

SACRAMENTAL PROGRAM

The sacramental life of the students of St. Raphael Catholic School is central to our Religious instruction. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts. Students prepare for these sacraments in Second Grade and receive them in the Second Grade.

Parents are required to be active partners in the preparation of their children for these sacraments. Attendance at Mass on Sunday is obligatory for all Catholics and anyone preparing to receive the sacraments. Parents are required to attend the mandatory meetings provided by St. Raphael Catholic School in relation to receiving sacraments.

The Sacrament of Reconciliation is offered frequently to all students who have made their First Holy Communion. Students in Grades 3-8 who have not received the sacraments, and wish to do so with parental consent, should contact our church office to make the necessary arrangements to prepare to receive these sacraments.

ADVANCEMENT ELIGIBILITY

Ordinarily, pupils who satisfactorily complete the prescribed course of studies are promoted to the next grade at the end of the school year. Excessive absences and/or tardies can make sufficient academic progress for promotion difficult or impossible. Students who fail to complete a course of study with a cumulative year average of C- or below in each academic course, may not be promoted to the next grade level until those courses have been remediated.

ACADEMICALLY ADVANCED CHILDREN

Your child's teacher may recognize a high level of ability either as the result of schoolwork or from reviewing the annual standardized test results. Teachers will enrich the curriculum to best meet the needs of advanced students.

All students must always have a good wholesome book to read! This is an excellent way to engage them while developing vocabulary, grammar, and written skills.

HOMEWORK

Homework is an essential part of the educational process since it is practice of what students have been taught during the day as well as preparation for tests and review of other material. Spelling practice, studying notes, reviewing vocabulary, drilling math facts, and silent reading are all part of homework, even though not assigned nightly. Homework is assigned each evening and may be assigned on weekends, breaks, and holidays. To derive the best possible benefit from homework, there must be full cooperation between the parents and the school. This helps both students and parents when discussing homework matters.

The suggested time allotment is as follows:

	Homework Time	Reading Time
PREK & K (parents read)	None	15 minutes
Grade 1	10 minutes	15 minutes
Grade 2	15 minutes	15 minutes
Grade 3	20 minutes	20 minutes
Grade 4	25 minutes	20 minutes
Grade 5	30 minutes	20 minutes
Grade 6	45 minutes	30 minutes
Grade 7	60 minutes	30 minutes
Grade 8	75-90 minutes	30 minutes

Teachers judge the time to do an assignment based on how long it would take most students to do that assignment during class time. As a result, this time frame is variable per student. If a student consistently exceeds these limits, the child's teacher should be notified. It is recommended that students complete their homework in an environment where distractions are minimal and after a period of rest and nourishment.

HOMEWORK PLANNERS

Students in grades three through eight are expected to use the school homework planner. If it is lost there will be a fee of \$10 to replace it. Planners are mandatory and teachers will check them daily.

TEXTBOOKS

Students are responsible for all materials loaned for the course of studies throughout the year. The student must replace lost or damaged materials. Textbooks belong to the school and are loaned to the student. They are expensive and expected to last a long time.

Books are to be covered at all times or they will be confiscated. Books can be covered with brown paper bags or brown shipping paper only. Stretch cloth book covers are not to be used because they cause great damage to the books. Each student's name, grade, and the name of the text should be placed on the cover of the book. Books must be kept in the desk or locker, not on the floor. Any type of graffiti is not acceptable on any school item. Parents are responsible to replace any damaged or lost textbooks at full price.

EXTRA CREDIT

Consistent effort and conscientious attention to both written and unwritten daily assignments are the most effective contributors to student achievement. "Extra credit" reports or other assignments particularly during the last days of a marking period cannot substitute for consistent effort and achievement through the trimester. Academic report card grades should reflect primarily the approved

course of study for that trimester, as contained in the daily class and homework assignments, quizzes, reports, and projects. Accordingly, extra credit work will be given sparingly, if it is given at all, at the discretion of the teacher; and it will have little impact on the final report card grade for the marking period.

TESTING

The Northwest Evaluation Association (NWEA) will be administered three times a year to students. These tests are given to determine the individual growth of each student.

In some situations, teachers may recommend that a student be evaluated by their physician to assess if there may be something extraordinary that may be interfering with a student's academic progress. Should a determination be made the parents may proceed with requesting the school to follow up with assessment administered by the student's local public school district to determine an Individualized Educational Plan (IEP) to meet the needs of the student.

CHOIR

Choir is offered to students in grades four through eight. Parents must sign a permission form for students to participate. A schedule of day and time for practice will be provided. Students will sing at the weekly school Masses. Students who stay after school for choir practice must be picked up on time at the end of practice. Students not picked up on time will be sent to the EDs afterschool program. Parents will be charged for the time students are in EDs.

ALTAR BOYS

Beginning in the fourth grade all boys will participate in the Altar Boys Program. Participation in the Altar Boys Program requires parental support. Altar boys are expected to show up to serve at the appointed Masses. If an altar boy cannot serve at an assigned time, he must notify the Church immediately. In order to be an Altar Server, boys must have made their First Holy Communion and must participate in the mandatory training classes. Boys must demonstrate maturity and a sense of responsibility or they will be asked to leave the program for a while.

SUMMER PROGRAMS

When summer programs are available the principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. The decision to have a summer program is left to the sole discretion of the parish pastor in consultation with the principal and facilities manager.

HOME STUDY

Circumstances may arise which dictate that a student at the discretion of the principal, be excluded from school attendance for a period of time. This is a

remedy for unusual situations and is not considered a suspension. Students may be given tests, etc. outside school hours so that grades can be reported.

LIBRARY

Students have the opportunity to visit the school library during class visits. The books and equipment are the property of the school, and students are reminded to treat them with care. If a book is destroyed or lost, the student's family is responsible for paying for the purchase and processing of a replacement copy. Parents should urge their children to remember to return books on time and undamaged so that all students have an equal opportunity to share the resources.

GRADUATION

Students who satisfactorily complete the eighth grade course of studies with passing grades participate in the graduation ceremony at St. Raphael Catholic School. There is a \$50 graduation fee for eighth grade students. The graduation fee will be collected at the school office. The deadline to submit fees is the last day of Trimester 2. A form will be sent home for parents to fill out with necessary information and must be returned to the school.

Students who do not have all required classwork and assignments turned in will not be eligible for graduation. Students who do not take final exams will not be allowed to walk at graduation and will receive an incomplete grade(s) on their report card and transcript. All tuition and fees must be paid prior to graduation or the student may not be allowed to participate in graduation activities.

MEALS

LUNCH/SNACKS

If a student brings a lunch or snack to school, the student's name and grade must be clearly visible on the lunch. Snacks should be nutritious and small enough to consume during break time since open food may not be stored in classrooms. A student is never permitted to leave school grounds to purchase a lunch or snack. Parents must check in at the front desk when bringing food for their child, please drop the food off at the front office. Our staff will make sure your child receives it. Parents may join their child for their lunch period, however students are to return to their classes on time. Parents may not prolong lunch by visiting.

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

Parents/Guardians are invited to join their children for lunch. Please contact the school office the day before or morning of your planned visit to reserve a meal.

Breakfast is served from 7:10-7:25 am daily.

The cost per meal is:

Hot Lunch including milk and salad bar	\$3.50
Milk	\$0.60
Hot Lunch – Seconds	\$1.90
PreK Lunch	\$2.25
Adult Lunch	\$4.00
PreK Breakfast	\$1.50
Breakfast K-Adult	\$1.50

Parents are encouraged and responsible to consistently monitor their lunch account. When necessary the school will notify parents when the account is in the deficit. When a student lunch account is in a deficit the student will not be eligible to receive a school breakfast or lunch. However, no child will be denied a meal. A sandwich will be served instead of what is listed on the menu. Any allergies will be observed. Once the meal account is current the student may continue to receive school breakfast/lunch.

AWARDS/HONORS

AWARDS

Awards are presented to students by the faculty at the end of the 1st, 2nd and 3rd Trimesters Awards Assembly. Awards may be given in the following areas:

- a) **General Academic Excellence**
Student excels academically in one or more subject areas
- b) **Academic Effort**
Student puts forth his/her best effort in one or more subject areas
- c) **Academic Improvement**
Student has shown marked progress in one or more subject areas

- d) **Christian Service**
 Student displays Christian values, is concerned for and helps other students and faculty, participates in and assumes additional responsibilities concerning school activities such as:
- Student Council
 - Alar Server
 - Cantor and Lector
 - Faith Family Leader
 - Others as designated by pastor/principal
- e) **Fine Arts**
 Student demonstrates outstanding talent in Music, Spanish, active in school talent shows and plays.
- f) **Sports**
 Student demonstrates commendable sportsmanship, improves through full participation or excels in a sport.
- g) **Attendance & Punctuality**
 Student has perfect attendance or student is always on time to his/her classes
- h) **Dress code**
 Student adheres to the Uniform Policy daily and cheerfully
- i) **Behavior**
 Student displays exemplary behavior, both in the classroom and on the playground
- j) **Virtue**
 Student displays exemplary practice of virtuous behavior.

HONORS

The Honor Roll has been designed to encourage student character development in social as well as academic areas. Students are encouraged to treat their teachers and fellow students with dignity and respect. Character development is an important process in the education of a student. For this reason, a student is not eligible for an honor roll certificate if the behavior grade is not a G (Good) or an O (Outstanding). The honor roll certificate is distributed at the Awards Assembly at the end of the 1st, 2nd and 3rd Trimester, and at the End of the Year Awards Assembly. Parents may attend the award assemblies; the dates and times will be listed in the school newsletter and by email.

Principal's Honor Roll

Students who receive all O's and G's in Behavior and Work Habits and no more than 3 absences and no more than 3 tardies in any given trimester will be awarded the Principal's Honor Roll.

Scholar Honors

Students in Grades 3-8 who have all A's for all subjects, have all Satisfactory or higher in Behavior or Work Habits earn Scholar Honors

First Honors

Students in Grades 3-8 who have an A average, with no F's or D's, for all subjects, have all Satisfactory or higher in Behavior or Work Habits earn First Honors

Second Honors

Students in Grade 3-8 who have a B average, with no F's or D's, for all subjects, have all Satisfactory or higher in Behavior or Work Habits earn Second Honors

8th Grade End-of-the Year AWARDS

Knights of Columbus Award

The Knights of Columbus issue scholarships to graduating 8th grade students who will be attending Catholic High Schools. Students are awarded the scholarship based on the four principles of the Knights of Columbus: charity, unity, fraternity and patriotism.

Presidential Academic Excellence Award

This award is given to graduating 8th grade students who have achieved a cumulative (Grade Point Average) GPA of 4.0

Presidential Academic Achievement Award

This award is given to graduating 8th grade students who have achieved a cumulative (Grade Point Average) GPA of 3.0

St. Joseph and Blessed Virgin Mary Award

The 8th grade class votes for one male student in the class who they believe best exemplifies the virtues of Saint Joseph.

The 8th grade class votes for one female student in the class who they believe best exemplifies the virtues of our Blessed Virgin Mary.

St. Cecilia Award

The St. Cecilia Award is awarded to one 8th grade student who has displayed dedication and leadership in the area of music ministry and musicianship at St. Raphael Catholic School.

Salutatorian and Valedictorian

Salutatorian and Valedictorian are selected by the Faculty based on the following criteria: academic achievement, exemplary work habits, behavior, and citizenship.

The salutatorian will deliver a 2-minute welcome address at graduation.

The valedictorian will deliver a 3-minute valedictory address at graduation.

FIELD TRIPS

It is part of our classical curriculum that students learn from primary sources and through hands-on experience. Field trips enhance our rich curriculum.

Participation in field trips is mandatory. Nonetheless, students can be denied participation if they fail to complete their schoolwork, or if their classroom/school conduct has been inappropriate. Parents also have the right to refuse to allow their child to participate in a field trip. A written notification to not participate must be sent to the school office. In these instances, the parent will be expected to keep the child home for that day. An alternate assignment may be assigned by the teacher. Students must have a signed Field Trip Permission Slip. A signed note from the parent or a telephone call is not an acceptable form of permission.

TRANSPORTATION

BICYCLES

Students who walk or ride a bicycle home after school must have a signed letter of permission from their parents/guardians on file in the school office. This letter of permission must be renewed yearly.

- For the safety of riders and pedestrians, bicycle riders must always walk their bikes on and off the school grounds. Failure to do so will result in a warning the first time, and the second time the student will be prohibited from riding his/her bicycle to school until a conference with his/her parents can be arranged.
- St. Raphael Catholic School is not responsible for damage to or loss of bicycles brought to school. Bicycles should be locked during the school day.
- Taking or riding a bicycle without permission is not allowed. Students found tampering with bicycles will receive a detention.

SKATEBOARDS/ROLLER BLADES/ROLLER SKATES

Riding skateboards, roller blades and roller skates is NOT PERMITTED on school or church property.

DISCIPLINE

DISCIPLINE POLICY

St. Raphael Catholic School strives to teach and foster self-discipline, virtue, and proper conduct in order to develop good character in our students. We are partners with parents in this important task. St. Raphael Catholic School promotes a climate of mutual respect among students and the faculty who facilitates the acquisition of virtue and high academic standards. Our students are still in a formative period and it is our job to correct them when they behave in ways contrary to charity, in ways which undermine Christian development, or when they violate school rules. The students will be given an appropriate consequence for misbehavior.

We know that each of us want to see all children grow in virtue and want to be part of the growth process. If you have a question about the behavior of another child, please address your concern directly to that child's teacher as he or she will be the most qualified to correct the situation.

Behaviors that violate school rules, are contrary to charity, or disregard respect will not be tolerated, and students can expect correction and consequences. Corrective measures include verbal reprimands, exclusion from certain privileges, a detention, suspension from school. Disciplinary infractions include, but are not limited to:

Minor Infractions

- Lack of punctuality
- Speaking out in class without permission
- Running up or downstairs, in the hall
- Missing one homework assignment
- Eating in the classroom without permission
- Being out of uniform
- Being in an area without supervision
- Horseplay
- Chewing gum
- Littering

Serious Infractions

- Repeat offense of minor infractions
- Disrespect to adults
- Swearing
- Skipping a class
- Disobedience to adults
- Disrespect to other students
- Disruptive behavior

Serious Infractions (continued)

Insubordination
Throwing food or objects
Unsafe behaviors
Cheating
Bringing in inappropriate materials
Using a cell phone
Bringing electronic toys or devices

Major Infractions

Truancy
Danger to self or others
Severe damage to property
Foul, vulgar, or improper language or behavior
Profanity
Stealing
Possession of weapons, drugs or alcohol, or any harmful materials
Physical fighting
False fire alarms
Bullying classmates
Harassment
Repeated infractions
Electronic bullying

Consequences will be based on the infraction, the age of the student, and any previous offenses. Teachers will notify the Principal. The teacher and Principal will decide the consequence.

Possible consequences include:

Making restitution
Cleaning the class or desks, etc. for disorder
Write a paragraph about the importance of respect, etc.
Disciplinary Infraction Notice
Referral to the principal's office
After-school detention from 2:15-3:00 PM
Recess detention (partial loss only)
Writing an apology note
Writing an essay about the virtue that they lacked by committing this infraction
Disciplinary Probation
Suspension
Expulsion

CHEATING

Cheating is a form of stealing. It is always best to be honest and present one's own work. Students should take the time to study and prepare adequately for exams. Anyone caught cheating, copying homework, copying answers from the back of the book or while a teacher is reading them off, cheating on class work or

exams, or giving materials to other students, will receive a zero grade regardless of the assignment.

Plagiarism is the dishonest act of copying directly from another resource and submitting it as one's own work. Part of the learning process involves reading and summarizing material, so that it can be presented in the student's own words and cited accordingly. Students who plagiarize will not be given credit for the assignment, and will be required to do the assignment over.

Consequences will be based on the infraction, the age of the student, and any previous offenses. Incidences of cheating will result in disciplinary action, including expulsion as outlined below. All incidences will be communicated to parents.

Students in 1st & 2nd grades:

- A note will be sent home and the student will have to re-do the assignment or test
- Repeat offenses will result in partial or total loss of credit and a meeting with parents.

Students in 3rd – 5th grade:

- A note will be sent home and the student will have to re-do the assignment or test for partial credit
- Repeat offenses will result in total loss of credit
- Student will be placed on Disciplinary Probation

Students in 6th – 8th grades:

- A note will be sent home and the student will have to re-do the assignment or test for partial credit
- Repeat offenses will result in total loss of credit
- Student will be suspended after the 2nd offense and placed on Disciplinary Probation

PROBATION

Probation places a student on conditional enrollment during a trial period. If there is no noticeable, positive change in a student's behavior after a probationary period, parents may be asked to remove the child from school. Responsibility for placing a student on probation rests with the principal.

SUSPENSION

Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student. No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation. In no case will a teacher on his or her own authority suspend a student.

Notice of suspension must be given to the parents or guardians by telephone or in a conference. The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference. Work missed during a suspension may NOT be made up for credit, but is required to be completed. Suspended students will be placed on Disciplinary Probation.

PROCEDURE FOR EXPULSION

Except in cases involving grave offenses, the following steps must be taken. A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. The pastor should be notified of the conference, given an opportunity to attend and be provided a report of the discussion.

If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal. In no case will a teacher on his or her own authority expel a student. Full credit will be given for all work accomplished by the student up to the moment of expulsion.

EXPULSION

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or possessing tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belongings to the school
- Habitual truancy

- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Acceptable Use and Responsibility Policy for Electronic Communications
- Violation of the Internet And Technology Use Policy
- Inappropriate conduct or behavior unbecoming a student in a Catholic School

DISRUPTION OR DISORDER BY PARENTS, GUARDIANS, OR OTHER FAMILY MEMBERS

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. Any parent/guardian, or other person who upbraids, insults or abuses the pastor, principal or teacher in the presence of other school personnel, students or parents (at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place the pastor, principal or teacher is required to be in connection with assigned school activities), risks the continuation of their child in the school.

SAFE ENVIRONMENT

The school is committed to providing a safe and comfortable learning environment that respects Christian values and is free from abuse, harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in Kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in fourth through eighth grades, the disciplinary action may include suspension or dismissal.

If students are victims of harassment, bullying or hazing, they should tell the offender to stop and immediately report the incident to an adult. **In suspected cases of child abuse or neglect, school and church personnel will make mandated reports as required by law.**

HARASSMENT

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

Verbal Harassment – Derogatory comments and jokes; threatening words spoken to another person

Physical Harassment – Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement

Visual Harassment – Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawing, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media).

Inappropriate Advances – Inappropriate verbal or physical advances, requests for favors in this area, and any other inappropriate conduct.

BULLYING

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person.

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

CYBERBULLYING

Cyber bullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

Sending inappropriate texts, emails, or instant messages

Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites

Using someone else's username to spread rumors or lies about another person

HAZING

Hazing is any method initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

PROTECTING GOD'S CHILDREN

The Archdiocese of St. Paul and Minneapolis is committed to protecting our children from child sexual abuse. The archdiocese's safe environment program includes policies, procedures, background checks, and safe environment training and education. We pledge to protect children's innocence by being the ears, eyes, and voices of children, young people, and vulnerable adults to prevent abuse and harm in our churches, schools, homes, and communities.

All staff that is in regular contact with minors must complete the VIRTUS Protecting God's Children and required background checks. These are to be updated on a regular basis as required.

ACADEMIC PROBATION

Students who receive a D+ or lower will be placed on Academic Probation and will remain on probation until the grade is raised to a C or above. Students who receive a mark of N or U will receive an academic warning until the grade is raised to an S or above. Students on Academic Probation must receive additional support at home and at school in order to improve their grades. It is expected that parents will provide or seek tutoring for their struggling student. In addition, parents should provide an environment free of distractions. Teachers will discuss a Support Team Education Plan. A parent-teacher conference will be scheduled to develop a plan for academic improvement. If the student meets the goals of the academic improvement plan, no further action will be taken. If the student does not meet the goals of the academic improvement plan he/she may be required to attend tutoring after school, be retained in his/her current grade level, be referred to his/her local home school district for testing and an IEP, or be asked to withdraw for the school at the discretion of the principal.

RETENTION

It is sometimes necessary for a student to repeat a given grade. From the school's perspective, retention is recommended when it is in the best interest of the academic and/or social development of a student. After serious consideration and discussions with the principal, the teacher may recommend that a child repeat a grade. If this is the first recommendation for retention, the decision rests with the parents. If the child is not retained and the recommendation is repeated in any subsequent year, the decision rests with the school. In this case, a child may be asked to transfer to another school.

WAIVER OF POLICIES

The Principal, in consultation with the pastor, is the final recourse in all-disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulation.

TRANSFER

Recommended Transfer for Non-Disciplinary Reasons

Certain students may be given a recommendation to transfer for reasons other than discipline. Reasons for the recommendation could be but are not limited to emotional instability, high ability or below average ability.

Recommended Transfer Resulting From Parent Attitude

Under normal circumstances a pupil is not to be deprived of a Catholic education on grounds relating to the attitude of the parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude or actions of parents or legal guardians might so diminish the effectiveness of the school in acting in *loco parentis* (*acting or done in place of a parent*) that continuation of the pupil in the school might be impossible to practice. Any complaint by a teacher, employee or student of verbal, visual or sexual harassment by a parent or guardian will be investigated by the school. Parents may be restricted from all contact with the school personnel or school activities as a result of harassment. A recommended transfer may be the consequence once the investigation has been completed.

ELECTRONICS, COMMUNICATION, & OTHER MATERIALS

ELECTRONIC DEVICES, GAMES, AND TOYS

Students are not permitted to bring personal electronic devices (such as iPods, PSPs, Computers) as these will be confiscated and will remain in the office until a parent picks them up. Items confiscated for the 2nd time may be held until the end of the school year and the student may be suspended.

It is best that students use their recess time to play sports, jump rope, talk to friends, etc. Students are not to bring comic books or inappropriate reading materials, toys, baseball or any other trading cards, radios, video games, or other similar objects or equipment to school. The school cannot be liable for these items if they are lost, damaged or stolen. Students may bring in books from the approved reading list; other outside reading material must be approved by the school. The school reserves the right to decide whether a book is appropriate for a school setting. (The "Harry Potter" book series is banned from St. Raphael Catholic School.)

TELEPHONE CALLS/CELL PHONES

Students will NOT be called out to answer a telephone call. An urgent message may be left with the school Administrative Assistant to be given to your student. Students will not be allowed to use the office phone without permission of the Principal, Teacher, or Administrative Assistant. Messages for students should be brought to the school office. All visitors to the school classrooms must be cleared

through the school office. All items that are brought to the school after 7:40 AM will be distributed to the student at their recess or lunchtime.

A student does not need a cell phone while he/she is at school. Students may NOT use their cell phones while they are at school. Please direct your student to use the school office phone so that the office will know that the parent has been contacted. If a student uses their cell phone during school hours, it will be confiscated and held in the school office by the administration. Circumstances will determine the procedures that will be used to return the cell phone. The school cannot be responsible for lost, broken or stolen cell phones.

Cell phones are NOT allowed to be in operation during school hours, during sports practice or games, during any school-sponsored activity, or during Morning and Afternoon Enrichment Programs. Cell phones must be turned off and kept in the student's backpack while at school; the cell phone may not be on until after the student has left the grounds for the day.

In addition:

- 1) Cell phones may not be used to take pictures, for video games, internet access, or make purchases of any kind.
- 2) Bullying or harassing another student or person by cell phone/text messaging is not permitted. Bullying or harassing is subject to immediate disciplinary action, including expulsion.

Students who violate this policy may face further disciplinary consequences. Cell phones that go off during class time will be confiscated and must be retrieved by a parent.

EMAIL COMMUNICATION

For the protection of the students and the faculty, e-mail may not be used as a form of communication between the faculty and the students. E-Mails are non-secured items and they can be altered. The informal nature of the e-mail could lead to a possible inappropriate fraternization with students and teachers. The out-of-the-classroom time commitment to complete e-mail communications could become an issue between students and teachers. Students using E-mails are not to use a website to harass, use vulgar language or pictures, gossip about faculty or staff, display digital images to hurt or humiliate faculty, students or staff on the internet or write about other students at St. Raphael Catholic School. All students are expected to represent the morals and values taught at St. Raphael Catholic School.

INTERNET AND TECHNOLOGY USE POLICY

St. Raphael Catholic School uses chrome books and iPads in the classrooms with subscribed educational applications only. Middle School students are able to take chrome books home for school purposes only. iPads are not allowed to be taken home.

Before students are issued a chrome book parents must sign a St. Raphael Catholic School Authorization Use Policy.

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

The following uses of St. Raphael Catholic School technology assets and services must first have the permission of and be supervised by St. Raphael Catholic School professional staff. Students are responsible for appropriate behavior, just as they are in a classroom or any other area of the school. The school rules for behavior and communications apply.

The following uses of St. Raphael Catholic School technology 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 sexually 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 St. Raphael 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
- To use chat rooms or instant messaging
- To use access for political or commercial purposes
- To allow any person other than the account holder to use the student St. Raphael Catholic School account
- To reveal identifying information for yourself or another
- To engage in any use that disrupts the educational or administrative goal of St. Raphael Catholic School

St. Raphael Catholic School makes no warranties of any kind, neither expressed nor implied, for the St. Raphael Catholic School technology assets and services it is providing. St. Raphael Catholic School will not be responsible for any damage users suffer, including, but not limited to, loss of data resulting from delays or

interruptions in services. St. Raphael Catholic School will not be responsible for the accuracy, nature or quality of information gathered through school provided Internet access. Further, St. Raphael Catholic School will not be responsible for personal property used to access school computers or networks or for school provided internet access. Finally, St. Raphael Catholic School will not be responsible for unauthorized financial obligations resulting from student use of school technology assets and services.

St. Raphael Catholic School requires that parents sign a Middle School Chrome book Agreement before students are issued a chrome book for classroom work. A deposit check of \$250 must also be made at the time a student is issued a chrome book. The deposit check will be kept on file and will be returned to parents once it is determined that there are no damages to the chrome book. The deposit check is required in the case of necessary repairs. There will be a charge of \$40 to pay should the student lose the chrome book charger. The chrome books issued are to be used only for academic purposes and students are responsible to take care of them according to the Chrome Book Agreement. Should a family not be able to afford the upfront deposit of \$250 the amount will be charged to tuition and returned when the student returns the chrome book and charger in proper working condition.

PARENTAL PRACTICES AND EDUCATIONAL ACHIEVEMENT

As partners in the educational process at St. Raphael Catholic School, we ask that parents commit to practices that have been proven to improve a student's academic, social and spiritual development. Please ensure that your student:

- Gets to bed early on school nights
- Eats a nutritious breakfast before coming to school or understands to go to the cafeteria for school breakfast upon arriving to school
- Arrives at school on time and is picked up on time at dismissal
- Has packed a nutritious lunch and snacks for school
- Is dressed according to the school dress code
- Completes class work and homework assignments on time
- Has necessary materials and supplies each day
- Actively participates in school activities
- Pays for any damage to school books or property due to carelessness or neglect by the student

WE ASK PARENTS TO:

- Notify the school with a written note when the student has been absent or is tardy
- Notify the school office of any changes of address or important phone numbers

- Meet all financial obligations to the school
- Inform the school of any special situations regarding the student's well-being, safety, and health
- Complete and return to school any requested information promptly
- Read school notes and newsletters and show interest in the student's total education
- Support the religious and educational goals of the school
- Attend Mass
- Support and cooperate with the discipline policy of the school
- Treat the Pastor, Administration and the Faculty with respect and courtesy in discussing student or related school problems

PARENT SERVICE HOURS

To build community and participate in the life of the school, it is important that all school families donate service hours. Each St. Raphael Catholic School family is required to complete 30 hours of service. Service hours opportunities include, but are not limited to, working before, during or after fundraising events or school promotional events, classroom assistance, chaperoning field trips, assisting with school mailings, student activities, chairing a committee for school fundraising. These activities and opportunities will be sent out on a monthly basis as we promote them. Parent/Guardian will sign in and out of each activity for which they volunteer.

At the beginning of the school year each family is charged a \$300 service hours fee. Once a family has completed the required 30 volunteer hours (for school activities only) the \$300 fee will be reimbursed as the family stipulates to the school. A family may be reimbursed by applying the fee to their current tuition or a reimbursement check. Hours must be completed no later than May of each year. Families must complete the entire 30 hours in order to be reimbursed.

PARENT AUTHORIZATION TO USE CHILD'S PERSONAL INFORMATION

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the "Parent's Authorization to Use Child's Image", Name, Voice and/or Work for Non-Commercial Purposes giving permission for such publication.

STUDENT/PARENT INFORMATION SHARING

It is forbidden for staff and faculty to share student/parental information without consent. Parents must sign a consent form indicating what information if any is able to be shared. If a message is requested to be sent out to school families by E-blast or newsletter or a specific class group email, by a parent or school group it must be approved by the school administration. Parents who volunteer as

“Class Parent” cannot share student/parent information. The list of parents consenting to the use of their information, or not, is located in the office and will be provided to teachers.

The sharing of student/parent private information is to be used only for positive promotion of school/class business. It cannot and should not be used for any other purpose. Those entrusted with student/parent information and who misuse the information for personal gain or reason will held liable.

BIRTHDAY CELEBRATIONS

St. Raphael Catholic School community joins each child in celebrating his/her birthday. To prevent losing instruction time, celebrations are allowed during regular lunchtimes. Please be attentive to sugar intake and coordinate this celebration with your teacher in advance.

MONEY

When sending money to school for purpose, please place the correct amount in an envelope and write your student’s full name, grade, amount of money and purpose. Please DO NOT send money without following this procedure. For their own safety, students should not bring excessive amounts of money for personal use. The school will not be responsible for money that is lost.

STUDENT EXPECTATIONS

STUDENT EXPECTATIONS

Students are expected to be obedient, charitable, respectful, orderly, responsible, honest, courteous and moral. All behaviors are to be in keeping with Catholic teachings and values.

All students, regardless of grade, are to assist in keeping the grounds and facilities free of paper and other litter.

WORK HABITS AND BEHAVIOR

Work habits and behavior grades are based on the virtues described below and are applied to conduct inside and outside the classroom, lunch and recess, during lessons, activities, discussions, and study periods.

Obedience: Follows directions; Follows school policies; Adheres to uniform policy consistently; Participates in class

Cooperation: Cooperates with others; Is charitable to all; Helps others without being asked; Encourages others

Neatness: Keeps desk, locker and cubby clean and orderly; Keeps folders, planner, school materials and assignments organized; Keeps books in good order; Works neatly

Responsibility: Completes work on time; Completes tasks; Brings necessary materials to class

Respect: Shows reverence in Mass; Has good manners for those in authority; Shows courtesy; Responds positively to correction; Respects school and neighbor's property

Self Control: Able to be quiet, still, and attentive when appropriate; Pays attention; Does not lose temper

OFF-CAMPUS PARTIES

Party invitations MAY be distributed at school if the entire class or all of the boys or all of the girls are invited. It is difficult in a classroom situation to distribute party invitations that exclude students. This does not apply to mailed invitations off of school grounds. The matter of home-sponsored parties is one primarily involving parental control and not that of the school. Parents are asked to use prudence in the type of party, music and entertainment provided.

Students may celebrate their individual birthdays at school by bringing an item that can be easily served to the students to eat at lunchtime. Please coordinate with your student's homeroom teacher. This avoids the confusion when more than one student has a birthday on the same day. Do not bring anything that requires the use of the refrigerator or freezer. Personal gifts are not to be distributed on school grounds at any grade level.

DATING POLICY

Dating, discussion or evidence of dating, and any outward demonstrations of affection in word or deed is strictly forbidden. Students who engage in, or encourage, such activity, especially on or around the school campus at any time and particularly when in uniform, may be suspended and will assume a probationary status at school. Parents will be notified if this occurs.

LOST AND FOUND

All articles of clothing, lunch boxes, school materials and other personal items must be clearly marked at all times with the student's name and grade. Periodically unclaimed articles are given away to a charity or recycled through the school. Please check the Lost and Found Box near the game door entrance if you have lost or misplaced an item.

FINANCIAL REQUIREMENTS

Tuition, registration, graduation fee, fundraising and service hour requirements, and any other fees owed to the school must be paid in full before registering for the new school year. Eighth grade students who have not met all financial obligations may not be allowed to participate in graduation exercises. Any students with past due balances still in arrears after the final date of their scheduled payments will be sent to collections.

Families who are parish members of St. Raphael Catholic Church are eligible to receive a \$300 parishioner credit for each of their children enrolled in St. Raphael

Catholic School. In order for families to receive the \$300 credit they must attend **no less than 26** Masses between August 1 and April 30. Families must attend Mass and put their offering envelope in the collection basket in order to be counted. The school will not accept any offering envelopes. Parents are responsible to call the church office to receive the credit. Parishioner Credits will be applied to the May tuition payment or other arrangements may be made by the parish finance office.

FUNDRAISING

Since the actual cost of educating a student at St. Raphael Catholic School is much higher than the tuition we charge, the difference in the cost of education must be made up through parish subsidy and fundraisers. There are many opportunities throughout the school year to participate and donate.

The Parents Helping Teachers group (PHT) schedules events to raise money for the school to pay for things such as: subsidizing staff salary; after school programs; supplies and equipment, etc.

All parents are invaluable to help out in the effort of fundraising. Parents can help by procuring items and services, selling raffle tickets, helping with advertising and promotion, helping to set up and clean up at events, etc. Everyone is needed and we encourage family involvement. The most important aspect of the fundraising process is the opportunity to expand and build our community.

St. Raphael Catholic School does not allow separate fundraising outside of those already established by the school without consent from the pastor, principal and finance council.

TUITION POLICY

Tuition is payable in full to the school or in monthly installments through TADS. All families are expected to register in TADS and make their payments on and through TADS.

Tuition is considered delinquent when a family has not met their monthly financial obligation for 30 days or longer. All accounts that go beyond 60 days past due may be automatically sent to collections if parents/guardians neglect to call the business administrator to explain and make arrangements for payments and follow through with the payment plan. The total amount due is the parent/guardian responsibility; the school will not excuse or pay any late fees. In the case of extenuating circumstances, it is the responsibility of the parent to contact the business office. Parents/Guardians are responsible to pay for any returned check penalties.

**Acceptance of Parent/Student Handbook
(Please print and sign as required)**

Our family is aware that the St. Raphael Catholic School Parent/Student Handbook is available online at www.srsmn.org. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signature below indicates our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardians Signature _____ Date _____

Mother's or Guardians Signature _____ Date _____

Print student names and grades:

Student's Name _____ Grade: _____

Student Signature _____

Student's Name _____ Grade: _____

Student Signature _____

Student's Name _____ Grade: _____

Student's Signature _____

Student's Name _____ Grade: _____

Student Signature _____

Please return this signed form promptly to the School Office no later than the first week of school. This form will be placed in the student file.

