

# Family Handbook

2011-2012



## Risen Christ School

Preparing children for success in work and in life

1120 East 37<sup>th</sup> Street • Minneapolis, MN 55407 • 612-822-5329

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

## Table of Contents

Staff Directory	3
If You Have Questions	4
Mission Statement/Philosophy Statement	5
Goals and Objectives	6
Catholic Identity	6
Accreditation	7
Admission	7
Attendance	7
Authority	9
Behavior	9
Child Abuse/Neglect	10
Class Size	10
Conferences	10
Criminal History Background Checks	10
Discipline	11
Dress Code	14
Electronic Devices/Communications	16
Emergency/Crisis Response	18
Extracurricular/Co-curricular Activities	18
Field Trips	19
Fund Raising	19
Graduation	20
Grievance Procedure	20
Guidance/Counseling/Family Services	21
Gum	21
Harassment	21
Health Matters	22
Home/School Communication	24
Homework	24
Hot Lunch Program	25
Internet Use Policy	25
Library	26
Non-Discrimination Policy	27
Office	27
Peace Site	28
Personal Property	28
Reasonable Suspicion	28
Recess	29
Report Cards	29
Retention	29
School Age Child Care	30
School Closing	30
School Property	30
School Supplies	30

Security and Safety	31
Sexual Offender Notification Procedure	31
Special Services	31
Student Pick-Up and Drop-Off	32
Transportation	33
Tuition and Fees	33
Visitors	34
Volunteers	34
Student/Parent/Teacher Compact	35
Student Drop-Off/Pick-up Map	36
Minneapolis Public School Calendar	37

## Risen Christ Catholic School Staff Directory

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**Custodians:** Ms. Soraya Ramos, Ms. Yolanda Sandate.

**Educational Assistants:** Ms. Iona Clark, Ms. Joy Cunningham, Ms. Mary Kate Engel, Ms. Jeanine Estime, Ms. Chalese Knight.

**If you have questions about:**

Vision and strategic planning, board of director, governance, programs, or general oversight

School personnel, day-to day operations class schedules, Title I, special education, ESL, calendar/event scheduling, curriculum

Attendance issues, discipline, bus behavior, dress code, athletics

Transportation, bus routes, registration, health issues

Tuition, hot lunch account, facility issues

Spanish translation, tours

Volunteering

Extended day care program,

Homework, assignments, grades, academic progress, field trips

**Contact:**

Ms. Helen Dahlman ,

Ms. Liz Ramsey

Mr. Andre Knight

Ms. Tessa Floersch

Mr. Tim Dornfeld

Ms Claudia Correa

Ms. Maggie McCarrick

Ms. Chalese Knight

Your child's teacher

# **RISEN CHRIST CATHOLIC SCHOOL**

“Preparing Children for Success in Work and in Life”

2011-2012

## **MISSION STATEMENT**

Risen Christ Catholic School is committed to developing the spiritual, academic, social, physical, and leadership gifts of all of our children. We promote collaboration with families and the community in order to affirm and embrace our cultural diversity within a safe, academically challenging, and Christian learning environment.

## **PHILOSOPHY STATEMENT**

Risen Christ Catholic School believes in:

- ◆ Offering quality Catholic educational opportunities to all students who choose to partake, including students from diverse family, financial, religious, and cultural backgrounds from our surrounding communities.
- ◆ Influencing all aspects of education with the Gospel message and Christian values.
- ◆ Providing a core academic curriculum, teaching students to read, write, reason and communicate effectively.
- ◆ Maintaining standards of quality, excellence, and achievement without sacrificing service to those students and families in financial need.
- ◆ Enriching the lives of our children by collaborating with local faith communities in order to provide meaningful, ecumenical, and multicultural service, worship, and program opportunities.

## **GOALS AND OBJECTIVES**

- ◆ To provide faith formation based upon Christian values and traditions, which teach that each child is a unique creation of God who loves them unconditionally and inspires them to respond.
- ◆ To form a partnership with families, helping them to meet their children's educational needs.
- ◆ To provide quality Catholic education and to maintain high expectations for all students.
- ◆ To maintain a safe environment in which students respect themselves and others.
- ◆ To develop and provide programs and curriculum which reflect our students' cultural diversity.

## **CATHOLIC IDENTITY**

Risen Christ Catholic School was founded in 1993 as a cooperative effort of five parishes: Church of the Holy Name, Holy Rosary, the Church of the Incarnation, Saint Albert the Great, and the Church of Saint Stephen.

Risen Christ Catholic School is committed to promoting Catholic values and traditions. The social justice teachings of the Church beautifully articulate these values:

- ◆ Life and the dignity of the human person
- ◆ Call to life in family and community
- ◆ Rights and responsibilities of the human person
- ◆ Dignity of work and rights of workers
- ◆ Option for the poor and vulnerable
- ◆ Communal solidarity
- ◆ Care for God's creation

Among the Catholic traditions we embrace are:

- ◆ Liturgy
- ◆ Sacraments
- ◆ The study of saints
- ◆ Formal and informal prayer and worship experiences
- ◆ Liturgical seasons and holy days.

Risen Christ also strives to promote ecumenical understanding and community through worship, prayer, song, and actions that reflect and respect the many faith traditions found in our school and world

## ACCREDITATION

Risen Christ Catholic School is a fully accredited member of the Minnesota Non Public School Accrediting Association.

## ADMISSION

**General Admission Policy.** Risen Christ Catholic School welcomes all children whose families desire a Risen Christ education. No child will be denied enrollment in Risen Christ on the basis of race, ethnicity, religion, socio-economic status, or gender. Every effort will be made to provide a child the opportunity to attend Risen Christ School regardless of the financial situation of the family.

**Waiting List Policy.** Risen Christ Catholic School will accept any student who wishes to enroll, based on policies and guidelines set by the administration. However, once a grade's size limit is reached and a waiting list must be established, the following criteria are used in establishing the priorities for the list:

- ◆ Current students and/or siblings will have first priority.
- ◆ All others will advance on the waiting list according to the date of their application.

**Enrollment Procedures.** To enter kindergarten, students must be five (5) years old by September 1 of the current school year. To enter first grade, students must be six (6) years old by September 1 of the current school year. Exceptions to this policy may be made by the administration after appropriate testing or interviews.

Parents/guardians of kindergarten students must provide a copy of the child's preschool screening report, updated immunization records, and a copy of his/her birth certificate. Skills assessments may be administered to a new kindergarten student if he/she enters after the preschool screening program has been completed.

Students transferring to Risen Christ are asked to complete an enrollment survey form, and may be given a number of different assessments. The information provided through these materials assists the school in making appropriate instruction placement decisions.

## ATTENDANCE

Students at Risen Christ Catholic School are expected to attend school all day every day as required by law in the state of Minnesota. Daily attendance also helps ensure the student's chance to succeed in his/her schoolwork. School begins at 9:55 a.m. each morning and students are dismissed at 4:25 p.m. each afternoon.

**Tardiness.** Students will be marked tardy if they are not in their classrooms by 10:00 a.m. Students who are late must get a pass from the office. Tardiness will be reviewed and will be recorded as excused or unexcused. Excused tardiness includes such things as medical appointments and requires a note from a parent/guardian. Unexcused tardiness may include sleeping late or missing the bus. Parents will be contacted regarding excessive tardiness.

**Absence.** If a student will be absent, a parent/guardian should **call the school office between 8:30 a.m. and 9:45 a.m. the morning of the absence.** Absenteeism may be defined as missing an entire day of school or a single class. Excused absences, such as illness or family emergencies, must be confirmed by a parent/guardian. Unexcused absences include those unexplained or unverified by a parent/guardian. Medical and other appointments should be made before or after school hours whenever possible. Parents will be contacted regarding excessive absenteeism. Any family issues requiring a child to be out of school for three (3) consecutive days or longer must be discussed prior to the absence with the dean of students or principal and may require additional confirmation and/or documentation. Students who are absent for the school day are not eligible to participate in after-school events or athletic events.

**When to keep a sick child home.** The following guidelines can assist you in deciding if a child is too ill to attend school:

- ◆ Signs of head lice or ringworm
- ◆ Vomiting or diarrhea within the past 24 hours
- ◆ Any rash that may be disease related, until inspected by a physician
- ◆ Pending results of a strep culture
- ◆ Child complains of not feeling well in the morning
- ◆ A fever of 99 degrees or higher
- ◆ Until 24 hours after beginning medication

**Release of students during the school day.** If a child needs to come to school late or leave early because of an appointment, a parent/guardian should notify the school office in writing before the day of the appointment. When picking up or dropping off a child, a parent/guardian must come to the office to sign him/her in or out. Children will not be released to anyone without the parent's/guardian's written and/or verbal permission. If a child is going to another student's home after school, both sets of parents/guardians need to provide written and/or verbal verification before the end of the school day. If a parent/guardian is unable to pick up a child, please notify the school secretary and identify the person who will pick up the child.

**Truancy.** A student absent without consent is truant. Examples of truancy are:

- ◆ Leaving school grounds without permission
- ◆ Staying home without parent/guardian permission
- ◆ Failing to attend assigned classes or activities

According to Minnesota Statute 260A.02, a continuing truant is a child who has missed three or more days of school if in elementary school, and three or more class periods on three days if the child is in middle school, junior high, or senior high school. Risen Christ Catholic School will refer a child to the Hennepin County Attorney's office for unexcused absences in cases of:

- ◆ Truancy – 10 unexcused full or partial days
- ◆ Educational neglect – 7 unexcused full days; a significant number of partial days missed will be considered in an educational neglect referral if the missed partial days have resulted in a substantial loss in the child's education

## AUTHORITY

Students are expected to follow the directions of authorized adults in all school-related situations and settings. Both students and adults are expected to be courteous and respectful at all times. All adults in our school setting have the right, and are expected to, correct students if they are violating school rules, and students have the obligation to do as requested.

## BEHAVIOR ANTI-BULLYING POLICY AND PROCEDURES

**Policy:** Risen Christ School strives to maintain a safe and welcoming environment for every student in our community. Bullying behavior negatively affects our community and each member in it and is therefore unacceptable.

**Definition:** Bullying is when a person is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself.

It has three components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

**Procedure:** Any member of the school community who experiences or witnesses harassment or bullying is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. Our expectation is that the bullying behavior ceases.

If the individual does not feel comfortable dealing with the situation, or if a request to stop is not respected, he or she should report the incident to the supervising adult or fill out a report form located at a number of spots throughout the school.

Once a form of bullying is reported to an adult, the dean of students will assume responsibility for investigating the complaint.

Based on the information gathered, the dean of students will take appropriate action, which may include but is not limited to:

- ◆ Talking to the student(s) named in the incident and providing skill instruction
- ◆ Contacting the parent/guardian
- ◆ Developing a written plan for correcting the behavior

If the behavior fails to change, the student will be placed on a step (1-4) of the school discipline cycle.

**Severe violations and/or failure to change the bullying behavior may result in the student being placed at any one of the steps on the school's discipline cycle, including expulsion.**

**The school shall retain the sole discretion to determine the nature, extent, or duration of any appropriate consequence, which may include loss of privileges, removal from class, suspension, or expulsion of a student.**

A record of the report, investigation, and outcome will be kept on file at the school.

## **CHILD ABUSE/NEGLECT**

The staff members of the school are legally required to follow Minnesota law pertaining to reporting child abuse and/or neglect. The law states: Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of, or have reason to believe, there is abuse or neglect occurring now or within the past three years. A written report must be filed within 72 hours of the verbal report. Abuse is defined as physical, sexual, or emotional maltreatment. Neglect is defined as failure to provide food, clothing, shelter, or medical care, and/or exposure to a controlled substance in the home or before birth.

Risen Christ School and the Archdiocese of St. Paul and Minneapolis are committed to implementing all aspects of the Charter for the Protection of Children and Vulnerable Adults, created by the U.S. Catholic Bishops in 2003 as part of their response to priest misconduct issues. The purpose of the Charter is to insure the safety and welfare of all children who approach a Catholic institution by providing appropriate training on creating and maintaining a safe environment, abuse prevention, recognition and reporting, and investigation procedures. Please contact Ms. Dahlman or Ms. Ramsey if you have any questions about this effort.

## **CLASS SIZE**

Typically, our class size is limited to 25 students. Class size may be higher or lower than 25 for a particular grade due to the needs of the students, the school, or due to available resources. Class size and composition is made after careful consideration and consultation with the school staff and administration.

## **CONFERENCES**

As partners in the educational process, parents/guardians can assist the staff in understanding and supporting the child's efforts. School conferences are held in October and February. Any party may request additional conferences at any time. Risen Christ Catholic School strives for 100% attendance at all parent/teacher conferences.

## **CRIMINAL HISTORY BACKGROUND CHECKS**

All employees of Risen Christ School are required to complete a criminal background and reference check prior to employment. Volunteers who have regular or unsupervised contact with minors are subject to criminal background checks as well.

The following personnel at Risen Christ School are subject to a mandatory background check

- Administrators
- Classroom teachers
- Specialist teachers
- Substitute teachers
- Educational assistants
- Athletic coaches
- Food service personnel
- Janitorial service personnel

## **DISCIPLINE**

As Catholics and as Christians, it is our desire to become more like Christ. We believe that the purpose of a discipline program is to develop self-disciplined individuals with mature attitudes and socially acceptable standards of conduct which reflect love of self and love of neighbor. Discipline, therefore, should not be confused with punishment.

In order that the rights of all members of the Risen Christ Catholic School community shall be guaranteed, it is the responsibility of all members to learn and follow certain rules. Here at Risen Christ, we have just three simple rules:

- ◆ **Respect yourself, others, and things.**
- ◆ **Contribute to the learning environment.**
- ◆ **Follow school and classroom procedures.**

To nurture and promote self-discipline in our school community, we model and teach the fifteen skills of self-discipline as outlined in the Discipline With Purpose program.

Based on the fact that self-discipline means a person's ability to wait, fifteen natural opportunities to practice waiting, already present in daily life, are identified. These fifteen skills provide regular opportunities for students to think and make judgments about how they should act to model self-disciplined behavior.

The skills are taught using four methods:

- ◆ Modeling
- ◆ Pre-teaching
- ◆ Infusion
- ◆ As a curriculum

**The fifteen skills in the Discipline With Purpose framework are:**

Listening	Leadership
Following Instructions	Communication
Asking Questions	Organization
Sharing	Resolving Problems
Social Skills	Initiating Solutions
Cooperation	Fact vs. Feeling
Reasons for Rules	Service to Others
Completing a Task	

## **Components of the Discipline With Purpose Program**

### **School and Classroom Rules**

- ◆ **Respect yourself, others, and things.**
- ◆ **Contribute to the learning environment.**
- ◆ **Follow school and classroom procedures.**

### **T Charts**

T Charts are developed to show students how the rules look and sound and do not look and sound. T Charts contain procedures to be followed throughout the school and in each classroom.

### **Classroom Discipline Cycle**

The list of steps taken if a student does not follow the rules in a particular classroom is the classroom discipline cycle. One such step may include removal of the student to work with the teacher in making appropriate changes to the student's behavior. If possible, the adult who removes the child will work quickly to help the student to regain self-control. If this happens, the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to an administrator's office and a four-step discipline cycle will be set in motion.

### **School Discipline Cycle**

Occasionally, removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student

- ◆ is in physical or psychological danger or puts another in danger,
- ◆ is abusive, irrational or unreasonable;
- ◆ pushes beyond the limits of respect in speech or actions, or
- ◆ if repeated correction from an adult does not help the student gain self-control.

The school discipline cycle outlines the steps that will be taken once a student is sent to an administrator's office.

**Step One:** The student will be sent to the office with a referral form completed by the adult who is sending the child to the office.

- ◆ The student will meet with the dean of students.
- ◆ The dean of students will inform the parent/guardian of the incident by phone or note.
- ◆ The student will be held accountable for any plan developed.
- ◆ The dean of students will inform the staff member involved in the incident of any action taken.

**Step Two:** If step one interventions have been unsuccessful, the student may be placed on Step Two.

- ◆ The student will again meet with the dean of students.
- ◆ The parent/guardian will be notified by phone or note.
- ◆ A conference with the teacher, parent/guardian, student, and dean of students will be scheduled.
- ◆ A contract will be drawn up listing actions that will be taken by each participant in the conference.
- ◆ A date to review the contract will be determined.
- ◆ The discipline cycle will be reviewed.

**Step Three:** If step one and step two interventions have been unsuccessful, or in extreme cases when the administrator determines the seriousness of the actions warrants starting at step three, the student will be brought to the office.

- ◆ The student will meet with the dean of students.
- ◆ The parent/guardian will be notified that a suspension of up to three days has been earned. The length, type, in school or out of school, will be determined by administration.
- ◆ A conference will be held with the parent/guardian, teacher(s), student, and the dean of students to write a plan with a measurement for progress to assist the student in developing self-control.
- ◆ All schoolwork missed during the period of suspension must be completed before the student rejoins the class.
- ◆ A probationary time period to monitor and review progress will be set once the student is ready to return to class.
- ◆ Any student, who is suspended in school or out of school is not eligible to participate in school or extracurricular activities.

**Note:** Any of steps one, two, and three can be repeated as long as a student is able to demonstrate that progress is being made, and is willing to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to effect change, the student will move to Step Four of the cycle.

**Step Four:** The student's placement will be terminated.

- ◆ The decision to terminate a student rests with the principal.
- ◆ If termination is the decision, the student's parent/guardian will be notified in writing, the reasons for the dismissal will be given.

## **SERIOUS VIOLATION CLAUSE**

**Students engaging in openly defiant or violent behavior, endangering the safety, health, or property of themselves or others, or involved in repeated serious violations of school rules, as determined by the school staff, have not gained the skills needed to deal with conflict in a creative or constructive manner. Severe violations such as these may result in the student being placed at any one of the above steps, including expulsion.**

**The school shall retain the sole discretion to determine the nature, extent, or duration of any appropriate consequence, which may include removal from class, suspension, or expulsion of a student. Where it appears that the student will create an immediate and/or substantial danger to the student or others, or property around the student, the classroom teacher has the authority to remove the student from the room immediately. The classroom teacher may not, in so removing the student, use unreasonable physical force that causes or may tend to cause bodily or emotional harm.**

**Serious violations may include, but are not limited to:**

- ◆ **Physical assault/violence**
- ◆ **Harassment/threats**
- ◆ **Theft**
- ◆ **Possession or use of alcohol, drugs, or other controlled substances**
- ◆ **Vandalism**
- ◆ **Defiance**

**The school has the right and responsibility to conduct any investigations necessary in order to determine the most appropriate consequences for any rule violation. Such investigations are conducted in a timely manner by appropriate school staff. Parents/guardians will be informed of the results of investigations involving serious rule violations.**

## **CONFIDENTIALITY**

**Risen Christ Catholic School has a moral and legal responsibility to respect the privacy and confidentiality of every student. Therefore, the school cannot reveal the results of an investigation or any disciplinary consequences to anyone but the pertinent student's parent/guardian.**

## **DRESS CODE**

Risen Christ Catholic School requires students to wear uniforms. Wearing uniforms helps students maintain an appearance that is conducive to learning, builds community, and reflects self-discipline. Uniforms will be clean and tidy, and will conform to the

uniform guidelines. Classroom/homeroom teachers monitor uniform compliance on a regular basis. Students who are out of uniform will be sent to the office to get a proper uniform if possible. Students may be provided a uniform for the day and/or may be asked to call a parent/guardian. Exceptions may be made by the administration on a case-by-case basis. Frequent non-compliance may result in further consequences.

## **Grades K – 2**

### **Required pieces**

- ◆ Plain red uniform polo shirt or turtleneck
- ◆ Navy blue corduroy or cotton twill uniform pants or plaid uniform jumper (V-necked or dropped waist)
- ◆ Belts must be worn with uniform pants and they must be properly sized

### **Optional**

- ◆ Risen Christ navy sweatshirt or plain navy blue sweater

## **Grades 3 – 5**

### **Required pieces**

- ◆ Plain red or white uniform polo shirt or turtleneck
- ◆ Navy blue corduroy or cotton twill uniform pants or plaid uniform jumper or skirt
- ◆ Belts must be worn with uniform pants and they must be properly sized

### **Optional**

- ◆ Risen Christ navy sweatshirt or plain navy blue sweater

## **Grades 6 – 8**

### **Required pieces**

- ◆ Plain red or white uniform polo shirt or turtleneck
- ◆ Navy or khaki corduroy or cotton twill uniform pants or plaid uniform skirt
- ◆ Belts must be worn with uniform pants and they must be properly sized

### **Optional**

- ◆ Risen Christ navy sweatshirt or plain navy blue sweater

## **All Grades**

### **Belts**

- ◆ Belts must be worn with uniform pants, they must be properly sized and worn at the waist.

### **Socks**

- ◆ Solid red, white, or navy socks or tights. Socks must be visible above the shoes.

### **Shoes**

- ◆ Athletic shoes or loafers (all shoes must have backs and no open-toed shoes are allowed) Shoes with wheels in their soles are prohibited for safety reasons.

## **Uniform Guidelines**

Students must be in compliance with the uniform guidelines while on site during the school day.

- ◆ Uniform shirts may have no decals, printing, advertising, or lace.

- ◆ Uniform pants must be plain straight leg pants with no pockets or loops on the legs. Baggy pants, carpenter pants, cargo pants, capris, and flare leg pants are not allowed.
- ◆ Uniforms must be clean and in good condition.
- ◆ Shirts must be tucked in.
- ◆ Pants must be properly sized and worn at the waist.
- ◆ Belts must be worn with uniform pants and must be properly sized.
- ◆ Uniform skirts and jumpers must be no shorter than two inches above the knee.
- ◆ Uniform shorts may be worn in September, May, and June. Shorts must be no shorter than two inches above the knee.
- ◆ Socks must cover the ankle and be visible above the shoe.
- ◆ Any item that gets in the way of learning will not be allowed. This includes, but is not limited to, bulky or expensive jewelry, heavy makeup, hats, caps, scarves, and wristbands.

Out of uniform days may be designated by school administration. An out of uniform pass may be earned by or awarded to students on an occasional basis. These passes may be used on designated days.

### **Out of Uniform Guidelines**

- ◆ Clothes must be modest, clean, and in good condition.
- ◆ Halter tops, spaghetti strap tank tops, low cut shirts, and bare midriff tops are not allowed.
- ◆ Cut-off shorts, short shorts, and sagging pants are not allowed. Shorts may only be worn in September, May, and June.
- ◆ Clothing cannot mention alcohol, tobacco, illicit drugs, or any other unhealthy or unchristian activities.
- ◆ Clothing cannot display sexual or violent graphics.
- ◆ Athletic shoes or loafers may be worn. All shoes must have backs and open-toed shoes are not allowed. Shoes with wheels in their soles are prohibited for safety reasons.

### **Physical Education Guidelines**

- ◆ Sturdy, supportive tennis shoes or athletic shoes with laces or velcro. Shoes with wheels in their soles are prohibited for safety reasons.
- ◆ Girls should wear shorts under their skirts
- ◆ Middle school students may bring a plain white T-shirt to wear for class

## **ELECTRONIC DEVICES/COMMUNICATIONS**

Students, staff, and community members are expected to communicate appropriately and respectfully regardless of the media used. Cell phones, email, cameras, and other devices must be used appropriately and at appropriate times.

## Portable Electronic Devices

Risen Christ Catholic School recognizes that technology is an essential tool for learning which should be embraced and encouraged. Over the past few years, we have seen advancements in technology that have ushered in a new generation of gadgets including cell phones, pagers, personal data assistants, mp3 players, CD players, game machines, digital cameras, and video cameras. The use of these devices comes with great responsibility and with that responsibility comes a time and place where and when such devices can and should be used.

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

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

- Students will turn their PED into their homeroom teacher as they enter school for safekeeping. They will be returned to each student at the end of each school day.
- 
- Any PED found to be in a student's possession during the school day, unless being used under the direct supervision of a teacher, will be confiscated.
- 
- The use of communication features on cellular devices between the hours of 10:00 am and 4:25 pm is prohibited.
- Student use of PED in the classroom setting will be at the discretion of the classroom teacher.
- The teacher will determine a secure location where the PED will be stored in the classroom.
- The PED may not be used in any way that can be interpreted as being threatening, humiliating, harassing, embarrassing, intimidating or encourages academic dishonesty.
- The use of a PED to take images of anyone in the school, its grounds or during a school-sponsored event must be at the directive of a teacher or the administration for instructional or promotional purposes.
- Students shall not print, copy, publish electronically any image without the expressed written consent of the subject(s) involved and the teacher or administration of the school.

- Parents and students are encouraged to set security pass codes on their PED.
- Risen Christ School is not responsible for the loss or breakage of any PED.
- Risen Christ School does not allow any PED to be charged on school property.

**Email.** Students using email to communicate with staff or other students from any electronic source, (including home computers) are subject to the guidelines listed in the Internet use policy.

**Cameras.** Cameras (video, digital, film, phone, iPods etc.) may only be used in school with the knowledge, permission, and supervision of school personnel. Cameras and any other electronic devices not used with the permission of school personnel will be confiscated and held by the dean of students. Any images taken or transmitted must be appropriate and respectful of the subject(s).

**Video Games.** Video games are not allowed at Risen Christ except on designated days and/or at the discretion of the classroom teacher.

## **EMERGENCY/CRISIS RESPONSE**

In the event of an emergency or crisis occurring on site, procedures have been developed and personnel have been trained to respond appropriately. Depending on the nature of the emergency or crisis, specific directions will be given to all students. Students must follow the instructions fully and comply with directions given by school or civic personnel.

## **EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES**

Extracurricular activities occur outside the school day. Co-curricular activities usually occur within the school day. Some of the activities available to Risen Christ students include:

- ◆ Athletics
- ◆ Choir
- ◆ Leadership Corps

Guidelines and policies for these activities are provided for the students who participate. Questions concerning the athletic program should be directed to Mr. Andre Knight, dean of students, at 612-822-5329, ext. 105.

## **FIELD TRIPS**

Field trips are permitted and encouraged as part of the school educational program. These trips are designed to supplement the curriculum and introduce students to community resources. Students are expected to participate in all school-sponsored trips. Parents/guardians will be notified about each scheduled field trip. Fees may need to be charged for transportation or admission. Written approval by the parent/guardian is required to allow the students to participate in such trips. Forms specific to the event must be completed for any trip requiring motorized transportation. Students without completed forms will not be allowed off campus. Walking trips around the school or community are taken as weather and course of study indicate, and do not require a specific permission form for each occurrence. Walking destinations may include city parks or neighborhood venues.

## **FUND RAISING**

Risen Christ Catholic School's educational programs and activities are highly dependent on successful fund raising. The advancement office is responsible for raising over \$800,000 annually for the school's operating budget. The advancement office and its executive director depend on our school families, students, and staff members to support their efforts in achieving this challenging goal.

To support the school in its efforts to reach its budget each year, students, staff and families are encouraged to participate in its fundraising efforts as needed or requested.

## **GRADUATION**

Students are eligible for graduation if:

- ◆ they have received passing grades for two or more quarters in each core subject and/or
- ◆ they have worked up to their ability and have demonstrated minimum competency in core academic subjects.

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

## **GRIEVANCE PROCEDURE**

If a grievance between a parent/guardian or a student and a teacher or school administrator should arise, the following grievance procedure shall apply:

- ◆ The parent/guardian or student (grievant) will meet with the teacher or school administrator (respondent) to discuss resolution of the grievance.
- ◆ If the grievance is not resolved, the grievant will meet with the school principal (if the grievance involves a teacher) or with the president (if the grievance involves the principal).
- ◆ If the grievance is not resolved, the grievant will meet with the board chair.
- ◆ If the grievance is still not resolved, a grievance committee will hear the grievance.
- ◆ The grievance committee will be made up of three persons: one designated by the board chair, one designated by the respondent, and one designated by the grievant.
- ◆ The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written or oral, or both.
- ◆ At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the board chair. The committee shall not have the power to alter or amend school policies.
- ◆ The board chair or his/her designate will then decide the grievance.
- ◆ The grievance procedure should be completed within 30 days.
- ◆ If the grievance determination is not resolved to the satisfaction of either party, a referral to the Archdiocesan Office of Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Office of Due Process procedures.

## **GUIDANCE/COUNSELING/FAMILY SERVICES**

Risen Christ Catholic School provides social worker services for our families:

- ◆ School Social Worker – Ms. Jane Keple (ext. 117)

Our families are invited to contact Ms. Keple for support or assistance by calling the school (612-822-5329). Ms. Keple, from the counseling department of Catholic Charities, has been contracted to provide counseling services for all Risen Christ students during the 2011-2012 school year. Her services may include individual counseling, small group facilitation, conflict resolution, classroom instruction, and/or referrals to other resources. If you would like to talk with Ms. Keple about a concern, please contact her through the school office. If you do not want your child to receive her services, please contact the school principal, Ms. Liz Ramsey.

## **GUM**

Gum is not permitted in the school buildings, on school grounds, or at school related activities. Repeated incidents of gum chewing will put students into the school's discipline cycle.

## **HARASSMENT**

Any form of behavior which interferes with a student's or employee's performance or creates an intimidating, hostile, or offensive environment for a student or employee is considered harassment; and as such is directly opposed to our mission as a school and Christian community and will not be tolerated.

The Archdiocese of St. Paul/Minneapolis has developed the following policy regarding this issue for use in all schools and/or programs within the diocese.

**Policy:** Each local school shall maintain a learning and working environment that is free from harassment. This policy applies to all students, faculty, staff, administrators, members of the Board of Directors, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school activity takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school.

**Definition:** Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, socioeconomic status, religion, gender, and sexual orientation.

One particular category of harassment, sexual harassment, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal

or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- ◆ Teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or de-humanizing sexual remarks
- ◆ Subtle pressure for sexual activity
- ◆ Intentional brushing against a person's body
- ◆ Display of offensive pictures, posters, or other graphics
- ◆ Leering, inappropriate patting or pinching, and other forms of unwelcome touching
- ◆ Otherwise creating a hostile, intimidating, or offensive environment

**Procedure:** Any member of the school community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to an appropriate official (principal, or in the case of a complaint against the principal, to the canonical administrator).

The principal will assume responsibility for investigations of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment.

Based on the investigation, appropriate action, including but not limited to counseling, disciplinary warnings, or other disciplinary actions may be taken. An investigative report documenting interviews, conclusions and recommendations will be completed.

The complainant, the alleged harasser, and their parents (if either is a minor) will be advised of the outcome of the investigation, preferably in writing. In cases involving minors, a report to the Child Protection Agency or to the police will be filed if required by state law.

The alleged harasser will be warned, preferably in writing, that retaliation or intimidation directed toward anyone who makes a complaint or assists in the investigative process will not be tolerated. The complainant should be invited to report recurrences or retaliation, and the situation monitored as the principal deems appropriate.

## **HEALTH MATTERS**

**School Nurse.** The Minneapolis Public School system has designated a school nurse to be on site one day per week. The nurse is available to students. Please check with the

school office to determine her schedule. In the absence of the school nurse, the secretaries have been trained to treat minor illnesses or injuries and to dispense physician prescribed medications.

**Medications at School.** School personnel must dispense any medication that needs to be taken during the school day. The bottle with printed prescription must be turned in to the office with a permission form signed by a parent/guardian and physician. Prescription medication must be in a prescription bottle, indicating the name of the medication, dosage, date, child's name, and doctor's name. All pharmacies know this law, and will make duplicate containers available. Non-prescription medications cannot be dispensed without a note from the doctor and must be brought from home. The school does not have non-prescription medications available to students or staff. Prescription and non-prescription medicine sent to school must be kept in the school office.

**Health Records.** Schools are required to maintain accurate and up to date student health records, which include immunization and medication information. If a child has a specific health problem or condition, parents/guardians must inform the school so that proper arrangements may be made. The school nurse monitors and records information for students who take medications regularly. The nurse will also notify parents/guardians if students are required to have any immunizations updated.

**Health Screening.** Students are screened each year to help monitor the child's growth and to help detect any vision, hearing, or other health problems that may have appeared since the last screening. The results are recorded in each student's health file and kept in the school health office. Parents/guardians are notified of results if any follow up is indicated.

**Emergency Cards.** Every year, parents/guardians are expected to complete an emergency card for each child enrolled at Risen Christ. The school must have a phone number of at least one, preferably two, adults who are available to pick up a child in case of an emergency. Parents/guardians are asked to keep emergency card information current throughout the school year. If a parent/guardian cannot be reached, school staff will take appropriate action, which may include calling 911 or other emergency personnel.

**Insurance.** Catholic Mutual, through the North Atlantic Life Insurance Company of America, provides Risen Christ students with an accident insurance program. The scope of coverage is defined as eligible persons (as defined in Schedule of Persons Insured):

- ◆ who suffer injury to the body in any of the types of accidents found in the Description of Hazards which happens while he/she is covered by this policy; and
- ◆ who, as a direct result of the injuries, and from no other cause, suffer a covered loss.

This is an accident only policy. It does not pay benefits for loss caused by illness. The Student Accident Insurance Program is provided to help pay the excess medical bills incurred when a student is injured. The parent/guardian's own medical insurance coverage will still be primary.

## HOME/SCHOOL COMMUNICATION

Consistent two-way communication between home and school is essential for the continued progress of each child. Conferences, open houses, and other school activities give parents/guardians opportunities to meet with faculty and staff. The student agenda, e-mail, teacher newsletters and classroom blogs, and phone calls help teachers communicate with parents/guardians. Parents/guardians are asked to check their child's agenda weekly. Parents/guardians are encouraged to call teachers when they have questions or concerns. Voice mail is available for each staff member. Faculty and staff email addresses are available to parents/guardians who may prefer that method of communication. Voice mail numbers and email addresses are listed in the front of this handbook.

*The Weekly Sun* is the school newsletter sent home to each family every Monday or the first day of school each week. This newsletter keeps families informed about activities and events occurring at school.

## HOMEWORK

The purpose of homework is to:

- ◆ reinforce skills
- ◆ prepare for upcoming lessons
- ◆ encourage independent thinking
- ◆ motivate students to work independently

Homework includes:

- ◆ daily work
- ◆ short-term assignments
- ◆ long-term assignments

Homework should be clearly connected to classroom learning and have a clearly identified purpose. It should be relevant to the student, and be completed in a reasonable amount of time without adult help. Parents should contact their child's classroom teacher if the child seems confused about their homework, or unable to complete it independently. Parents can also help their child to be successful by establishing a routine time and place for their child to complete homework. Homework should be modified to best meet your child's needs. Homework should promote teachers and parents working together to provide the best chance of success within the classroom.

Middle school students who chronically miss turning in their homework, or receive a D or an F on a test, will be required to make-up the homework or tests during zero hour before school. (Zero hour is 8:30-9:30 on alternate Wednesdays). Parents will be notified in advance by phone or e-mail that their child needs to attend zero hour. Parents must contact Ms. Ramsey prior to the assigned zero hour, if there are conflicts.

## HOT LUNCH PROGRAM

The hot lunch program at Risen Christ Catholic School is operated in accordance with U.S. Department of Agriculture policy, which does not permit discrimination because of race, color, sex, age, handicap, or national origin. Hot lunch cost is \$2.25. Lunches must be paid for in advance on a weekly basis.

Families have a choice of whether to send their children to school with a cold lunch or request hot lunch. For those students bringing cold lunch, milk is available for \$.30. **Please do not send pop or soda, energy drinks or flavored water or sports drinks with your child's bag lunch.** Only single serve sized chips/snacks and cookies will be allowed in students' lunches. **We will confiscate pop, soda, energy drinks, sports drinks, flavored water and large bags of snacks. These items do not comply with U.S. Department of Agriculture standards of nutrition.** Please remember that we cannot refrigerate or heat bag lunch items.

Risen Christ School operates under the offer vs. serve program, allowing children choices in their selection of food while maintaining nutritional standards. A letter explaining the details of offer vs. serve is sent to households as part of the August back-to-school mailing and is available in the school office at any time. Our school's wellness policy outlines our commitment to provide organized health and physical education curricula and related programs, practice and promote good nutrition within the school setting, and provide a total school environment that will reflect our commitment to student and staff wellness. A complete copy of the school wellness policy is also available for review in the school office.

If your child is allergic to any particular food, please contact your doctor's office and have them send us a letter verifying the food allergy.

## INTERNET USE POLICY

Risen Christ Catholic School provides Internet access to enhance information gathering and communication skills, to assist in resource sharing, and to facilitate the use of technology to achieve educational objectives.

With access to information and people all over the world comes the availability of material that may not be considered of educational or moral value in the context of our school's mission and philosophy. Risen Christ has taken precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials, and users may discover inappropriate information.

Internet use is a privilege, not a right. Students will have access to the Internet only under the supervision of a school staff member. Students will be asked to read the Risen Christ Internet Use Guidelines and to sign the Internet User Agreement. (See copy below.)

All information services and features of the Internet are intended for the private use of its registered users and any use of these resources for commercial for-profit or other unauthorized purposes is expressly forbidden. Any problems that arise from a user's access are the responsibility of the user. Use of an access by someone other than the registered user is forbidden and may be grounds for loss of access privileges.

Risen Christ recognizes that we cannot monitor the activity of students using the Internet off school property. Risen Christ School cannot be held responsible for student use or misuse of the internet or any electronic media, outside of the school day or off school premises. We encourage all families to monitor student use and adopt family policies for safe, respectful, and healthy use of the Internet.

### **Internet User Agreement**

I, as a student of Risen Christ Catholic School agree not to:

- ◆ access or use the Internet for non school-directed educational purposes
- ◆ access, upload, download, or distribute pornographic, obscene, or sexually explicit material
- ◆ transmit obscene, abusive, or sexually explicit language
- ◆ spread gossip, rumors, or other information that could damage another's reputation
- ◆ violate any local, state, or federal statute
- ◆ vandalize, damage, or disable the property of another person or organization
- ◆ access another person's materials, information, or files without the implied or direct permission of that person
- ◆ vandalize, damage, or disrupt the operation of the Internet
- ◆ intentionally seek passwords belonging to other users
- ◆ violate copyright or otherwise use another person's intellectual property without his/her prior approval or proper citation

I understand that the consequences of violating these guidelines will be loss of this privilege and/or other disciplinary action.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## **LIBRARY**

Risen Christ Catholic School has a well-stocked library where students may read for pleasure or do research on a wide variety of topics. Classes visit the library regularly. Students may check out books each week if they return books borrowed the previous week. Students will be charged for lost or damaged books.

## **NON-DISCRIMINATION POLICY**

It is the policy of Risen Christ Catholic School to comply with state and federal laws prohibiting discrimination, to the end that no persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, sexual orientation, age, marital status, status with regard to public assistance, or disability. Students who feel they have been discriminated against or are offended by inappropriate behavior of others should immediately report their concerns to the school administration.

## OFFICE

**Office Hours.** The office is open every school day from 8:30 a.m. until 5:00 p.m.

**Telephone Calls.** The office telephone is for business and emergency use only. In case of an emergency (illness or injury), the school secretary will place a call to the parents/guardians. Students will not be called to the office to receive phone calls. A message will be taken and given to the student. Classroom phones are for staff/faculty use only. If a child brings a cell phone to school, it must be turned off and kept in a backpack or locker. For safekeeping, cell phones should be turned in to the office or classroom teachers. If a cell phone becomes evident, it will be confiscated and held by the dean of students until it can be returned to a parent/guardian.

**Lost and Found.** The lost and found boxes are located near the lunchroom. Please write your child's name on all clothing items so they can be returned if found.

**Student Records.** The school shall collect and maintain academic and other records of students while they attend Risen Christ. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. The parent/guardian should then sign a release authorizing the transfer of records to the new school. No one other than appropriate school personnel, parents/guardians of minors, and students who have reached legal age shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parent/guardian (in the case of a minor student) or from the adult student or former student. Parents/guardians may ask to review the contents of any records or data regarding their child. Records or data may include any or all of the following:

- ◆ identifying data
- ◆ academic work completed
- ◆ level of achievement (grades, standardized achievement test scores)
- ◆ attendance data
- ◆ health data (separate records kept in health office)
- ◆ family background information
- ◆ objective teacher or counselor ratings and observations

In accordance with state and federal laws, parents/guardians are entitled to see their children's records. An appointment with the principal should be made in advance to

facilitate this process. The principal is to respond to such a request within a reasonable length of time.

**Withdrawal From School.** Parents/guardians should notify the school at least one week in advance before a student is withdrawn from school. Parents should complete a withdrawal form in order to insure proper transfer of student records and/or other information.

## **PEACE SITE**

Risen Christ Catholic School, in conjunction with World Citizens, Inc., was dedicated as a Peace Site in April 1995. A Peace Site is any church, school, place of worship, business, park, home, or exhibit where the people involved are committed to:

- ◆ seeking peace within themselves and in relationships with others
- ◆ promoting intercultural understanding and celebrating cultural differences
- ◆ reaching out in service to others
- ◆ working toward world law with justice
- ◆ protecting the environment

Students, families, and staff of Risen Christ Catholic School live out the Peace Site commitment through:

- ◆ participation in service activities
- ◆ multicultural events and celebrations
- ◆ practicing the skills of self-discipline
- ◆ practicing conflict resolution skills
- ◆ raising the United Nations and earth flags as outward symbols to the community

## **PERSONAL PROPERTY**

Personal property items may interfere with the integrity of the day and get in the way of learning. The school is not responsible for lost, stolen, or damaged items. Items such as games, headphones, CD players, cell phones, personal electronic devices, cameras, or any other items considered to be interfering with the integrity of the school day will be confiscated and parents/guardians will be asked to retrieve them at an appropriate time. Generally, students should bring to school only what they will need for the learning day.

## **REASONABLE SUSPICION**

In enforcing policies regarding the use of controlled substances, Risen Christ Catholic School will use reasonable suspicion as the basis for a violation charge. This means that a student need not be seen smoking a cigarette, consuming alcohol, or taking drugs. If there is reasonable suspicion to believe that such a violation has taken place, questioning and investigation will be conducted by school staff or law enforcement personnel. Disciplinary action may be taken as a result of such an investigation.

## **RECESS**

Recess gives students an opportunity to enjoy fresh air and free time. Students in K-5<sup>th</sup> must dress warmly during cold weather. Unless the temperature or wind chill is colder than –10 degrees, students will go outside for recess. Students are required to follow Risen Christ Catholic School procedures while playing on the playground and are to stay in the defined boundaries of the playground. Each playground supervisor will clearly define the boundaries for his/her class.

## **REPORT CARDS**

Report cards are used to communicate a student's academic performance/progress to parents/guardians. Report cards are issued four times a year. In addition to report cards, parents/guardians may be kept informed of their children's progress during a particular quarter by mid quarter reports, telephone calls, conferences, or written notes. Parents/guardians are encouraged to contact classroom teachers if they have questions about a child's grade or academic performance.

## **RETENTION**

Promotion or retention will be based on academic performance and physical, emotional, psychological, and development needs. In the case of retention, parents/guardians will be notified before the end of the third quarter that their child may be retained. A conference with the teacher(s), parents/guardians, and principal will be held for any child being considered for retention. An individual learning plan will be developed for any child being considered for retention. Retention is rarely utilized at Risen Christ School, as research has shown that it is ineffective in promoting/advancing an individual's academic achievement.

If a recommendation is made to retain a child and parents/guardians reject it, parents/guardians will sign a written acknowledgement of the school's recommendation. That acknowledgement shall serve to release the school from any responsibility for failure to follow the school's recommendation.

## **SCHOOL AGE CHILD CARE**

The extended care program, run by The Genesis Place, is available for children in grades K-8, and is designed to provide a quality, safe, and nurturing environment for school age children. The Genesis Place recognizes the importance of a well-disciplined Christian approach to education, where an orderly and stimulating atmosphere is an aid to teach as Jesus did by communicating his message within the Catholic faith. The goal for the program is to prepare the children for a successful start to each school day. The Genesis Place will provide breakfast, homework help, computer time, access to the media center, and a monthly theme with age-appropriate activities. The program is committed to providing the best possible care for all children involved, with safety always being our first priority. The extended day program is open each school day 7:30a.m.-9:55 a.m. Parents/guardians interested in the extended care program should contact the director, Ms. Chalise Knight, at 822-5329.

## **SCHOOL CLOSING**

If Minneapolis Special School District #1 is closed or cancelled because of inclement weather, Risen Christ Catholic School will be closed. All closings and cancellations will be announced on WCCO radio (830 AM) starting as early as 5:30 a.m. If weather reports indicate severe weather may be approaching, please tune in to WCCO radio. If school is cancelled due to severe weather, please do not drive your child to school. Severe weather may prevent staff from arriving at school, so children will not have access to the school or to adult supervision. Occasionally Minneapolis Public Schools will decide to close early because of severe weather. These decisions will also be announced on WCCO radio. Please tune in on days the weather becomes severe. MPS rarely cancels or closes its schools early. Please assume school is in session and on time unless you hear otherwise.

## **SCHOOL PROPERTY**

Care of the grounds, buildings, and any equipment is the responsibility of all students and staff. Students will help clean areas they use, pick up after themselves, and tidy the building when they see the need. Students will handle textbooks and other equipment and supplies with care. Parents/guardians will be expected to pay for repair or replacement of lost or damaged property and/or materials.

## **SCHOOL SUPPLIES**

Parents/guardians will be provided with a school supply list and are expected to purchase all necessary supplies. Rubber bands (binders) are not allowed at school. Please replenish school supplies as needed throughout the school year.

## SECURITY AND SAFETY

Risen Christ Catholic School students and staff have the right to a safe and secure environment. For this reason, doors are locked and parents/guardians, and visitors are admitted at the 11<sup>th</sup> Avenue entrance by office personnel. They are requested to report directly to the office where they will sign in and receive a name badge. This badge allows staff to recognize that visitors are cleared for legitimate business within the school building. **Persons without a name badge will be escorted by the staff to the office.** This will insure that everyone's child is safe. Adults should not enter by the playground doors, but only by the doors closest to the office. If at any time a student, parent/guardian, or staff member feels insecure or unsafe, they should notify the school office immediately.

## SEXUAL OFFENDER NOTIFICATION PROCEDURE

Upon receipt of notice that a sexual offender has taken up residence within the school community boundaries, the school will inform the community as follows:

A risk **Level I** is assigned to a sex offender whose risk assessment, determined by law enforcement, shows a low risk of re-offense. A risk **Level II** is assigned to a sex offender whose risk assessment, as determined by law enforcement, shows a moderate risk of re-offense. Since schools receive no notification from law enforcement officials upon the release of Level I or Level II offenders into a community, the school will continue its regular safety procedures and policies.

A risk **Level III** is assigned to a sex offender whose risk assessment, as determined by law enforcement, shows a high risk of re-offense. Upon learning of the release of a Level III offender into the community, the administration will:

- ◆ send written notification to all parents/guardians in the affected neighborhood
- ◆ encourage attendance at the public meeting sponsored by law enforcement officials

## SPECIAL SERVICES/PROGRAMS

**Title I.** The Title I program provides supplementary, remedial support in math and reading. Students in grades K-8 with the greatest educational needs are considered for service first. Minneapolis Public Schools has contracted with LDA Learning Center to provide Title I services for the 2011-2012 school year that include direct instruction, assessment, and communication. Title I services may also include participation in the academic support center and/or summer school. Parents/guardians whose children receive Title I services will be invited to attend Title I information meetings to learn more about the program and how it can promote their child's success.

Title III. The Title III program provides supplementary help for students coming from a home where a language other than English is also spoken. Students in grades K-8 with the greatest language needs are considered for direct service first. In addition, resources including, but not limited to: language dictionaries, computers, books on tape, picture cards and leveled materials may be used by designated Title III students to supplement their learning. Minneapolis Public Schools has contracted with LDA Learning Center to provide Title III services for the 2011-2012 school year in the areas of direct instruction, assessment and communication. Parents/guardians whose children receive Title III services will be invited to attend Title III information meetings to learn more about the program and how it can promote their child's success.

**Special Education.** The Minneapolis Public School System addresses the special education needs of students in non-public schools in three ways:

- ◆ Classroom teachers see the needs of their students and consult with the special education teacher assigned to their building. The Special Education Resources Teacher (SERT) will suggest interventions to meet the needs of the students. The needs may be in the areas of academics, behavior, health, or motor skills.
- ◆ If the interventions are not successful, the student may be referred for assessment. The parents/guardians will be notified for permission and once assessment is complete a meeting is set up to report on the results and possibly to develop an Individual Service Plan (ISP).
- ◆ The ISP may be written with goals to help improve the area of need. The services may be direct or indirect. Indirect service is done at the non-public site. Direct service, which may not be available for all special education students, is done off site, so the student is bused by the public school to and from the location of the service.

**English Language Learners.** Risen Christ Catholic School provides a number of supports for our English language learners. Among these are:

- ◆ Assessments for placement and progress
- ◆ Translators (Spanish/English)
- ◆ Sheltered instruction in the regular classroom (classroom teachers have been trained in the use of techniques that support English language learners in the classroom)

## **STUDENT PICK-UP AND DROP-OFF PROCEDURES**

Students should not be dropped-off at school before **9:45 am.** because they are not supervised until that time. Parent should **only head southbound on 12<sup>th</sup> Avenue.** Parents should pull into the alley by Rueben Lindh Preschool and drop off students who then will walk across the playground. Parents should exit only by the church driveway. Parents who need to park and come into school, should **only park on 37<sup>th</sup> Street and should enter the school at the main entrance located on the 11<sup>th</sup> Avenue side of the building.**

Students being picked up during dismissal time **should only be picked up on 11<sup>th</sup> avenue after the teachers have put students on busses. Parents should not park on 12<sup>th</sup> Avenue or 37<sup>th</sup> Street as these are designated bus zones. Students should never cross between busses or in the middle of the street for safety reasons.** Please follow staff directions and respect our procedures for the safety and welfare of all our children.

Students picked up before the end of the day require that parents come into the office and sign the child out.

School dismissal time is 4:25pm. **All students must be picked up by 4:45pm. Those students not picked by that time will be escorted to the office and families will be charged a minimum of \$5.00 for this service. Families will be charged an additional \$5.00 per half hour after the first thirty minutes.**

## TRANSPORTATION

Transportation to and from our school attendance area is provided by Minneapolis Public Schools. **Riding the bus is a privilege, not a right.** Students must behave appropriately, or bus-riding privileges may be revoked or suspended. The State of Minnesota requires annual bus safety training and sets minimum standards of behavior on school buses. The bus driver is responsible for discipline on the school bus and will report all children who misbehave. The following procedure is in place at Risen Christ Catholic School:

- ◆ The first time a student receives a written bus conduct report, they will meet with the dean of students and a written report will be sent home.
- ◆ The second time a student receives a bus conduct report, the student and parent/guardian will be required to have a conference with the dean of students.
- ◆ Additional reports may require the student to find other means of transportation to and from school.
- ◆ Severe infractions on the bus may result in immediate suspension of bus riding privileges.
- ◆ Minneapolis Public School transportation services has the right to administer other or additional consequences for any infraction.

**For families not using Minneapolis Public School buses:** Extreme caution is required when picking up or dropping off a child. For the children's safety, please observe all school pick up and drop off procedures listed above. Maps delineating bus zones, parent/guardian pick up and drop off areas, and walker dismissal are in the back of this handbook and are available in the school office.

## TUITION AND FEES

Timely payment of tuition and fees is necessary for managing the school budget appropriately and is the responsibility of parents/guardians. Tuition payment/collections remain confidential between parents/guardians and the business office. If at any time circumstances prevent prompt payment of tuition, please contact the business office.

**Tuition Assistance.** Risen Christ Catholic School believes that every child deserves the opportunity to be educated in a Catholic school environment regardless of financial circumstances. Every Risen Christ family may apply for financial aid. To do so, the family completes a tuition assistance application at the time of registration. Financial aid is awarded based on funds available and family financial need. Any questions regarding tuition payment or assistance should be referred to Mr. Tim Dornfeld, the school finance director.

## VISITORS

Parents/guardians are invited and encouraged to become active participants in their child's educational experiences at Risen Christ Catholic School. We encourage parents/guardians to visit our classrooms, volunteer for school activities, attend events, and/or chaperone field trips.

Because we recognize the importance of classroom learning time, we ask that all classroom visitors follow these guidelines:

- ◆ Younger children are not permitted to visit in the classrooms. Younger brothers and sisters can be a distraction to the classroom setting.
- ◆ If you need to speak with a teacher, please schedule a time to meet with him/her, as teachers are not allowed to use instruction time or step away from classroom duties to meet with a parent/guardian.
- ◆ All visitors must sign in at the school office before going to classrooms.

In our efforts to maintain a safe environment for all children, persons not reporting to the school office will be considered trespassers and may be reported to the local authorities.

## VOLUNTEERS

Volunteers are one of the many keys to the success of Risen Christ Catholic School. All Risen Christ families are encouraged to provide volunteer service during the school year. Volunteer opportunities are available in the school office and are periodically listed in *The Weekly Sun*. Parents/guardians may also learn about volunteer opportunities by contacting the school office or Ms. Maggie McCarrick, Director of Volunteers (extension 106).

## RISEN CHRIST CATHOLIC SCHOOL COMPACT

After reading this handbook, please sign the statements below. By doing so, you will show your willingness to work in partnership to promote teaching and learning in an atmosphere of mutual respect and care.

### Student Compact

I, \_\_\_\_\_, have read this handbook with my parent/guardian and I understand both my rights and responsibilities as a learner and member of this school community. I pledge to:

- ◆ Respect myself, others and things.
- ◆ Contribute to the learning environment.
- ◆ Follow school and classroom procedures.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian Compact

I, the parent/guardian of \_\_\_\_\_, have read this handbook with my child. I understand that I am in partnership with the school in guiding the education of my child. I will participate fully in this effort in order to help my child succeed as a learner and member of this community. I will support the policies and procedures of the school. I pledge to:

- ◆ See that my child attends school regularly and on time.
- ◆ Communicate with the school and my child's teachers on matters that affect my child's learning.

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

### Teacher Compact

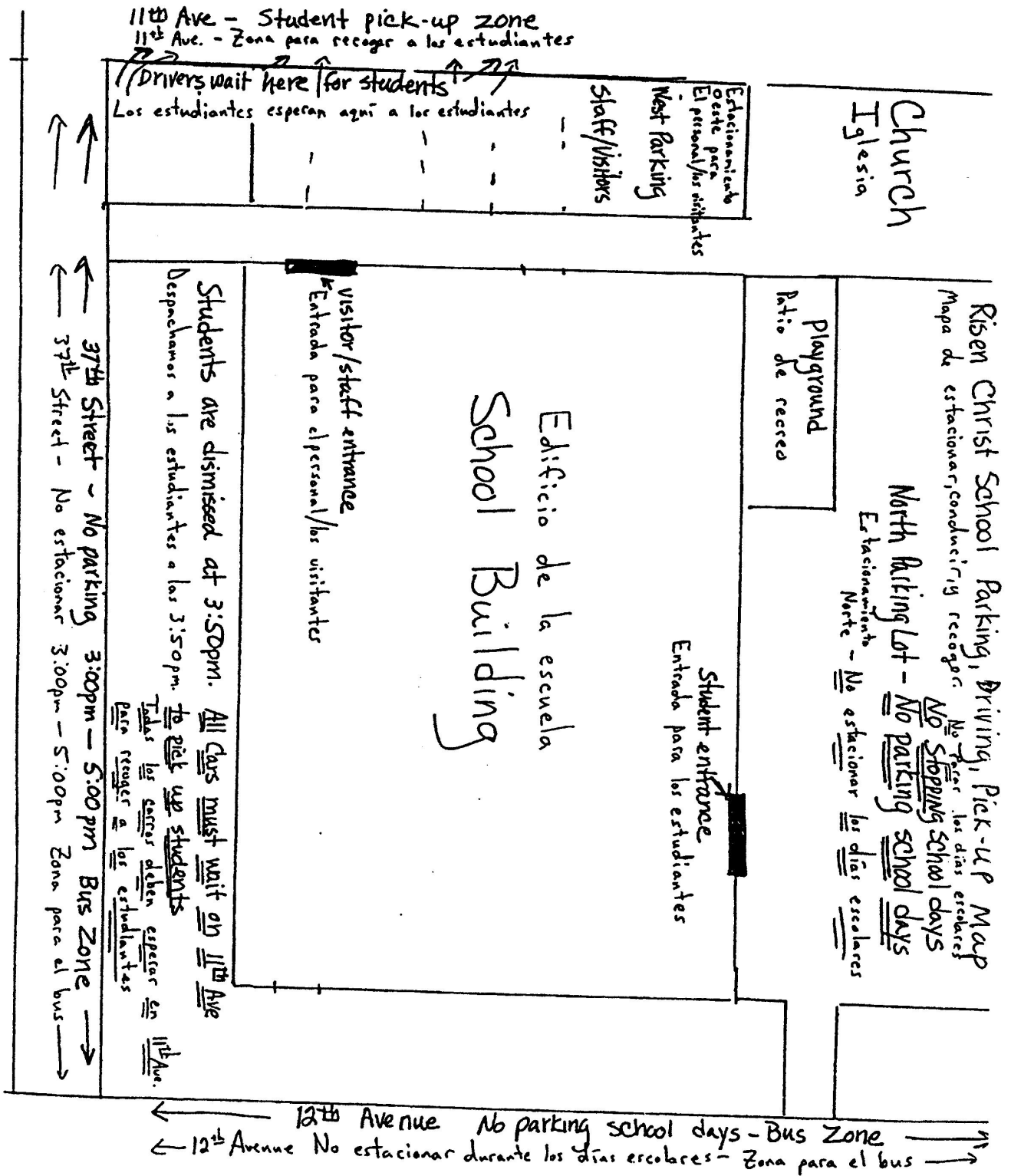
I, the teacher of \_\_\_\_\_, have read this handbook. I understand that I am in partnership with the families in guiding the education of my students. I pledge to:

- ◆ Help each student grow to his/her fullest potential.
- ◆ Provide an environment conducive to learning.
- ◆ Provide the necessary assistance to parents/guardians so their children can be successful learners.

Teacher signature \_\_\_\_\_ Date \_\_\_\_\_

This copy should remain in the book. A separate copy of the compact will be sent home and will need to be signed and returned to the school by September 10.

# Student Drop-Off/Pick-Up Map



# Risen Christ Calendar for 2011-12

## August

- 17 – New Student Orientation, 9:00-11:00AM Grades 1-5
- 25 – Back-to-School night/Open House, 5:00-7:00PM
- 29 – School begins for grades 1-5, 8<sup>th</sup> Grade Orientation
- 29-30 – Kindergarten Entry Conferences
- 30 – 7<sup>th</sup> Grade Orientation
- 31 – School begins for Kindergarten, 6<sup>th</sup> Grade Orientation

## September

- 1 – All Grades K-8 in attendance
- 5 – **NO SCHOOL** Labor Day
- 19 – High School Information Day for 8<sup>th</sup> Grade
- 20 – Picture Day
- 23 – High School Information Day for 8<sup>th</sup> Grade

## October

- 17 – Picture retakes
- 18 – Parent/Teacher Conferences, 5:00-8:30pm
- 19 – **NO SCHOOL** Parent/Teacher Conferences, 9:00am-12:00pm
- 20-21 – **NO SCHOOL** State Teacher Meetings

## November

- 3 – End of 1<sup>st</sup> quarter
- 4 - **NO SCHOOL** Staff Development
- 7 – 2<sup>nd</sup> quarter begins
- 23-25 – **NO SCHOOL** (Thanksgiving)

## December

- 26-30 – **NO SCHOOL** (Winter Break)

## January

- 2-6 – **NO SCHOOL** (Winter Break)
- 16 – **NO SCHOOL** (Martin Luther King Holiday)
- 20 – Second Quarter Ends
- 23 – **NO SCHOOL** Staff Development
- 24 – Third Quarter Begins
- 29-31 – Catholic Schools Week begins

## February

- 1-5 – Catholic Schools Week
- 20 – **NO SCHOOL** President's Day
- 22 – Ash Wednesday

## March

- 1 – Parent/Teacher Conferences 5:00-8:30pm
- 2 – **NO SCHOOL** Parent/Teacher Conferences 9:00am-12:00pm
- 29 – End of 3<sup>rd</sup> quarter
- 30 – **NO SCHOOL** Teacher meetings

## April

- 2-6 – **NO SCHOOL** (Spring Break)
- 8 – Easter Sunday
- 9 – 4<sup>th</sup> quarter begins
- 27 – Risen Christ Gala

## May

- 7 – **NO SCHOOL** Staff Development
- 28 – **NO SCHOOL** (Memorial Day)
- 29 – Graduation

## June

- 1 – Last Day of School (Grades K-7)

