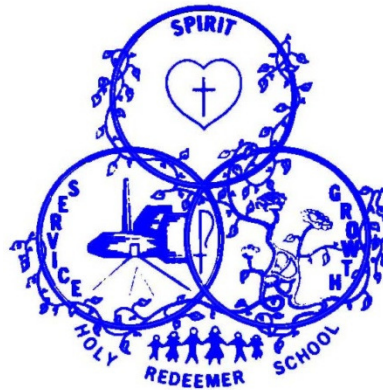


# HOLY REDEEMER SCHOOL

## Parent / Student Handbook

---



**2011-2012**

## TABLE OF CONTENTS

1.	Mission, Vision, Philosophy and Goals	3
2.	Principles of Catholic Social Teaching/Student Rights and Responsibilities	5
3.	Admission Policies	8
4.	Tuition Policy	8
5.	Academic Policies	9
6.	Communication	14
7.	Internet Acceptable Use Policy	15
8.	Conciliation Procedures	16
9.	Discipline	17
	Playground	18
	Middle School	22
	Bus	24
10.	Sexual Harassment Policy	25
11.	Extra Curricular Activities Policies	32
12.	Field Trip Policy	34
13.	Service Requirement	35
14.	Use of School Grounds	36
15.	General Information	37
16.	Wellness Policy	41
17.	Parental Responsibilities	41
18.	School/Principal's Right to Amend Handbook	42
19.	Forms	43

**WELCOME TO OUR CATHOLIC SCHOOL. THE ENTIRE SCHOOL COMMUNITY PLEDGES ITS SUPPORT TO YOU. MAY JESUS, THE MODEL OF ALL TEACHERS, BE OUR ENCOURAGEMENT IN THIS IMPORTANT MINISTRY OF CATHOLIC EDUCATION. SURELY, HE WHO SAID, “SUFFER THE CHILDREN TO COME UNTO ME” WILL BLESS THE EFFORTS TAKEN IN HIS NAME.**

## **MISSION, PHILOSOPHY AND GOALS**

### **MISSION STATEMENT OF HOLY REDEEMER CHURCH**

We, the diverse faith community of the Church of the Holy Redeemer, are called to be church through baptism to continue the mission of Jesus Christ. With the guidance of the Holy Spirit, we gather for word and worship. We use our gifts to reach out in service to all.

### **MISSION STATEMENT OF HOLY REDEEMER SCHOOL**

Holy Redeemer School teaches discipline, knowledge and service in a Christ-centered, family environment.

### **VISION**

Academic excellence and spiritual growth provide the foundation upon which Holy Redeemer School empowers students to develop to their fullest potential as they become productive, responsible, faith-filled citizens in a global and ever changing society.

### **PHILOSOPHY**

At Holy Redeemer School, we strive to live, as Jesus would want us to live by providing a Christian atmosphere where all learn and grow academically and spiritually.

### **GOALS**

1. Develop a loving Christian community where God is the center of our lives.
2. Help each child realize their unique individuality.
3. Provide educational and learning experiences that enable a child to learn in a positive and supportive way.
4. Strengthen and support communication and interaction among staff, families, students, parish and community.

## **SPECIFIC OBJECTIVES RELATED TO GOALS**

**GOAL 1**— Develop a loving Christian community where God is the center of each person's life.

**OBJECTIVE:**

Apply Christian principles to daily growth and activities.

**ACTIVITIES:**

1. Provide religious education in the curriculum.
2. Create religious displays in school and chapel (i.e. bulletin boards, crucifixes, statues, bibles).
3. Provide various forms of daily prayer.
4. Plan and celebrate liturgies and prayer services.
5. Celebrate seasonal penance services.
6. Participate in special seasonal activities.
7. Participate in special Diocesan activities.
8. Engage in Mission activities.
9. Celebrate Sacraments: Reconciliation and Eucharist.
10. Involve families in sacramental programs.
11. Perform service activities in and out of school.
12. Provide opportunities to meet with the pastors outside of liturgy time.

**GOAL 2**— Help each child realize their unique individuality.

**OBJECTIVE:** Offer opportunities in growth of self-image, morals, and respect for others.

**ACTIVITIES:**

1. Provide positive reinforcement for work well done.
2. Provide positive reinforcement for effort shown.
3. Display students' work.
4. Show respect toward one's self and each other.
5. Recognize and acknowledge talents of students through music, art, programs, athletics, and liturgy.
6. Recognize individual birthdays.
7. Provide opportunities for responsibility and leadership.
8. Stress social justice in the classroom and everyday life.
9. Nurture honesty, obedience, helpfulness, and courtesy.
10. Stress Christian moral values.

**GOAL 3**— Provide educational experiences that enable a child to learn in a positive and supportive way.

**OBJECTIVE:** Provide a quality curriculum that offers growth in individual abilities and talents.

**ACTIVITIES:**

1. Provide well-developed, complete curricula.
2. Provide opportunities, which will enable each student to increase personal responsibility for learning.
3. Provide self-enrichment activities such as technology resources, weekly Catholic periodicals and field trips.

4. Involve students in activities such as athletics, Christmas concert, band, service projects, student council, and speech.
5. Meet individual needs through the continuing development of programs such as Title I, Speech, Learning Disabilities and Counseling.
6. Provide and utilize library and other media materials, community resources, and volunteers.
7. Encourage and provide opportunities for teachers to attend in-service meetings and workshops for professional growth.
8. Maintain current textbooks, workbooks, media and instructional materials.
9. Encourage teachers/students to continue an ongoing evaluation process of learning.

**GOAL 4**— Strengthen and support communication and interaction among stakeholders: staff, families, students, parish, and community.

**OBJECTIVE:** Provide opportunities for community interaction between staff, families, students, parish and community.

**ACTIVITIES:**

1. Keep families informed through home/school bulletins, teacher correspondence, conferences, parish bulletin, RenWeb and report cards.
2. Hold Open House in August prior to the start of the new school year and during Catholic Schools Week.
3. Encourage family and community involvement in classroom activities.  
(For example: liturgies, plays, room parties, speakers, etc.)
4. Enhance school spirit by holding school assemblies, magazine drive, liturgies, Christmas concert, and spring concert, etc.
5. Unite faculty through faculty meetings, faculty parties, and celebrations.
6. Inform home, parish, and community of EAC meetings.
7. Encourage parental involvement by serving on EAC.
8. Involve parents and families through voluntary work such as classroom help, teacher-assistants, office duties, pancake breakfasts, etc.
9. Keep the community informed of events and activities via the local media.

## **PRINCIPLES OF CATHOLIC SOCIAL TEACHING**

### **Reflections of the United States Catholic Bishops and Responsibilities of the Holy Redeemer Catholic School**

#### **1. DIGNITY OF THE HUMAN PERSON-1 John 3:2**

**All people are created in the image and likeness of God. Our belief in the sanctity of human life and the inherent dignity of the human person is the foundation for the principles of our social teaching. People do not lose their dignity because of disability, poverty, age, gender, lack of success or race. We believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.**

Dignity of the human person is the underlying principle of the student life policies at Holy Redeemer School. Students are challenged to recognize the dignity of each person as individuals and as member of the community. The school community works to help students respect their own innate goodness and

dignity—to celebrate their own gifts and talents. When a student does not work to reach her or his full potential in the classroom or other school activities, she or he does not celebrate her/his unique gifts from God. Each time a student brings harm to him or herself, he/she is not respecting God’s gift of life to them. Students who don’t turn in assignments, cheat, abuse or use substances, engage in risky behavior or do not work to their full potential are not respecting their own individual dignity.

We are also called to respect the dignity of others. Students should be respectful of other students and encourage them in their own unique talents and gifts. Students who tease or put down other students are offending a person created by God. Students who harass or fight with other students are disrespecting the dignity of that individual. Student and teachers are also called to respect one another.

## **2. CALL TO FAMILY, COMMUNITY, AND PARTICIPATION-John 15:17**

**Our Catholic tradition proclaims that the person is not only sacred but also social. How we organize our society- in economics, and politics, in law and policy- directly affects human dignity and the capacity of individuals to grow in community. The family is the central institution that must be supported and strengthened. The Catholic tradition teaches that human beings grow and achieve fulfillment in community.**

This call to community is the foundation of Catholic schools. We are called to be a faith community, to learn and grow together. As a community, we are responsible to promote the common good. Each of us is endowed with inherent dignity, goodness and gifts that we are called to share with one another. When a student does not promote this common good through his or her actions, he or she is causing harm to the community. At times, students who threaten this common good may be removed from the community through a suspension or dismissal from school. Students are asked to be participatory members of the community by attending school and classes. The community suffers when one of its members is absent. Students must also respect the rights of other students to a safe learning environment. Actions that threaten this safety, such as carrying weapons, distributing illegal substances, and tampering with safety equipment are severe and may warrant dismissal from the community.

We are a community, responsible for our own behavior and accountable to one another. Students are asked to share and commit the common values of the school community. When students, staff and parents become members of the community, they support the underlying mission and values that protect the common good, even if at times, they do not agree with an individual decision. Any action, whether in school or off campus, detrimental to the reputation of the school may be subject to discipline review.

## **3. RIGHTS AND RESPONSIBILITIES- Micha 6:8**

**The Catholic tradition teaches that human dignity can be protected and a healthy community can be achieved only if human rights are protected and responsibilities are met. Therefore, every person has a fundamental right to life and a right to those things required for human decency. Corresponding to these rights are duties and responsibilities- to one another, to our families and to the larger society.**

All students have the right to dignity, to pursue their gifts, to practice their faith and to learn in a safe environment. Students also have responsibilities and duties to help protect these rights for others and promote a healthy school community. These responsibilities are outlined in course expectations and the student handbook; however no list of norms can cover every situation. Common sense, mature judgment and Christian values are the guides by which every Holy Redeemer School student should measure his/her actions. When a student disregards his or her responsibilities, he or she may serve appropriate consequences including after school detention, suspensions, dismissal from class, or assemblies. Students

may also be asked to make restitution, participate in school recommended evaluations or be involved in mediations.

#### **4. OPTION FOR THE POOR AND VULNERABLE- Matthew 25:40**

**A basic moral test is how our most vulnerable members are faring. In a society marred by deepening divisions between rich and poor, our tradition recalls the story of the last judgment (Mt. 25:31-46) and instructs us to put the needs of the poor and vulnerable first.**

As members of a school community we are asked to recognize the differences, economic and otherwise, of those among us. Holy Redeemer is committed to helping all families who desire a Catholic education, receive one, regardless of income. To quote the Rule of St. Benedict “All are welcomed as Christ.” We are called to respect one another as individuals not by our material possessions, the homes we reside or the clothes we wear.

#### **5. THE DIGNITY OF WORK AND THE RIGHTS OF WORKERS- Luke 10:7**

**The economy must serve people, not the other way around. Work is more than a way to make a living; it is a form of continuing participation in God’s creation. If the dignity of work is to be protected, then the basic rights of workers must be respected- the right to productive work, to decent and fair wages, to organize and join unions, to private property, and to economic initiative. Respecting these rights promotes an economy that protects human life, defends human rights and advances the well being of all.**

Holy Redeemer School works to help students recognize the dignity of work in two ways. We recognize the school learning environment as the students’ work place and learning as the students’ vocation. Students are participating in God’s creation through their positive involvement in school. We honor and respect their right to learn free from distractions. We also recognize the value and dignity of the work of our teachers and staff. We ask students and staff to mutually respect one another as they share in this experience. Students may not interfere with this well being through being disrespectful or distracting behavior.

#### **6. SOLIDARITY- 1 Corinthians 13:27**

**Catholic social teaching proclaims that we are our brothers’ and sisters’ keepers, wherever they live. We are one human family, whatever our national, racial, ethnic, economic, and ideological differences. When we learn to practice the virtue of solidarity we learn that “loving our neighbor” has global dimensions in an interdependent world.**

Holy Redeemer School recognizes this solidarity through our school, local and global communities. Students have numerous opportunities to participate in the human family through diversity groups, assemblies, service projects, mission activities and the classroom. Students are taught to respect and honor differences among all of humanity, not just to those within our school community. Students should refrain from any racial, religious, ethnic, gender or sexual orientation slurs. Any form of harassment, made directly or indirectly, is an offense to God’s creation and will not be tolerated.

#### **7. CARE FOR GOD’S CREATION- Genesis 2:28**

**Our Catholic tradition insists that we show our respect for the Creator by our stewardship of creation. Care for the earth is not just an Earth Day slogan, it is a requirement of our faith. We are called to protect people and the planet, living out our faith in relationship with all of God’s creation. This environmental challenge has fundamental moral and ethical dimensions that cannot be ignored.**

We care for God's creations by caring for our Holy Redeemer School campus. Respecting the environment and showing pride in the school's appearance reflects upon everyone who is a part of the Holy Redeemer community. Students are expected to be respectful and responsible for the school building, grounds and equipment. Destruction or damage to property will result in monetary and other reparation.

*Excerpts from Sharing Catholic Social Teaching: Challenges and Directions. United States Catholic Conference, 1998.*

## **ADMISSION POLICIES**

### **Non-Discriminatory Statement**

Holy Redeemer School does not discriminate on the basis of race, color, national origin, sex, age or disability.

### **Holy Redeemer School Enrollment Guidelines**

The following guidelines are used in determining eligibility:

1. People who presently have children in the school.
2. Registered and contributing parishioners of Holy Redeemer Parish.
3. Children of non-Catholic families are expected to participate in the religious instruction and formation provided.
4. All families are asked to consider paying the full cost of education per student if they have the financial resources to do so.
5. Children must be five (5) years of age before September 1, of the current school year in order to enter Kindergarten. Students entering first grade will have celebrated their 6<sup>th</sup> birthday before September 1.
6. All enrolled students must be in compliance with state guidelines regarding immunizations.
7. Special needs students will be accommodated according to personnel and financial resources. The student may be placed on a three-month probationary status to determine if the needs of the student can be met.

When a parent enrolls his/her child in Holy Redeemer School, a parent agrees to follow the rules of Holy Redeemer School. When Holy Redeemer School accepts the parent's payment of tuition or other consideration, Holy Redeemer School has entered into a contract to educate the student. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## **TUITION POLICY**

The tuition for the following school year will be determined by April 1<sup>st</sup> of the current school year. By May 1<sup>st</sup> parents are required to register their child for the following year. At the time of registration, a nonrefundable minimum payment of \$25 of each child's following year tuition will be due. Also by May 1<sup>st</sup> of each year, the parent will be required to sign a Tuition Contract and to select a payment plan for the balance of the tuition adjusted for tuition assistance (as outlined below) and expected Scrip tuition reduction. Payment options will be as follows:

1. FULL PAYMENT – due by October 15<sup>th</sup>
2. TWO PAYMENTS PLAN – 50% due by October 15<sup>th</sup> and 50% due by February 15<sup>th</sup>.

3. MONTHLY PAYMENT PLAN-AUTOMATIC DEBIT PLAN – Parent will be required to complete an automatic debit form that would automatically deduct 1/8<sup>th</sup> of the expected tuition due directly from their personal checking account starting on October 15<sup>th</sup> and running through May 15<sup>th</sup>. After May 15<sup>th</sup> and prior to May 30<sup>th</sup>, a final tuition statement will be issued showing any unpaid tuition. This unpaid tuition is due and payable by June 15<sup>th</sup> and if not paid by that time an additional 10% late charge will be assessed. It is hereby the policy of Holy Redeemer School that the student will not be able to attend the school the following year until all unpaid tuition and late fees are paid in full or some arrangement is made with the Pastor. This policy became effective in the 2000-2001 school year.

Tuition assistance is available for those families with certain economic conditions, which makes them unable to pay the full tuition. The procedure needed to determine if tuition assistance is needed is as follows:

1. Prior to July 1<sup>st</sup> the parent is required to complete a confidential income and financial position application, which will be sent to an independent analysis firm which specializes in determining need-based tuition assistance. The results of the application will be binding unless the parent sets up a meeting with either the Principal or the Pastor, at which time any additional information presented will be considered in determining the available tuition assistance. In all cases, available tuition assistance will be determined by October 15<sup>th</sup> and the required Tuition Contract should be signed.

2. There will be those situations during the school year when a family's financial situation changes significantly and available tuition assistance should be reconsidered. In those situations, the parent must contact either the Principal or the Pastor to review their situation and available tuition assistance. Once an agreement is determined, future tuition payment requirements will be adjusted accordingly.

## ACADEMIC POLICIES

### **Homework**

Homework is assigned to help and encourage students to reinforce basic skills, pursue individual talents and interests, supplements classroom experience and to develop independence and responsibility. Home study is also helpful to keep parents in touch with the school's program and the student's progress. The parent's role is to provide a study time, an atmosphere conducive to learning, and assistance as needed.

### **Suggested Average Daily Study Times:**

K is 15 -30 minutes  
Grades 1-2 is 30-45 minutes  
Grades 3-4 is 30-60 minutes  
Grades 5-8 is 1-2 hours

These are only guidelines. Students are expected to complete their homework on time. Late homework may not receive full credit.

## Grading

### Grades 1, 2 and Specialists 1-4

E = Excellent  
S+ = Above Average  
S = Satisfactory  
S- = Needs Improvement  
U = Unsatisfactory

### Kindergarten Grades

P = Proficient  
S = Satisfactory  
D = Developing

### Grades 3 – 8 and Specialists 5-8

100	A+
94-99	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
59-	F

P	Pass
F	Fail

Any requests for grade changes must be made in writing to the teacher within one week of the receipt of the grade.

## HIGH SCHOOL MATH PLACEMENT

Marshall Public School requires a math test be taken to verify placement in the appropriate level math program. This test will be given at Holy Redeemer School late spring.

## EVALUATIONS

Evaluations of student progress will be made to the parents throughout the year by means of report cards, midterm reports, notes, calls, and parent/teacher conferences. The student's evaluation will be based on academic performance, effort, and conduct. Mid-term grades are given out during each quarter to students in grades 5-8. Parents must acknowledge receipt of the midterm grades. If parents wish to discuss their child's progress, they should make an appointment with the child's teacher.

Progress reports to parents will be issued at the end of each quarter period during the school year.

Parent-Teacher Conferences will be scheduled in the fall of the year and an unscheduled conference time will be available midterm of third quarter. The parent or teacher is encouraged to schedule other conferences when individual circumstances indicate the need.

## **ACCOUNTABILITY – GRADING AND PROMOTION**

Any student in Grades 7 and 8 receiving a failing grade (F) in any given course shall make up the course during the summer or repeat the course entirely the next school year. Certified instruction would be at the cost of the parents.

### **Summer School**

Any student who has failed one or two core classes during the school year must attend and successfully complete an approved summer school before that student is allowed to enter the next grade. A fee will be charged to the parents, payable to Holy Redeemer School.

Any student who fails three or more classes will be retained. The letter grade will be based on averaging the four quarters of the year.

### **RenWeb**

Holy Redeemer School has adopted RenWeb School Management Software, which makes it possible for our school to provide comprehensive and immediate information for parents and students via “ParentsWeb”.

ParentsWeb is an integrated, web-based communication system allowing families to securely login to password-protected data. ParentsWeb provides view-only data that is populated from the school’s data system. In other words, when a student’s attendance, grades, etc., is generated at the school, parents can login from anywhere they have Internet access, and view their child’s progress (parents are limited to viewing only their child’s data). All information is posted in real time. This means when any record is created or modified, parents can view that information instantaneously!

Areas of information families can access via ParentsWeb include:

- Attendance
- Daily Grades
- Progress Reports
- Report Cards
- Homework
- Missing Assignments
- Citizenship/Discipline Records
- Tuition Balance
- Lunch Accounts
- Library

Instructions for accessing this information will be provided to families at the beginning of the school year. Holy Redeemer believes this technology has the potential to increase the communication of accurate information/progress resulting in improved student achievement.

### **Promotion/Retention/Transfer**

When it seems necessary to retain a child, the parents should be so advised no later than the end of the third nine-week period. Teachers should advise the principal at the end of the second quarter if they suspect that a child needs retention. No child is to be retained more than once in elementary school.

When a student is advanced to the next grade over the advice of the professional staff, parents will be required to sign a statement that they realize that the transfer is against the professional advice of the staff. The student's movement to the next grade will be considered a transfer and not a promotion.

Retention may be considered based on the following criteria:

1. Thorough consultations with appropriate personnel.
2. Parental request.
3. Careful evaluation of all aspects of the student's academic growth and development.
4. Review of current retention literature.

### **Attendance**

Regular school attendance is necessary to assure that students receive the best education. All students are expected to be present and punctual for all their classes throughout the year. When an illness or family obligation necessitates a student's absence, parents are requested to telephone the school (532-6642) between 7:30 and 8:30 a.m.

1. Students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal.

2. If a student develops a pattern of tardiness to school or to class, disciplinary action will be taken. In addition, referral to social services will be made. See MN Statute 260c.007 below.

***Habitual truant** "Habitual truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under section 120A.22 subdivision 8.*

3. Truancy or leaving school grounds without permission of school personnel will be subject to disciplinary action.

When a student is absent due to illness or family emergency, all assignments are required to be completed after the student returns to school. Students have two days to complete work for every day absent. If assignments are given before an absence, the assignments are considered tentative and the student is responsible for checking with the teacher or the RenWeb site about any assignment changes.

### **Planned Absences**

Parents may request "Planned Absences" for the following: family vacations, non-school sponsored educational activities and unforeseen emergencies. The parent must notify the principal and the homeroom teacher in advance of the planned absence. Upon return to school, the student is responsible for completing all missed class assignments and examinations. The days allowed for completion of missed assignments will be equal to the number of days absent.

The exception to the above rule will be assignments given ten (10) or more days prior to the planned absence (i.e. long-term projects, papers, presentations, etc.) Such assignments will be due or arranged for presentation within two (2) days of the student's return to school.

Students may request assignments before the planned absence but that request must be no more than five (5) school days before departure. Teachers are not obligated to give a student's assignments before a student's absence due to vacation. Students and parents are encouraged to monitor the RenWeb site for the actual assignments given during the planned absence.

Failure to meet any of the above stipulations will mean the absence is unexcused. An unexcused absence results in a "zero" for all missed work.

### **School Attendance Rules for Common Communicable Diseases**

Parents are asked to NOT send their children to school when they are sick. Not only can they not function properly in school when they are sick or running a fever, but they can also expose many other children to infectious diseases. Parents are asked to notify the school nurse/office immediately if their child contacts the below mentioned communicable diseases so we can work toward preventing further outbreak.

**Fever:** The pupil is excluded from school if his/her temperature is 100 degrees or more, or was 100 degrees or more the previous day.

**Colds:** Exclude from school (especially for younger children) for the one or two days while they feel the most ill (earache, sore throat, running nose, watering eyes, fever, etc.) REASON: To prevent more serious complications such as ear infections, lung infections, etc., from developing as well as preventing spread of colds.

**Pink Eye:** The pupil is excluded from school immediately. If receiving antibiotics, the child may return to school twelve hours after receiving treatment or as recommended by his/her physician.

**Chicken Pox:** Child should be excluded from school for not less than 6 to 7 days after the appearance of blisters. Crusts must be dry. Exposed children may continue in school under observation. (Notify school nurse/office immediately.)

**Impetigo:** Child should be excluded from school immediately. Please contact school nurse for proper ways to treat. If school nurse is not available, please contact your physician.

**Scabies:** Exclude child from school immediately. After special treatment, child may return to school. Please contact school nurse for proper ways to treat. If school nurse is not available, please contact your physician.

**Ringworm:** Infected child should be excluded from school until they are receiving treatment from his/her family physician.

**Athlete's Foot:** School authorities should be notified of an athlete's foot outbreak in the school. Special precautions will then be taken.

**Head Lice:** Exclude from school immediately. Notify school nurse/school office immediately so other students may be observed for head lice and treated. Consult with school nurse about treatment. Parents are asked to also notify the parents of playmates at home and school—also

other family members should be checked for head lice. School nurse must approve re-admittance to school.

Rashes: Exclude from school immediately when a student has an undiagnosed rash or rash attributable to a contagious illness or condition. Some rashes are highly contagious such as measles. If measles is suspected consult your physician immediately. Notify school office/nurse.

Strep Throat: Exclude from school until 24 hours after physician starts antibiotic treatment.

Whenever you have a question about your child's health, please feel free to call the school nurse. If the school nurse is not available, please consult your physician.

### **Records**

Confidential records of each student are kept in the school office. Parents may view these records by contacting the school office. The parent needs to give the office twenty-four hour notice in writing. Each file contains the student's academic transcripts, academic testing, health records and an emergency sheet. Students transferring to another school will have only the contents of this official file forwarded.

A health record is kept for each child by the school; law requires this. Any disease or immunization that the child has had during the summer or during the school year should be reported and updated on the child's health card.

### **Transfer Student**

Families moving from the parish are asked to inform the respective teachers, the principal, and the pastor before leaving the school and parish.

### **Non-Custodian Parent**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the office will upon request of the non-custodial parent provide access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

All divorced parents will furnish the school with a copy of the custody section of the divorce decree.

## **COMMUNICATION**

It is appreciated when parents communicate with teachers by making an appointment in advance. Parents will be contacted when necessary by phone, assignment notebook, e-mail or note sent home. The school principal maintains an open door policy. However, it is appreciated when an appointment is made in advance.

Concerns should be handled at the lowest level possible. Parents with concerns should first attempt to address the concern with the teacher. Only after such attempt has failed, should administrators be contacted.

### **Confidentiality**

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

### **Calendar**

Each family will receive a calendar for the current school year. This calendar will provide you with the monthly activities and events. The school calendar is also posted on RenWeb. Please watch the weekly newsletters for updates. Due to the bus schedule the Holy Redeemer School calendar follows Marshall's Public School calendar unless otherwise notified.

### **Weekly Letter**

A weekly letter from the principal and all other communications are sent home on Thursdays with the family messenger through "Communication Folders." Students are asked to return the folders to school on Fridays.

### **Student Behavior**

We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus.

### **Telephone**

Children will not be allowed to use the school telephone except in case of an emergency. Permission to use the telephone must be obtained from the classroom teacher. Field trip permission may not be obtained by phone.

All messages for students must be received before 2:45 P.M. in order for the student to receive the message before dismissal.

## **INTERNET ACCEPTABLE USE POLICY**

### **General Statement of Policy**

Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. It is the intention of the administration, faculty and staff of Holy Redeemer School to provide guidance and instruction in the use of the Internet to the students of Holy Redeemer School. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end Holy Redeemer School supports and respects each family's right to decide whether or not to grant permission for access.

## **Student Guidelines**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply.

Users are prohibited from using Holy Redeemer Internet resources or accounts for the following purposes:

1. Sending or receiving personal mail
2. Sending or displaying offensive messages or pictures
3. Using obscene language
4. Violating copyright laws
5. Harassing, insulting or attacking others (i.e. cyber bullying)
6. Damaging computers, computer systems or computer networks
7. Accessing another person's materials, information or files without direct permission from that person.
8. Violating any local, state or federal statute
9. Employing the network for commercial use or financial gain
10. Entering chat rooms or social networking sites.
11. Downloading without administration's authorization (Downloading includes copying or saving plug-ins, programs, pictures, sounds, movies, or anything else from the Internet.)

\*Any action by a student that is determined by their supervising teacher or administrator to constitute an inappropriate use of the Internet at Holy Redeemer School or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.

### **Violating the Acceptable Use Policy will result in:**

1. Loss of Internet use privileges.
2. Additional disciplinary action consistent with the discipline policy as stated in the student handbook.
3. Referral to the appropriate law enforcement agencies.

\*Files and communications may be reviewed to maintain system integrity and insure that users are using the system responsibly.

### **Use of Internet is a Privilege**

The network is provided for students to conduct research and experience appropriate learning activities. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Signing the Parent/Student Agreement form on the last page of this handbook provides permission for your child to access the Internet at school.

### **Consistency with Other School Policies**

Internet uses shall be consistent with all other school policies.

## **CONCILIATION PROCEDURES**

If at all possible, complaints, disputes, or disagreements should be resolved on a person-to-person level. If this cannot be accomplished, the person seeking relief should take the following steps:

1. Parents discuss the matter with individual teacher involved by appointment. If resolution is not reached:
2. Parents discuss the matter with principal. If resolution is not reached:
3. Parents discuss matter with Superintendent/Pastor. If resolution is not reached:
4. Parents must document grievance in writing to teacher, principal and the Superintendent. If resolution is not reached:
5. Due Process begins.

To expedite a resolution in the matter, any and all individuals involved may meet separately or collectively as listed.

## **DISCIPLINE**

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

Holy Redeemer School believes each student is responsible for his/her own behavior and in maintaining a Catholic atmosphere within the school. The goal of our behavior policy is to promote self-discipline. Holy Redeemer's mission and philosophy is to teach respect for oneself, for others, authority and property while instilling a safe and healthy environment. Students are to behave in a morally responsible manner and a manner that brings credit to themselves, their families and Holy Redeemer School. The student is a Holy Redeemer student at all times. A student who engages in conduct, whether inside or outside of school, that is detrimental to the school's reputation, may be disciplined by school officials.

It is the responsibility of the parents/guardians of each student to read the school discipline policy, discuss the policy with his/her children, and to support the policy. It is the responsibility of the teacher and administrator to make the rules known and to enforce them.

Classroom rules and expectations are determined and maintained by the teacher. The principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

### **Specific Expectations and Rules of Conduct**

All consequences are at the discretion of the teacher, principal, or adult on duty. The following order will generally occur: verbal warning, loss of recess or activity, parent notification, and detention.

**Chapel:** St. Mary's Chapel is the house of God; all students are to be respectful in chapel. All clothing must be knee-length at minimum. Knee length dress shorts are allowed, but athletic shorts or cut-offs are not.

**Cafeteria:** Food throwing is NEVER permitted. Students are expected to clean up spillage. Chairs must be put in place before leaving. Students are not permitted to take food outside of the cafeteria. Students are encouraged to not be wasteful. Students should move in and out of the cafeteria in an orderly way. The

teacher/supervisor on duty is in charge of consequences. Students who choose to bring their own lunch should have a nutritious meal. They are not allowed to bring pop or take out from area restaurants to the lunchroom.

**Halls:** Students are to come into the building and pass to their classes in a quiet manner. There is to be no bouncing or tossing of balls or throwing objects. Nudging, pushing, shouldering, tripping, or shoving is never permitted.

**Dress and Personal Appearance:** A correlation exists between good grooming, personal attire, personal/public respect, and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. Holy Redeemer School has a legitimate educational interest in promoting respect for authority, decency, and civility among students and protecting the health and safety of its students. This dress code is designed to allow for student comfort, while maintaining an environment conducive to learning and appropriate for the educational setting.

Recognizing these relationships and educational interests, the following dress code applies to both sexes and will be enforced at school and school sanctioned activities. Any apparel, hairstyle, cosmetics, or jewelry – even if not specifically mentioned below – which poses a threat to the health or safety of the student or others, or disrupts the educational process, is not acceptable. Our school is a place for the business of education; students grooming and dress must be appropriate to both the school setting and the weather. Exceptions to the enforcement of this dress code may be made under certain circumstances (i.e. student spirit day).

1. Clothing must not pose a threat to the health or safety of the student or others. Pants/shorts/skirts must fit around the waist or must be belted. Pant legs or skirts must not drag on the floor.
2. Clothing must not display or promote the use of drugs, alcohol, tobacco or other activities that are illegal to minors; clothing must not include words or visuals that are sexually suggestive, profane, abusive, degrading or discriminatory.
3. See-through or sexually suggestive apparel, which exposes the body in an inappropriate/suggestive manner, may not be worn. Underwear must not be visible.
4. Strapless and/or backless dresses or tops; tank, tube, or halter tops or dresses; dresses or tops with spaghetti straps, plunging necklines, or crop tops or other tops that expose the midriff; and any other similar clothing items which could be distracting or disruptive to the educational process may not be worn.
5. Dresses/skirts/shorts must be knee length.
6. Headgear, including hats, bandannas, hoods, and sunglasses, may not be worn in the school building.
7. Chain-linked jewelry/accessories may not be worn.
8. Electronic equipment (such as cell phones, compact disc, cassette or MP3 players, palm pilots, hand-held video games, etc.) may not be carried during the school day.
9. Jackets, coats, and other similar items of outerwear may not be worn in the school building during the school day; these items must remain in lockers.
10. Clothing is not a substitute for a backpack. Students are not to carry items that cause pockets, etc. to be bulky.
11. No gang-related apparel, clothing, jewelry, insignia, colors, paraphernalia or materials may be worn on or carried on campus or at school-sanctioned activities.

**A parent/guardian may be asked to bring alternative clothing or, if available, the student may use clothing in the nurse's office.**

**The teacher will confiscate headgear, inappropriate accessories, and electronic equipment, worn or carried, for the entire school day. Students may return at 3:10 that day to retrieve the item(s) from the teacher. If this offense happens a second time the items may be confiscated for the rest of the school year.**

**Cell Phones: Possession of a cell phone in a locker room will result in immediate confiscation of the phone with no return.**

## **Recess/Playground**

### **Playground K-8**

Since recess is an important part of each school day, all children are required to go outside. If for a good reason, a child is unable to go outside or participate in sports or games, a written excuse is required. Please do not excuse your child from recess unless it is absolutely necessary.

All students will be expected to show respect for other students and adults through appropriate language and actions. Rough playing, fighting, excessive running, and all tackle games are not tolerated. For the safety of each child, baseballs, other hard balls, snowballs, and any equipment deemed unsafe to the children is forbidden. Students are not allowed to play on the grassy areas in front of the building, by the Holy Redeemer School sign, or neighbors' lawns. Parents are responsible to send students to school appropriately dressed for weather conditions.

A student may be asked to stand by the building after he/she has broken a rule. The classroom teacher will handle repeated offenses.

## **PLAYGROUND RULES FOR K-8**

### **PLAYGROUND AREA:**

1. Show your CHRISTIAN SPIRIT! Treat others the way you would like to be treated.
2. Use appropriate language.
3. Stay clear of doorways.
4. No rough play or tackle games.
5. Play only where the supervisor can see you.
6. No tree climbing or playing on the school sign.
7. Stay on playground side of bike path – stay off of private property!
8. You must have the supervisor's permission to retrieve any ball from the street or private property.

### **EQUIPMENT:**

1. SWINGS: One person per swing – Take turns! No swinging sideways. No twisting or wrapping swings. No lying on stomachs. Underdogs by adults ONLY!
2. SLIDES: Feet first only. One person at a time. Keep slides clear of snow, gravel, and toys.
3. MONKEY BARS: One person at a time.

### **WEATHER:**

1. WET WEATHER: Stay out of any wet or muddy areas of the playground.
2. WINTER WEATHER: **ABSOLUTELY NO SNOWBALL THROWING.** You may build snowmen, forts, etc. Remember to respect what others have made. If a student DOES NOT have boots on when there is snow on the ground, he/she WILL BE REQUIRED TO STAND BY THE BUILDING!

### **ENTERING AND EXITING THE BUILDING:**

After lunch, try to use the bathrooms by the cafeteria before you come outside. **GO DIRECTLY FROM THE CAFETERIA TO THE PLAYGROUND WHERE THE SUPERVISOR CAN SEE YOU!**

1. You must have permission to go into the building for any reason during recess. There should be NO students in the hallways during lunch/recess time without permission.
2. When the bell rings, STOP PLAYING and line up IMMEDIATELY in your classroom's line.
3. Re-enter the building **WITHOUT TALKING**. Remember other students are in class. Go directly to your classroom when you come inside (wait for your classroom teacher to give permission for drinks/bathroom breaks).
4. The supervisor will document misbehavior and/or failure to comply with any of these rules.

### **PLAYGROUND RULES FOR GRADES 5-8**

#### **PLAYGROUND AREA:**

1. Students play in designated areas according to games being played.
2. No playing in front of the preschool entrance or youth center.
3. Playing areas change with playground conditions.
  - a. Wet fields.
    1. Play on blacktop.
    2. Football is allowed on the blacktop only when fields are not available.
  - b. Snow covered playground
    1. Play on blacktop.
    2. Parents are responsible to send students to school appropriately dressed for weather conditions. Staff and faculty are not accountable for this.
    3. Snow throwing is not allowed.
4. Janitors will remove balls/equipment that lands in the window well by the school at their convenience.
5. Inappropriate language is not allowed.

### **Specific Expectations and Rules of Conduct**

#### **Bicycles**

Children in grades 3-8 are allowed to ride bicycles to school. Racks are provided for parking bicycles, but the school does not accept responsibility for the bicycles. As a measure of safety the following rules will be observed:

1. All bicycles must be parked in the racks provided for this purpose.
2. For the safety of each child, bicycles are not to be ridden on the school grounds during school hours.
3. No child may ride a bicycle belonging to another child.
4. Padlocks are recommended.
5. Students are not allowed near bike racks anytime during the school hours.

## **Candy and Gum Chewing**

Candy will only be permitted for specific occasions. Gum chewing is NOT permitted on school property. Gum chewing is an automatic detention in grades five through eight.

## **Cheating**

Realizing that all students benefit from learning experiences offered through Holy Redeemer School, students will choose not to cheat on assigned work, nor will they knowingly allow others to cheat by using their work. Cheating shall result in a grade of “0” on the assignment, test, project, etc. assigned and a detention. Cheating also applies to copying or using another student’s computer program, data, etc. The teacher or principal will notify parents.

## **Disruptions**

No students will be permitted to disturb, interrupt, or threaten the peace and good order of the school, or school sponsored activities. Discipline will be at the teacher and/or principal discretion.

## **Dangerous, Harmful, and Nuisance Substances and Articles**

The use of, possession of, or involvement with controlled substances or nuisance substances or articles is prohibited. (i.e. guns, knives, etc., but not limited to).

Students who are suspected of being involved with controlled substances, upon recommendation of Holy Redeemer School’s Child Resource Committee, (i.e. parents, principal, teacher/s, special services personnel) will be required to contact an appropriate social agency for chemical dependency evaluation.

A student, who possesses or uses articles that are a nuisance, illegal, or that may cause harm to persons or property at school or school sponsored activities, will have the articles confiscated. Articles will be turned over to the appropriate officials. This may also result in the suspension of the student.

## **Violations against Persons**

Serious physical assault (an act which intentionally inflicts or attempts to inflict bodily harm upon another), attack with a weapon, and/or indecent exposure are not allowed and law enforcement will be called. Threatened assault, fighting, harassment, interference and obstruction, and other inappropriate behavior are not allowed and will result in parent contact and possible suspension.

## **School Property**

A violation against another person’s belongings (e.g. theft) or school property is prohibited. Any such damage will require restitution and/or further action taken.

## **Offensive Language**

A student shall not use any form of offensive language, profanity, written or verbal (i.e. obscene gestures, signs, pictures or publications). Distribution of slanderous, libelous, or pornographic material is not allowed. All such material will be confiscated and students will be asked to correct actions. Swearing is an automatic detention for students in grades 5-8.

# **MIDDLE SCHOOL DISCIPLINE POLICY**

## **BEHAVIOR EXPECTATIONS**

- |  |  |
|--|--|
| <p><b>A. <u>Be prompt and prepared</u></b></p> <ol style="list-style-type: none"><li>1. Come on time</li><li>2. Come with materials</li><li>3. Come with assignments complete</li></ol>  | <p><b>B. <u>Respect authority</u></b></p> <ol style="list-style-type: none"><li>1. Listen to authority</li><li>2. Follow directions promptly</li><li>3. Accept responsibility for behavior</li></ol>                                   |
| <p><b>C. <u>Respect rights of others</u></b></p> <ol style="list-style-type: none"><li>1. Use appropriate voice and language</li><li>2. Listen to speaker</li><li>3. Respect opinion and points of others</li><li>4. Refrain from harassment /bullying</li></ol> | <p><b>D. <u>Respect property</u></b></p> <ol style="list-style-type: none"><li>1. Respect property of others</li><li>2. Respect own property</li></ol>   |
| <p><b>E. <u>Display a concern for learning</u></b></p> <ol style="list-style-type: none"><li>1. Remain on task</li><li>2. Allow others to remain on task</li></ol>   | <p><b>F. <u>Display appropriate social skills</u></b></p> <ol style="list-style-type: none"><li>1. Cope (disagreement, teasing, failure)</li><li>2. Display courtesy and tact.</li><li>3. Interact with others appropriately</li></ol> |
| <p><b>G. <u>Display appropriate Christian behavior</u></b></p> <ol style="list-style-type: none"><li>1. Display positive character</li><li>2. Display productive character</li><li>3. Promote a Christian atmosphere</li></ol>                                   |  |

## **DISCO DISCIPLINE; DECISIONS IN SCHOOL TO CARE FOR OTHERS**

1. D—Decision time to make good choices
2. I—Issue detention and in-house essay
3. S—School Service and Loss of PERK privilege.
4. C—Conference with Parents.
5. O—Out of School or In School Suspension

The administration reserves the right to alter these discipline steps to appropriately match the disciplinary action required, which includes sequence. Expulsion is a last resort but a reserved right of administration. This plan will start over with the start of each new quarter.

---

### **Late Work:**

7<sup>th</sup>/8<sup>th</sup> Grade Policy:

- First late assignment – half credit if turned in the next day.  
Second late assignment – half credit if turned in the next day. Contact parents.  
Third late assignment – half credit if turned in the next day.

Fourth plus late assignment – 0 credit and loss of PERK. Contact parents for conference if needed.

\*Loss of recess at teacher’s discretion.

5<sup>th</sup>/6<sup>th</sup> Grade Policy:

First late assignment—Full Credit given if turned in the next day  
50% taken off if turned in on the 2<sup>nd</sup> day  
0 points earned if turn in on the 3<sup>rd</sup> day or later

Second late assignment—10% taken off if turned in the next day  
50% taken off if turned in on the 2<sup>nd</sup> day  
0 points earned if turn in on the 3<sup>rd</sup> day or later  
Parent will be contacted.

Third late assignment—50% taken off if turned in the next day  
0 points earned if turn in on the 2<sup>nd</sup> day or later  
Parent contacted to determine if a conference is needed.

Fourth plus late assignments--50% taken off if turned in the next day  
0 points earned if turn in on the 2<sup>nd</sup> day or later  
Parent contacted to determine if a conference is needed

### **PERK: Promoting Educational Responsible Kids**

To participate in PERK

Criteria:

- \*All assignments turned in by the end of the quarter
- \*Minimum of C- in all classes
- \*Meets pass and late work expectations
- \*Meets Accelerated Reader goals set by teacher
- \*Abides by DISCO policy
- \*Shows respect for peers and adults

Eligibility:

Teachers will determine eligibility based on the criteria.

\*Parents will be e-mailed PERK recognition at the end of the quarter.

### **Definition of Terms**

**Detention:** Detention is a disciplinary procedure to be applied to those students who do not follow the Behavior Expectations as stated in the Holy Redeemer Handbook. Detentions are given at the discretion of the Holy Redeemer faculty and staff. Detentions are served from 3:10 to 3:40 p.m. within two days of issuance with supervision provided by a staff member.

**In School Suspension:** Removal from class is an action taken by the school to prohibit a student from attending his/her classes for a period to be determined by the school. Work will be assigned and must be completed by the student. A parent conference may be required before the student is allowed back to class.

**Out of School Suspension:** An action taken by the school to prohibit a student from attending school for period of time to be determined by the school. The student will not be allowed to return to school until a parent conference has been held.

**Expulsion:** An action taken to prohibit an enrolled student from future attendance or re-enrollment at school.

## **BUS DISCIPLINE POLICY**

Students who have the opportunity to ride district buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the transportation provider and will determine the consequences of misbehavior. Any suspension applies to all buses including activity buses. A student that has lost riding privileges for the year may have riding privileges reinstated for activities after a minimum 20 days suspension. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day; or until released to the parent/guardian in a manner consistent with guidelines on release of students.

### **TRANSPORTATION OF SCHOOL RELATED/NONRELATED ITEMS**

Under the Laws and Rules for the Operation of School Buses in the State of Minnesota, it is stated: "...no materials, including: guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are transported in the school bus when children are being transported." Band instruments that will be allowed on the bus are those that are small enough to be held on the student's lap. Instruments may not be in the aisle or take the space of a student. Hockey sticks, baseball bats, golf clubs, sleds or any other unacceptable recreational equipment will not be allowed on regular buses. Damage to personal items is not covered under the bus contractor's/district's insurance coverage.

### **ASSIGNED BUSES ONLY**

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without Southwest Coaches Inc. authorization. Failure to ride the assigned bus from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action.

#### **CLASS I OFFENSES:**

- |   |   |
|---|---|
| 1. Spitting   | 8. False identification/refusal to identify oneself   |
| 2. Excessive noise  | 9. Unauthorized entering or exiting bus through emergency door/tampering with bus equipment |
| 3. Horseplay/mischief/distracting behavior  | 10. Opening window past safety line   |
| 4. Eating/drinking/littering on bus   | 11. Riding or attempting to ride any bus during a suspension                                |
| 5. Leaving seat/standing without permission from driver   | 12. Disobedient to the driver/para-educator/bus patrol                                      |
| 6. Use of liquid containers in any form   | 13. Inappropriate cell phone use  |
| 7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material | 14. Other offenses as reported by the driver or principal                                   |

**CLASS II OFFENSES:**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Hanging out of windows</li> <li>2. Throwing/shooting of any object</li> <li>3. Bullying and/or physical aggression against any person</li> <li>4. Profanity/threats directed toward bus driver/para-educator</li> <li>5. Possession/use of tobacco or any controlled substance</li> <li>6. Vandalism to bus (restitution will be made)</li> <li>7. Holding onto or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement</li> </ol> | <ol style="list-style-type: none"> <li>8. Lighting of matches, lighters or any flammable object or substance</li> <li>9. Unauthorized entering or exiting bus through emergency door/tampering with bus equipment</li> <li>10. Possession and/or threat of weapons/explosives/flammables</li> <li>11. Other offenses as reported by the driver or principal</li> <li>12. Possession/use of laser pens or pointers</li> <li>13. Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a Class II offense</li> </ol> |
|--|---|

**CONSEQUENCES:**

	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>
CLASS I	Warning or 1-5 days suspension	<ol style="list-style-type: none"> <li>1. 5-10 day minimum suspension</li> <li>2. Possible loss of all bus service</li> <li>3. Parent/Principal meeting/optional</li> </ol>	Loss of bus service
CLASS II	5 days suspension	<ol style="list-style-type: none"> <li>1. 10 day minimum suspension</li> <li>2. Possible loss of all bus service</li> <li>3. Parent/Principal meeting/optional</li> <li>4.</li> </ol>	Loss of bus service

The bus and the bus stop are extensions of the school day. The bus driver has the authority to assign seats. The harassment policy, the weapons policy and bullying policy of ISD #413 will be strictly enforced on the school bus.

**SEXUAL HARASSMENT POLICY**

November, 1996

**RESPONDING TO HARASSMENT AND SEXUAL MISCONDUCT**

**Introduction**

Religious education and formation programs for all ages and people in the Diocese of New Ulm are at the heart of the Church’s mission to preach the Gospel, to shape the commitment of each person to Jesus, and to follow His way. Among the values taught by Jesus are the dignity of the individual and the respect and love we are to have for one another. Our conduct towards each other is second in importance to our need to love God above all else. Schools and religious education programs not only have lesson plans specifically focusing on conduct flowing from faith and personal commitment to Jesus, but are themselves models of charity and respect. The way administrators and teachers treat each other and the students, the way students behave toward teachers and one another should be both examples of what the Gospel teaches us. It also

provides opportunities for further understanding of how to treat others, as we would want to be treated by them. Schools and religious education programs are all about learning, discovery, personal reaction and growth.

The following information focuses on the appropriate ways of dealing with personal misunderstanding and conflict. It addresses how to relate in ways, which respect the physical integrity of others, and honors their preferences regarding touch and being touched, speaking and being spoken to and about. This document will help schools and religious education programs and personnel respond to complaints of harassment, sexual misconduct, and/or personal aggression by any member of the educational community towards any other.

## **Meaning of Terms**

Harassment consists of unwelcome conduct, which interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working or learning environment.

Unwelcome conduct, verbal, physical, or visual, based on a person's status or personal characteristics would include, but not be limited to, such qualities as sex, color, race, ancestry, religion, national origin, physical, emotional, or educational disabilities.

- **Sexual harassment:** the unwanted sexual conduct or language between co-workers in the church, school, educational setting, or between students, student and teachers, or administrators, or any school personnel, paid or volunteer, in the school or educational setting;
- **Sexual exploitation:** sexual contact between a church leader, teacher, administrator, or any educational personnel, whether paid or volunteer, and a person who is receiving pastoral care or educational services from the church leader, teacher, administrator, or any educational personnel;
- **Sexual abuse:** sexual contact between a church leader, teacher, administrator, or any educational personnel, paid or volunteer, and a minor or a vulnerable adult as defined by law.

In Minnesota, a minor is anyone under the age of 18. The law requiring the reporting of sexual abuse of a minor will be strictly adhered to by all school or educational personnel; paid or volunteer. The relevant Minnesota statutes dealing with this area can be requested from the office of the Principal at Holy Redeemer School. All relevant policies and procedures of the Minnesota Department of Education and directives of the Office of Religious Education or the Director of Schools for the New Ulm Diocese also apply.

## **Differences Make Life Interesting**

As we go through daily life, each of us regularly encounters people and situations different from ours. Learning how to deal with the differences we encounter in others is one of the major tasks of growing up and establishing effective relationships with others. There are plenty of differences to experience. Some examples of these would be: racial and ethnic differences, age and religion differences, differences between boys and girls, women and men, countries of origin, skills and talents, education and sexual preference, income and advantage, health and disabilities, color of skin and language, disposition and personality, quick and not so quick, what we know and what we have to learn, and many more.

Each of us is made and loved by God equally; each of us is a reflection of God's vast richness. One of life's greatest joys is to explore and celebrate the abundant differences between and among us.

One of the most important tasks we face is to be open and receptive to all people whether we like the differences between them and ourselves or not, and to treat all others with respect and fairness. Schools and education programs are very important agents for learning how to get along, for both students and staff alike.

Sometimes people learn by trial and error and we know that children and adults make mistakes. This set of procedures is all about what happens when mistakes occur in how we treat each other.

### **Bringing a Complaint; Conflict among Peers**

The following procedures are examples of possible situations where a reasonable person under similar circumstances contained in the complaint would judge the allegedly offending conduct to be a lesser form of harassment but still not to be condoned.

When a child feels uncomfortable about the way they have been touched, spoken to or about, by another child, the one who feels this way should approach their teacher and tell them how they feel. The teacher needs to discover just what happened, what the context was, who was involved, and who may have seen what happened. This is an opportunity for the teacher to listen in a non-judgmental manner in such a way that the child feels heard. This is not the time for quick decisions about what happened. The teacher should either speak to the accused child personally, if the two children are in the same grade, or, if the two are in different grades, turn the matter over to the principal or director of religious education. The inquiry at this early stage is really aimed at getting all the relevant facts so that it can be decided whether there is substantive reason to go further into an inquiry.

If the accused child admits the alleged behavior complained about, and if the matter is a less serious one, a resolution by the teacher, principal, or director of religious education may be in order on the spot, depending on but not limited to such factors as:

- The nature of the complaint;
- The age of the children involved;
- Whether past or present;
- Whether a single act or multiple acts are involved;
- Whether one or many individuals are involved;
- Whether this is an isolated act or part of a pattern.

Parents ordinarily should be notified if their child has had a complaint lodged against them by another child or has made a complaint about another child. Such a situation is an obvious opportunity for important learning about practical values in human relations. The reactions of the teacher or administrator and parents should be proportionate to the content and circumstances of the complaint.

If the accused child denies all or a part of the alleged behavior, and the teacher, principal, or director of religious education thinks the complaint has substance, a further inquiry will take place. This decision will be based on but not limited to such factors as the nature and extent of the alleged conduct, the age(s) of those involved, whether it was an isolated act or part of a pattern with a given child, whether the child acted alone or with others, whether the conduct was disruptive for others. Parent, children, and any witnesses will be interviewed or re-interviewed as necessary in order to provide the teacher, principal, or director of religious education with sufficient information upon which to make a decision based on the preponderance of the evidence. If the complaint is substantiated, the teacher and the principal or director of religious education, will determine an appropriate response to the conduct, preferably in consultation with the child's parents. Examples of appropriate responses would include but not be limited to apology, detention, remedial reading, special learning, or projects.

### **More Serious Allegations**

The following procedures that are envisioned in those cases where a reasonable person under similar circumstances as contained in the complaint would judge the allegedly offending conduct to be a more serious form of harassment.

When a child feels uncomfortable about the way they have been touched, spoken to, or about by another child, or by any adult within the school or religious education program, they can make a complaint to their teacher, but the matter must be referred immediately to the principal or director of religious education. (In the event the principal or director of religious education is the object of the complaint, the matter should be referred immediately to the superintendent of the school or to the pastor or pastoral administrator). Care should be taken that some forms of harassment (such as the touching of private areas) may constitute sexual abuse and by law requires reporting to law enforcement and appropriate social service agency.

The principal or director of religious education will receive the complaint directly or on referral and will promptly interview both complainant and the one accused, being careful to secure enough detail so as to be able to confront the one accused. The purpose of this initial interview is to establish whether there is a reasonable basis for the complaint. This does not mean that the matter has been decided or that the complaint has been proved; only that it appears reasonably founded. When that has been found, the parents of both children should be notified that a complaint has been made and that it appears reasonably founded. In consultation with the parents, the course of a further inquiry will be determined. The superintendent, pastor, or pastoral administrator should be notified, but at this stage should not become directly involved in the investigation in case of appeal later on. (A central piece of due process is to separate investigation from judgment and final appeal.)

If an adult is involved in a complaint of harassment towards a student, the principal or director of religious education should consider placing the adult on a temporary leave of absence, in accordance with the appropriate employee policies in force, if the safety of children and the good order of the program require. If the adult is a member of a religious institute, the appropriate religious superior should be notified and kept informed about the progress of the inquiry and outcome. At this early stage, information about the complaint should be kept private and reserved to those with a need to know:

- Parents of the complainant and the accused, if another child;
- Superintendent, pastor, or pastoral administrator;
- Religious superior if the accused is an adult member of a religious institute.

A further inquiry would consist of the principal or director of religious education, re-interviewing the directly involved children, their parents, any witnesses or other individuals who might be in a position to know or have information about the alleged incident(s), taking care to make and keep accurate notes in sufficient detail for the record. The principal or director of religious education may consult with outside resources for advice and guidance. In timely fashion the inquiry should be concluded and a decision made on the preponderance of the evidence gathered whether the complaint has been substantiated or not. Parents and children should be notified as soon as possible of the decision.

If the accused has been exonerated and is an adult who has been suspended, they should be immediately reinstated and every effort made to bolster their good name and reputation. If the accused has been exonerated but has, in the view of the principal or director of religious education, acted imprudently, they should be admonished appropriately and this should be noted in the personnel file.

If the exonerated accused is a student, they should be given appropriate support and efforts should be made to bolster their good name and reputation. Likewise, if the student has acted imprudently, this is an opportunity for learning and becoming more sensitive to the needs and perceptions of others.

If the allegations have been substantiated, an appropriate response will be determined to fit the nature and extent of the conduct involved, depending on but not limited to such factors as whether the conduct in question is an isolated act or part of a pattern, whether past or present, whether one or many were involved either as perpetrators or as recipients. Responses would include but not be limited to such actions as suspension from school for a specified period of time, apology, restitution of some sort, or special learning projects. Parents should be participants in this decision.

If the accused is an adult, appropriate disciplinary action(s) to fit the conduct should be taken in accordance with established personnel policies in effect. Such action would include but not be limited to suspension from duties for a specified period of time, apology, restitution of some sort, showing evidence of successful completion of formal adult education workshops concerning harassment and sensitivity to and about human differences.

### **SEXUAL EXPLOITATION AND ABUSE COMPLAINTS**

Complaints brought by a student concerning sexual exploitation or sexual abuse by an adult in the school or education program are to be referred immediately to the superintendent, pastor, or pastoral administrator who must conclude the initial stage of inquiry within 48 hours of receiving the complaint. The child's parents are to be notified immediately and if the complaint appears reasonable, the appropriate social service agency or law enforcement officials are to be notified in accordance with Minnesota Statutes. The Bishop's Delegate in matters pertaining to Sexual Misconduct is to be notified as soon as possible at the Catholic Pastoral Center in New Ulm. The school's, program's, or parish's attorney should be promptly notified as should the insurance company.

The primary concern is the safety of children. If the safety of children warrants, the adult should be immediately suspended in accordance with relevant employee policies.

Great care needs to be exercised to preserve everyone's good name and reputation throughout the entire process of inquiry and resolution. Towards that end, only those with a need to know (i.e. those mentioned above) will be told at this first stage of the process. Competent psychotherapeutic help should be sought for the child and their family.

### **INVESTIGATION**

Every complaint should be taken seriously. The superintendent, pastor, or pastoral administrator should begin an investigation promptly and conduct it in a careful but timely fashion. If the accused is a member of religious institute, the appropriate religious superior must be notified at the outset and a determination made as to whether the religious institute's procedures are to be followed or whether the superintendent, pastor, or pastoral administrator is to conduct the process. In either event, one should keep the other informed as to the progress of the case. The superintendent, pastor, or pastoral administrator should interview the complainant, take and maintain careful notes, get all the relevant information (times, places, dates, witnesses, actual conduct, etc.) possible. The complainant should be encouraged to be accompanied by a friend, family member, or advisor. The purpose of this phase is to establish the facts. The superintendent, pastor or pastoral administrator should interview anyone else who may have been a witness or has any relevant information to give and should contact the parish (or institution's) attorney and insurance carrier.

Given the seriousness of sexual misconduct, the extensive inquiry following an allegation of misconduct, and the potential for great harm as a consequence, it is understood that making a false accusation is itself a serious offense. Care should be taken to prevent such an abuse by all involved in the process.

## **INTERVENTION**

If the investigation finds a conclusion that the accusations have substance, then the superintendent, pastor, or pastoral administrator has the responsibility to interview the person accused who should be encouraged to bring along a family member, friend, or advisor. The purpose of this meeting is to present the accusation and to hear from the accused.

1. If the employee or contractor admits the accusation, then the superintendent, pastor or pastoral administrator should invoke the proper disciplinary procedures (including termination) as found in the parish's or institution's employment guidelines or manual.
2. If the employee or contractor denies the accusations in whole or in part, then the pastor or pastoral administrator should consider suspending the employee or contractor, or taking some similar action, until a better understanding of the matter can be gained.
3. If the accused volunteer admits the accusations, the pastor, or pastoral administrator is to review their continued voluntary service to the parish (or institution). Such a review would include terminating the volunteer services.
4. If the accused volunteer denies the accusations in whole or in part, the pastor or pastoral administrator will halt the voluntary services until a greater understanding of the accusations can be gained.

In the event the accused denies the allegations, the superintendent, pastor, or pastoral administrator should seek outside assistance in further investigation the accusations. This outside help might take the form of an attorney, diocesan officials such as the Bishop's Delegate, a fellow superintendent, pastor, or pastoral administrator, or trustee. Both the complainant and the accused are encouraged to be accompanied by a friend or advisor. The accusations should be further looked into by again interviewing the complainant, the accused, and any others who may have knowledge of the alleged incidents.

## **RESOLUTION**

After sufficient information has been gathered, the superintendent, pastor, or pastoral administrator must make a decision and either terminate the suspended employee, contractor, or volunteer according to the procedures in the employment guidelines or manual, invoke some intermediate disciplinary action, or reinstate the person's employment or service.

The parish (or institution) may choose to offer psychological assessments, treatment or aftercare to religious or lay professional staff, contractors, or volunteers. Health insurance benefits may also be used in these matters, or assistance to cover co-payments where insurance benefits exist. The diocese is unable to offer any financial help in this regard, but will provide consultation and support to parishes and institutions.

In any event, the procedures found in the parish (or institution) employment guidelines for handling complaints of any kind must be followed also in matters of alleged sexual misconduct. Termination of employment, contracting, or volunteering must be done according to those established guidelines and relevant law.

## **THE AFTERMATH**

Unfortunately harassment, sexual harassment, exploitation, and abuse do occur in our society and will be found even in Catholic schools and religious education programs. All life events can be redemptive and occasions for significant learning and growth, even if the process is painful.

Parents, educators, parish communities, education committees, pastoral leaders, young adults, adolescents, and children can all participate in the creation of working and learning communities which promote development in all areas, not the least of which is how to get along with each other among our differences and how to foster harmony. It is the foundation of peacemaking.

## **BULLYING**

Bullying is a type of harassment with repeated acts of aggression or harm (kicking, pushing, excluding, spreading rumors etc.) by individuals who have more power (advantages in strength, confidence, status or aggressiveness) than their victims. This failure to respect another human will not be permitted, condoned or tolerated. Retaliation against a victim or a witness of bullying is prohibited. False accusations or reports of bullying are prohibited. In a case of bullying, immediate reporting (within twenty-four hours) to a school official is required. The report may be done anonymously. Anonymous reporting may limit the school's ability to take action against an alleged perpetrator. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or exclusion. Since bullying is a type of harassment, the procedures listed in the Diocesan Sexual Misconduct Policy on page 26 will be followed. Annual training about bullying and its prevention will be provided to staff and students.

## **CYBERBULLYING**

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, text messages, digital pictures or images, or Web postings. Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Stakeholders who feel that they have been victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official or school resource officer. All reports of harassment in cyberspace will be investigated. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from school.

## **SAFE ENVIRONMENT**

The New Ulm Diocese has a safe environment program in accord with the USCCB requirement. All clerics, employees and those volunteers who are unsupervised with children attend annual training and are bound by diocesan policies/procedures. There are certain instances when outside speakers, teachers, coaches, etc., have unsupervised contact with students enrolled in the school. Depending on the

circumstances, these outside contractors may not be bound to diocesan requirements. In these cases, applicable parents/guardians must sign the waiver in the back of this handbook.

### **MANDATORY CRIMINAL BACKGROUND CHECK POLICY**

All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors.

The following positions are subject to a mandatory background check: teachers, substitute teachers, tutors, athletic coaches, extracurricular advisors, paraprofessionals, food service personnel, janitorial service personnel, all paid parish personnel and volunteers chaperoning Camp Foley.

### **EXTRA CURRICULAR ACTIVITIES POLICIES**

#### **BAND POLICY**

##### **Band Fees for 2011-2012**

	YEARLY	
Grade 5	\$225	Band fees are based on eight months.
Grades 6-8	\$260	

##### **Weekly Lessons**

Each student will be assigned a lesson time that works with his/her schedule. If your child's lesson time does not work, your child needs to see his/her band teacher and get it changed. It is the student's responsibility to attend his/her band lessons.

If a student is unable to make it to his/her regular band lesson and needs a make-up lesson, she/he needs to see band instructor to sign up for one. All make-up lessons must be completed within a week of the missed lesson.

- If your child knows ahead of time that he/she cannot make the lesson time, he/she needs to see the band instructor *before* the lesson to schedule a make-up time.
- If your child is gone from school and misses his/her lesson he/she will be given a make-up. All make-up lessons must be completed within a week of the missed lesson. Previous notice is appreciated if absence is due to a scheduled appointment.
- If a student misses a lesson because he/she needs to stay in class, he/she needs to get a pass or have the teacher contact the band instructor before a make-up lesson will be given.

##### **Band Rehearsals and Performance**

Band requires a commitment from its participants to be present at all performances. All band students should make every effort to be present at performances and class rehearsals. Any student who misses a rehearsal without a valid excuse will be given a detention and parents will be called. If your child needs to miss a performance for any reason, contact the band instructor as soon as possible. Arrangements for make-up work will be made if the instructor is aware in advance.

The following are required performances:

<b>Date</b>	<b>Event</b>	<b>Those who participate:</b>
September	SSU parade, Marshall	Grades 6-8, some 5 <sup>th</sup> grade
November	Fall Band & Choir Concert	All band students
December	Christmas Concert	All band students
January	Catholic Schools Week	Students that are asked
March	St. Patrick's Day Parade(weather permitting)	Grades 6-8, some 5 <sup>th</sup> grade
March	Band/Choir Concert	All band students
May	Spring Concert	All band students
May	Eighth Grade Graduation	6 <sup>th</sup> & 7 <sup>th</sup> graders who are asked

\*\*Any event specified by the band teacher.

If a student wishes to quit band, he/she will not be excused until the band instructor receives a written note from the student's parent.

Occasions arise when there are some festivals, extra ensembles (jazz band, drum line), or solos in the music. All students are given the same opportunity to sign up or audition if necessary. If a child does not sign-up, she/he will not be considered at all. If only a limited amount of students can be selected for a festival, the choice will be based on lesson progress and grades. Auditions will be held if there is more than one volunteer for a solo in the band music.

### **CHOIR POLICY**

Choir is offered to any student in grades 5-8. There are two choirs at Holy Redeemer School, 5/6 choir and 7/8 choir.

#### **Grading**

Choir is a graded class and follows the following rubric.

- Attendance – 30%
- Teacher Observation – 40%
- Concert Performance – 30%

#### **Performance Opportunities**

Members of the Holy Redeemer School Choirs will participate in the following performances.

November	Band/Choir Concert
December	Christmas Concert
March	Band/Choir Concert
May	Kaleidoscope Concert/Participation Voluntary

There will also be the opportunity for additional performances in festivals for students in grades 7 and 8.

#### **Joining and Dropping Policy**

Any student in grades 5-8 can join or drop choir the first week of the school year or the first week of second semester. In order to drop or add choir, the student must bring a note to the conductor, written by the student's legal guardian, at the appropriate time during the school year.

### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are offered in the following areas: Sports, Student Council, Speech, Play, and Knowledge Bowl.

## **Sports**

Students participating in a Holy Redeemer sport must have a record of a sports physical examination on file at the school. The sports physical is valid for three years.

- Basketball:** 5<sup>th</sup> through 8<sup>th</sup> grade boys and girls are eligible to play. Teamwork, sportsmanship, basic fundamentals, intramural/extramural competition and cooperation are stressed.
- Volleyball:** 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade girls are eligible to play. Teamwork, sportsmanship, basic fundamentals, intramural/extramural competition and cooperation are stressed.

## **Student Council**

This council is comprised of students in grades five through eighth. The organization's purpose is to be an important voice of the student body in school affairs and to promote school pride. Two representatives and one alternate are chosen through an interview process for each homeroom in fifth through eighth grade. Representatives from fifth through eighth grade meet on a weekly basis to discuss and plan ways to make a difference at Holy Redeemer School.

## **Speech**

Contest speech is open to all students in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade. This activity encourages self-confidence and the ability to "think on one's feet". Both skills are extremely useful in all walks of life. The student finds and practices a performance piece from one of thirteen categories and gets the piece ready for competition with other area schools. Generally, the speech season is from December to March.

## **School Play**

The play has become a tradition at Holy Redeemer School with students working under the guidance of a director to present a spring production. There are opportunities within this area for students to explore all aspects of theater on stage and behind the scenes. Priority is given to the eighth grade.

## **Knowledge Bowl**

Knowledge Bowl is a competition that involves teams of four students answering questions relating to all areas of learning on a wide variety of topics as quickly as possible. Students in grades seven and eight have the opportunity to practice and then compete with area schools. Competitions are held throughout the fall and winter months.

Any student participating in extracurricular activities will be subject to the discipline policy of Holy Redeemer School (for sports at Marshall Public School also the Minnesota State High School League.) Participation in extracurricular activities requires a C- (2.8) grade point average and satisfactory grades in effort at mid-term and report card time.

Holy Redeemer School seeks to foster a spirit of cooperation as well as competition. It is our belief that all students in grades 5-8 should be allowed to participate in these programs.

## **Requirements**

All students participating in any of these activities are expected to come to all scheduled practices/meetings, unless other arrangements for an excused absence are worked out with the supervisor. If a student's grade

point average is below 2.8 (C-), the student will be ineligible to participate until the grade is raised to a C- or better.

Any student suspended from school will be suspended from all extracurricular activities for two (2) weeks starting from the date of the incident that caused the suspension.

It will be a policy of Holy Redeemer School that all coaches or supervisors of extracurricular activities will be selected by the administration and/or athletic director.

## **FIELD TRIP POLICY**

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavior requirements. Students will be required to fulfill any missed academic experiences.

Students who fail to submit a proper form will not be allowed to participate in the field trip.

Parents have the right to refuse to allow their child to participate in a field trip. If a parent chooses not to have a child attend a field trip, a comparable learning experience will be provided for the student.

Parents are expected to sign the permission form that releases the school from liability.

If your child forgot to bring the proper form home from school, you can copy the proper form in the back of this handbook and fill in the appropriate date and place.

## **SERVICE REQUIREMENT**

When you enroll your child at Holy Redeemer School, you agree to pay tuition and to give service. **Every parent is expected to give service which supports staff and enhances educational opportunities for our students.** Participating in the following activities will meet this requirement: room parent, chaperone, classroom volunteer, building and playground maintenance, volunteer coaching, guest lectures, teacher appreciation luncheon, and other school projects.

**All families are expected to participate in fund-raising activities:** Holy Redeemer School has the following fund-raising activities: Phone-A-Thon, Magazine Drive, Spring Fund Raiser, Carnival, Book Fair, Home and School Fundraiser, Redemption of Labels and Grocery Certificates.

### **Student Service**

Each grade level participates in some type of service program. Students of Holy Redeemer School are expected to participate. Some examples of service are Prayer Partner letters, Operation Christmas Child, Heart to Heart and mission collections.

### **Evangelization & Catechesis Committee (EAC)**

The EAC Committee cares for the various aspects of ministry in the parish: liturgy & spiritual life, social concerns, education, and administration. The committee addresses the life-long educational needs of all members of the parish. Meetings are held monthly. The EAC Committee that represents the school also serves as the governing body of our parent organization referred to as Home and School. Meetings are held in

conjunction with EAC meetings. Home & School fees are \$15 per family per year and all Holy Redeemer School families are members. This money funds programs and projects throughout the year that support and enrich the students' educational experience. Past funds have been used to aid in providing materials for classroom instruction, school improvements such as new lockers, playground and technology resources and presenters for students assemblies.

## USE OF SCHOOL GROUNDS

### After School Dismissal

All students in grades K-8 are expected to go directly home after school, (unless they are involved in a school sponsored extracurricular activity or STARS) since the school grounds are not supervised. The school will not assume the responsibility of a student getting hurt on the playground after school. Please study the following page that explains parking procedures and traffic flow when picking up or dropping off your child.

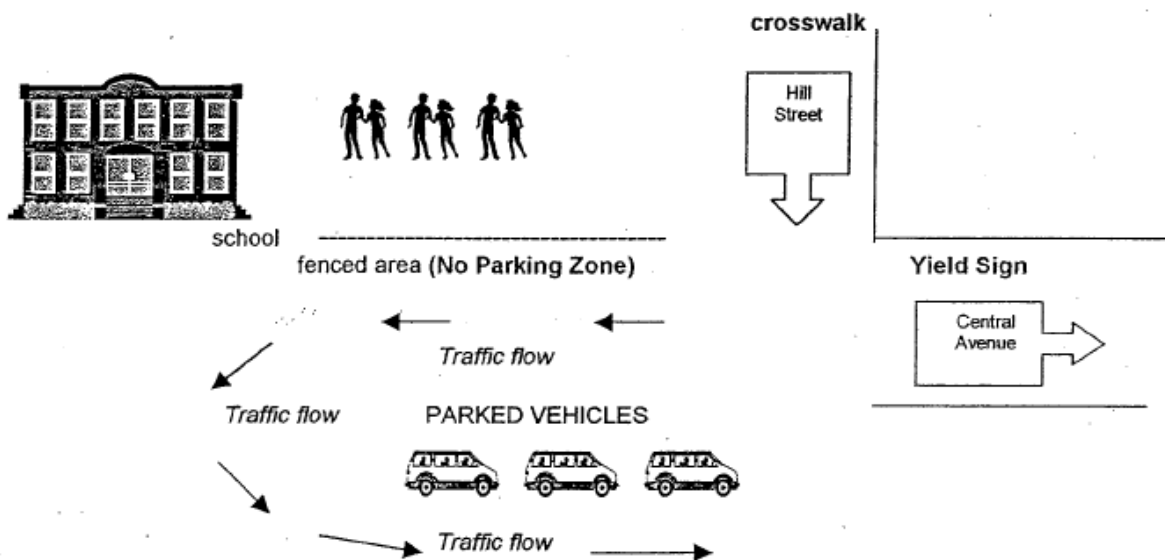
All students riding the bus or being picked up should exit the Hill Street primary playground doors.

Holy Redeemer School students should never exit the Wee Care door or the band room door.

**PLEASE OBSERVE THE FOLLOWING “RULES WHEN PICKING UP YOUR CHILDREN. IF YOU HAVE SOMEONE ELSE PICK UP YOUR CHILD, PLEASE PASS THIS INFORMATION ALONG TO HIM OR HER.**

There is **NO PARKING** along the fence of the playground. Even if your child is waiting there, please **park your vehicle in the lot** and have your child walk to your vehicle or you walk to get them.

**TRAFFIC FLOW IS ONE WAY!** Enter the lot from either Hill Street or Central Avenue. Travel IN and Exit in a ONE WAY westward circular direction AROUND THE PARKED VEHICLES.



**REMEMBER TO YIELD TO THE CHILDREN!** They are excited that school is over for the day and anxious to leave. Watch for the children! Restrict your cell phone use during this time. There is also a “Yield” sign at the corner of Central Avenue as it approaches the school. Please yield to the oncoming traffic from Hill Street and outgoing traffic from the parking lot.

## **GENERAL INFORMATION**

### **Daily Schedule**

The school day begins at 8:05 A.M. and ends at 3:05 P.M. We ask that if your child does not ride the bus, he/she should not arrive at school before 7:50 A.M. Students in sixth, seventh and eighth grade band or fifth/sixth grade choir will be admitted into the building at 7:55 A.M. All other students must wait on the playground until the bell rings. On days that are below zero or raining, the children will be allowed to come into the auditorium.

### **School Closings**

There will be an announcement over the radio (Marshall stations and WCCO) when school is closed, starting late, or dismissing early due to weather conditions or other emergencies. Please have a plan in place with your child in cases of early dismissals. When school is cancelled or dismissed early all after school activities are also cancelled.

### **Insurance**

There is no insurance that the parish/school carries that will provide medical and hospital insurance for a student injured on the school grounds.

### **Library**

The school maintains a well-stocked library from which children may check out books. Whenever a child checks out a library book, he/she assumes responsibility for this property. The library policy at Holy Redeemer School states that the current replacement cost or any books that are damaged beyond reasonable repair or lost, will be charged and payment is expected during the same school year. Library checkout privileges will be restored when the replacement cost is paid.

### **Fire and Tornado Drills**

Fire and tornado drills are necessary for the safety of the children. Each student will be instructed in the manner in which he/she is to proceed to a place of safety.

### **Crisis Plan**

Holy Redeemer School follows the Minnesota law in regards to having various types of lock down drills throughout the school year. These drills include lockdown, lockdown with intruder, reverse evacuation and evacuation with relocation. In the event that Holy Redeemer School would need to evacuate, students and staff would walk to First Lutheran Church and wait there for further instructions. Parents should listen to KKCK/KMHL for information in regards to emergencies.

### **Respect for School Property**

Any student who marks desks, classroom or bathroom walls, sidewalk, school building, a library/or textbook shows a lack of good citizenship. Schoolbooks must be carried to and from school in a book bag. All textbooks are to be covered. Students are expected to pay for any damage done to school property.

### **Search and Seizure**

Neither public nor private schools need search warrants or probable cause to conduct a search of students or their belongings. Holy Redeemer School is a co-tenant of lockers and desks and reserves the right to search them without notice.

### **Money and Personal Property**

Students should not bring expensive jewelry, valuable toys, money, etc., to school. All personal items should be labeled with the student's name. Students are discouraged from bringing cell phones, headphones, or pagers to school. If brought to school, cell phones and pagers must be turned off and kept in the student's locker or backpack during the school day. Cell phones are never permitted in locker rooms.

Money sent to school should be in an envelope with the following information: Name of child or children, date, homeroom number, teacher, amount, and purpose.

The school is not responsible for lost or stolen money or other items. All articles that are found on the school premises are placed in the "Lost and Found" department located in the office. After noticing an article missing, your children should immediately check with the office.

### **Medical**

The teaching staff has been trained to observe any appearance of behavior that might indicate that the child is not feeling well. If a child becomes ill at school, the parent will be called to inform them of the child's illness and to request that the child be taken home. No child will be sent home without a parent first being contacted.

If children are injured on the way to school, or at school, we will make every effort to notify the parent immediately. In case we cannot contact the parents, and emergency treatment is needed, we will use the permission given on the white registration card as our authority to call a doctor/dentist, at your expense.

### **Appointments**

If at all possible, parents are encouraged to make medical or dental appointments for after school to avoid loss of school time. If appointments are held during school hours, the school office must be notified. An adult must sign the student out of school and the student needs to be signed back in at the office upon return. No student will be allowed to leave during school hours unless they are accompanied by an adult and have parent permission.

### **Medication Administration to Students**

Over-the-counter (OTC) medications such as Maalox, Tylenol, cough syrup, cold medications, or prescription drugs from a physician may be administered by licensed nurses with parental permission under the circumstances listed below. Ancillary staff may administer medication with proper training from the nurse.

- a) These OTC may be given at school under specific circumstances approved by the licensed nurse and with signed permission of the parent if use does not exceed being given for more than three consecutive days.

- Tylenol or other similar type of pain reliever will not be given if there is any sign of :  
photophobia, neck pain without injury, persistent headache following a head injury, vomiting,  
abnormal movement, sleepiness.
- b) Other OTC medications will not be given for more than three consecutive days without a doctor's order.
  - c) OTC medications must be brought in original container. No medications will be shared with any other student.
  - d) Send only the amount to be given at school. Please count the number of pills and note this on the bottle.
  - e) In the event the parent cannot bring the medicine to school, instruct your child to bring the medication to the student health office. Call the school to let them know that the medicine is being sent.
  - f) No student in Holy Redeemer School is allowed to keep medications in their locker, desk, book bag or on their person.
  - g) The licensed nurse has the right to refuse to administer any OTC they deem is inappropriate for use in a school setting.

\*Nebulizers may be used at school as indicated by individual orders from the student's physician and parental permission.

\*Inhalers may be used at school as indicated by individual orders from the student's physician and with parental permission. Students may carry inhalers as outlined in MS 2001 sect 121A.22.

\*Diabetic blood glucose tests may be done per student if properly instructed per physician and/or nursing personnel, as needed to monitor in school setting. Tests should be performed in the nurse's office for proper care and disposal of equipment.

\*Saline solutions or room temperature water may be used for contact problems and eye irritations.

Our goal is to administer medications safely and effectively to your child. To do this, we need your assistance.

### **Emergency Illness/Accident Information**

A. The principal shall request emergency information for each student including phone numbers of parents, their places of work, emergency contact persons if parents cannot be reached, and the names of doctor, dentist, and hospital.

B. All professional staff members should be familiar with first aid; the immediate and temporary care given in case of accident or illness before the services of ambulance or physician can be secured.

In the event of serious injury or illness the following procedures shall be followed:

1. Keep calm/reassure victim.
2. Stay with victim/notify office/call for help.
  - a. If injury requires immediate medical care, office will call 911.
  - b. Office will notify parent/or responsible adult.
3. Victim shall be kept lying down until nature of illness can be determined. Do not move someone who has been severely injured, lost consciousness, or complains of head or neck pain.
4. Administer first aid; stop bleeding, apply cold pack where needed, keep victim warm, etc.
5. Transportation of victim:
  - a. Accompany victim if he/she must be transported to medical facility for immediate care.
  - b. If injury or illness is minor, parent or responsible adult shall determine how child shall be transported and will accompany their child.

5. Person in charge shall complete accident report at the time of injury, notify the principal, and then file in the student health record.

### **Counseling**

A licensed counselor comes to Holy Redeemer School one morning a week. A counselor may meet with a student up to three times without parent notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified.

### **Alcohol and Drugs**

Holy Redeemer School recognizes chemical dependency as a treatable illness. Students who are diagnosed or are identified shall have the same consideration and opportunity for treatment that is extended to students with other types of illnesses.

### **Physical Education**

Every child is expected to participate in physical education activities, unless otherwise noted by a physician. There are no special uniforms or clothing required for physical education class in grades K-6. Boys and girls in grades 7-8 are required to wear shorts and T-shirts to be used for physical education class ONLY. Each student, in K-8 is required to have a pair of tennis shoes to be used for physical education class ONLY. The child's name should be written somewhere on the shoes in case of loss. The school will purchase padlocks for the locker room lockers. Students are responsible for the lock issued to them and will pay a replacement fee if their lock is broken or lost.

### **Pesticide Notice**

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present and whether any treatment is needed.
2. Recommendation for maintenance and sanitations to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking and screening; and application of EPA
4. Application of EPA –registered pest control materials when needed.

Pest can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified.

### **Asbestos Notice**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we performed inspections of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the school administrative office since that time.

The EPA requires us to perform re-inspections of the asbestos materials every three years. An accredited inspector/Management Planner from TAC Environmental Incorporated from Fargo, ND, performed the re-inspection of our diocese in 1994-95 and issued a report regarding the results. There were no significant changes in conditions of the remaining asbestos.

All asbestos containing materials in our school are in good condition and we will continue to manage them in place, as recommended by the accredited Management Planner.

The results of the re-inspection as well as the last six month surveillance are on file in the Management Plan in the school's administrative office. Everyone is welcome to view these anytime during normal school hours (Mon-Fri. 8 am – 4 pm). Our Asbestos Program Manager; LeRoy Sik, is available to answer any questions you may have about asbestos in our buildings at 532-6642.

We are intent on not only complying with, but also exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a safe and healthy environment in which to learn and work.

## **WELLNESS POLICY**

Holy Redeemer School promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. Holy Redeemer supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. The school contributes to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and ensures that every child has a better opportunity to reach a higher level of achievement.

The complete Wellness Policy can be viewed by stopping by the school office. It will also be available on the school website.

Parents are reminded that only healthy treats should be sent to school.

## **PARENTAL RESPONSIBILITIES**

In enrolling your child in a Catholic school, you agree to certain responsibilities. These include:

1. to be a partner with the school in the education of your child
2. to understand and support the religious nature of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special request for meetings
5. to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others

8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school
9. to appreciate that Catholic education is a privilege that many persons do not have.

### **SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

If a situation arises which is not stated in this handbook, the administration reserves the right to deal with the situation according to their judgment. The administration retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

**FIELD TRIP  
PARENTAL CONSENT FORM & INDEMNITY AGREEMENT**

Student/Participant Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Date of Event/Field Trip \_\_\_\_\_  
Type of Field Trip \_\_\_\_\_  
Destination \_\_\_\_\_  
Individual(s)/Teachers(s) in Charge \_\_\_\_\_  
Estimated Time of Departure \_\_\_\_\_ Return \_\_\_\_\_  
Mode of Transportation to & from Event \_\_\_\_\_  
Student Cost (if applicable) \_\_\_\_\_

I, \_\_\_\_\_, grant permission for \_\_\_\_\_  
Parent or Guardian Name Child Name

to participate in the above named activity and I warrant that my child is in good health. In consideration of my child's participation, I agree to indemnify the parish/school and the Diocese of New Ulm from any claims or law suits brought against the parish/school/Diocese of New Ulm by myself, my child or others that arises out of any behavior by my child at the event/activity described above. I also agree to pay reasonable attorney's fees or expenses incurred by the parish/school and the Diocese in defense of such a claim/suit.

**EMERGENCY MEDICAL TREATMENT:** In the event of an emergency, I give permission to transport my child to a hospital for medical treatment. I wish to be advised prior to any further treatment by a doctor or hospital. In the event of any emergency, if you are unable to reach me at the above numbers, contact:

Name \_\_\_\_\_ Phone number \_\_\_\_\_

**OTHER MEDICAL INFORMATION**

Medication my child is taking at present: \_\_\_\_\_

Family Health Plan carrier number \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone # \_\_\_\_\_

**As a Parent or Guardian, I agree to all of the above stated considerations and conditions:**

\_\_\_\_\_  
Signature Date

**FIELD TRIP  
LIABILITY WAIVER (ADULT)**

*Each adult participant, including group leaders and chaperons, must sign this form.*

**RELEASE OF LIABILITY**

I, \_\_\_\_\_, agree on behalf of myself, my heirs, my assigns,  
Full name  
executors, and personal representatives to hold harmless and defend \_\_\_\_\_  
Parish/School  
and the Diocese of New Ulm, its officers, directors, agents, employees, or representatives associated with  
the field trip from any and all liability claims, loss, or damage arising from or in connection with my  
participation in the field trip.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Fall 2011

Dear Parent/Guardian:

As part of our ongoing effort in the Diocese of New Ulm and here at Holy Redeemer School to provide a safe and secure environment for your child when participating in activities, transportation or special needs programs offered by Marshall Public School.

It is important that you understand that the Diocese and Holy Redeemer School holds no real or implied legal responsibility or jurisdiction over the employees of Marshall Public School. Therefore, your signature below indicates that you understand that Marshall Public School is responsible for the conduct of its employees, and in all cases where the conduct of an employee of that school is in question, Marshall Public School shall be liable. While the public school employees are bound by Minnesota law to have a recent criminal background check on file, they are not subject to the requirements of the Diocesan Safe Environment Program.

Please complete the bottom portion of this letter and return to the school office. Your child will not be able to participate until this disclaimer is received by the school office.

-----

**2011 – 2012 Parental Disclaimer  
Participation in a Class, Activity or Transportation Sponsored by Another School**

I, \_\_\_\_\_ have read the disclaimer concerning \_\_\_\_\_'s  
*(Name of parent/guardian)* *(Name of student)*  
participation in a class, activity or transportation sponsored by Marshall Public School. I hereby release the Diocese, the parish and the school from all liability and claims relating to that class, activity or transportation.

\_\_\_\_\_  
*(Signature of parent / guardian)*

\_\_\_\_\_  
*(Date)*

**PHOTO/VIDEO RELEASE FORM for 2011-2012 SCHOOL YEAR**

I hereby give permission for my child/children, whose signatures are written below, to be photographed or videotaped at Holy Redeemer School. I realize that the photo may be published in the newspaper, a magazine, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at Holy Redeemer School.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

I **do not give** permission for the child/children listed below to be photographed or videotaped.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT/STUDENT AGREEMENT**

I have read and agree to be governed by the 2011-2012 Holy Redeemer School Parent/Student Handbook that is found on RenWeb and at [www.holyredeemerschools.com](http://www.holyredeemerschools.com).

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

