



**HOLY REDEEMER**  
SCHOOL

*HOLY REDEEMER SCHOOL*

# **PARENT STUDENT HANDBOOK**

*2023-2024*

As Disciples of the Lord, we strive to strengthen our Catholic faith by deepening our relationship with Jesus Christ through love, prayer, and service.

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.

**Holy Redeemer School**  
**501 S Whitney St**  
**Marshall, MN 5658**

**507-532-6642**

**[www.holyredeemerschools.com](http://www.holyredeemerschools.com)**

# TABLE OF CONTENTS

1. Mission, Vision, Philosophy and Goals	2
2. Principles of Catholic Social Teaching/Student Rights and Responsibilities	4
3. Admission Policies	7
4. Tuition Policy	9
5. Academic Policies	10
6. Health & Wellness Policy	14
a. Communicable diseases	14
b. Medications in school	15
c. allergies/asthma	16
d. Treats in school	16
7. Communication	17
8. Internet Acceptable Use Policy	17
9. Parent-School Resolution of Issues Procedure	19
10. Discipline	20
a. Behavior Plan	20
b. Playground	24
c. Middle School	26
d. Bus	27
11. Co-Curricular Activities Policies	29
12. Extra-Curricular Activities Policies	31
13. Field Trip Policy	32
14. Service Requirement/Fundraisers	33
15. Use of School Grounds	34
16. General Information	35
17. Diocesan Safe Environment	39
18. Sexual Harassment Policy	40
19. Bullying/Cyberbullying	46
20. Mandatory Criminal Background Check Policy	49
21. Human Sexuality and Sexual Identity	49
22. Parental Responsibilities	50
23. Participation in Class, Activity or Transportation	
Sponsored by Another School	50
24. School/Principal's Right to Amend Handbook	50

**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 AND SCHOOL**

As Disciples of the Lord, we strive to strengthen our Catholic faith by deepening our relationship with Jesus Christ through Love, Prayer and Service.

### **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**

We strive to live as Jesus would want us to live by providing a Catholic environment where all may 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, FACTS 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, liturgies, Christmas concert, and spring concert, etc.
5. Unite faculty through faculty meetings, faculty parties, and celebrations.
6. Inform home, parish, and community of Educational Advisory Board Meetings (EAC).
7. Encourage parental involvement by serving on a 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 members 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. Students 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- Micah 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' workplace 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 should not interfere with this well-being through 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**

The primary purpose of the Catholic schools within the Diocese of New Ulm is the education of young people in order to assist them in their academic, personal, and spiritual growth—“to educate the whole person: mind, body, and soul.”<sup>1</sup> As a Catholic school, emphasis is first and foremost on the teaching and practice of the Catholic faith so children and young people can “experience learning and living fully integrated in the light of faith.”<sup>2</sup> Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Catholic Church and steadfast in proclaiming them.

(<sup>1</sup> USCCB, National Directory for Catechesis, (Washington, D.C.: USCCB, 2005), p 262; <sup>2</sup> Ibid)

The administration of the school recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

### **Students Not of the Catholic Faith**

The presence of students who do not share the Catholic faith provides a wonderful diversity to the school; however, this diversity shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- All students are expected to participate in the religious formation and education programs of the school.
- All students will participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Catholic Church tenets state that students not of the Catholic faith may not receive the sacraments of the Church; therefore, these students are exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church’s positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

Should a waiting list be necessary, preference will be given to students in the following order:

- a) Siblings currently in the school,
- b) Students whose parents are parishioners within the Catholic Area Faith Community,



- c) Siblings of students, who have completed the school program,
- d) Catholic students outside the Area Faith Community, and
- e) All other interested students.

### **Non-discrimination Clause**

Catholic schools, administered under the authority of the Catholic Diocese of New Ulm, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, disability (see following paragraph), national or ethnic origin or citizenship in the administration of their educational, admissions, financial aid, athletic, and other school administered student programs.

Students shall not be denied admission because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program within the reasonable accommodations that may be provided for the disabled child. Parents are to fully disclose the nature and known extent of any physical, emotional, environmental, or learning disabilities at the time of registration.

This policy does not conflict with the priority given to Catholics for admission as students. Nor does it preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

### **Parental Role**

The Catholic Church recognizes and the Catholic school respects the parents as the primary and principal educators of their children. For a Catholic parent, the promise at baptism to raise their children as Catholic supports these premises and the Catholic school thereby exists to assist parents in the Christian formation of their children—assisting in what is already happening in the home. With the school being a continuation of a child's primary education, all parents enrolling their children in the school are expected to support the school's mission and commitment to Christian principles. Parents are expected to annually sign the school's Handbook Agreement Form as acceptance of the school's policies as set forth within the handbook.

While present on the school campus be it for academic related activities or extracurricular events, every adult has the responsibility of appropriate conduct in order to support the school's mission and provide positive role models to our students. A coherent witness to Catholic moral teaching is expected at the school and during any school-related activities.

### **Admission Documents**

The following documents are required for each student's permanent records at the time of registration: birth certificate or legal verification of the child's age, immunization record listing the dates of all shots in compliance with those required by state law, baptismal certificate (if applicable, Catholic applicants only), custody agreement (if applicable).

### **Admission/Enrollment Decisions**

A parent retains the right to withdraw a student at any time just as the school administration (principal and/or pastor) reserves the right to accept or deny admission of a student within the parameters of the school policies. The school administration hopes that all decisions may be made through amicable discussion. If needed, a grievance procedure to assist with any discussion is also a part of this handbook.

# **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 1st parents are required to register their child for the following year. By May 1st 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 – Parents 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 or savings account starting in September and running through April 30. After May 1<sup>st</sup> and prior to May 15<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.

## **Tuition Rates 2023-2024 school year:**

<b>Number of Children</b>	<b>Tuition Rate</b>
1	\$3,625.00
2	\$7,150.00
3	\$10,675.00
4	\$14,200.00
5	\$17,,725.00
Full time Pre-K	\$4,225.00
M-W-F Pre-K	\$3,225.00
Tu-Th Pre-K	\$2,525.00

\*The Total Enrollment Cost is \$7,500.00+ to educate a student(s) at HRS. Holy Redeemer Parish subsidizes the amount owed above the Tuition Rate. Families who have the financial resources available are encouraged to pay more than the Tuition Rate.

We encourage families to apply for tuition assistance and/or set up a meeting with our administration to discuss. We want to support your family in making a Catholic education affordable for your child(ren).

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 May 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 the first week of June 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, 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. It is not the parents role to complete student homework, unless there are extenuating circumstances and with teacher knowledge/consent.

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

K-3 is 15 - 30 minutes

Grades 4-8 is 30 - 60 minutes

School work (work given to be completed in school) may become homework if students are not using their time wisely. These are only guidelines. Students are expected to complete their work on time. Late work may not receive full credit.

### **Grading Scales**

#### **Grades 1-2**

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

#### **Kindergarten Grades**

P = Proficient  
S = Satisfactory  
D = Developing

#### **Grades 3 – 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.

**GPA**

Core courses are figured at 1 credit each (Religion, Math, LA, Science, Social Studies). Specials are figured at .25 credit each. Band and choir do not figure into the GPA. The grades are figured as such:

A+/A = 4.0	C-=1.7
A-=3.7	D+=1.3
B+=3.3	D=1.0
B=3.0	D-=.7
B-=2.7	F=0
C+=2.3	
C=2.0	

**High School Math Placement**

Marshall Public School will utilize the NWEA score given by Holy Redeemer School in the Spring for math placement. Students will need to have a math NWEA score of 265 in order to enroll in Geometry when they start 9<sup>th</sup> grade. Other students will begin with Algebra 1B or 1A depending on teacher recommendation.

**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. Grades will always be available on FACTS and parents will be reminded frequently to check 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.

## **FACTS**

Holy Redeemer School uses FACTS School Management Software, which makes it possible for our school to provide comprehensive and immediate information for parents and students via "FACTS Family Portal".

FACTS is an integrated, web-based communication system allowing families to securely login to password-protected data. The Family Portal provides view-only data that is populated from the school's data system. In other words, when a student's attendance, grades, etc., are 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/ren'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 FACTS include:

- Attendance
- Daily Grades
- Report Cards
- Homework
- Missing Assignments
- Tuition Balance
- Lunch & STARS Accounts

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 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 on the recommendation 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 FACTS 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 office 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.

Since Accelerated Reader is assigned at the start of each quarter, additional days after the communicated deadline will not be granted for planned or unplanned absences. Expectations can be made due to unforeseen medical conditions.

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 FACTS 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 contracts the communicable diseases listed in the Health and Wellness Policy on the next page so we can work toward preventing further outbreak.

### **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-Custodial 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.

## **HEALTH AND WELLNESS POLICY**

Holy Redeemer School promotes a healthy school, 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.

**Communicable diseases:** Following is a list of the more common conditions that may warrant a student to be absent from school:

- **Fever:** If they have a temperature over 100.0 degrees. They need to be fever free for 24 hours without the use of fever-reducing medication before they return to school.
- **Colds:** Excluded from school until fever is gone (without the use of fever-reducing medication) and the child is well enough to participate in routine activities.

- **Vomiting/Diarrhea:** Child needs to be free of vomiting and episodes of diarrhea for 24 hours before the return to school.
- **Influenza-like illness (ILI):** is defined as a fever (greater than or equal to 100 degrees) and a cough or sore throat. Students who become ill during the day should immediately be isolated from others and sent home. Students can return to school 24 hours after their fever is gone without fever-reducing medication, (e.g. Tylenol or Advil). They should also be well enough to participate in school.
- **Conjunctivitis/Pink Eye:** No exclusions are recommended, unless the child has a fever or is not healthy enough to participate in routine activities. Antibiotics or a note from a health care provider are not required. The American Academy of Pediatrics recommends considering conjunctivitis like the common cold - both diseases are easily spread among children and both resolve without treatment.
- **Head Lice:** No exclusion from school, but treatment is recommended before returning to school. A child with an active infestation has likely already had an infestation for over one month. The risk of transmission is low. Children with active head lice infestations should be encouraged to avoid head-to-head contact with other children.
- **Rashes:** Excluded from school immediately when a student has an undiagnosed rash or rash attributable to a contagious illness or condition. Notify the school office/nurse.
- **Strep Throat:** Excluded from school until 12 hours after a physician starts antibiotic treatment.
- **COVID-19:** More common symptoms: fever of 100.4 or greater, new or worsening cough, difficulty/hard time breathing, new loss of taste or smell. Testing positive: isolation for 5 days from when symptoms started, return on day 6 if fever-free, a mask is recommended days 6-10.

#### **Use of Medication during School: Prescription and Over the counter:**

Over the counter and prescription drugs should, whenever possible, be dispensed by a parent or guardian. If, on occasion, medication is required at school, the following must be completed:

A completed medication authorization form is required for any child receiving medication during the school year. This includes prescription medications as well as other medications such as Tylenol, ibuprofen, cough drops, etc. Medications must be brought in original, labeled containers.

#### **Medication Administration to Students**

Over-the-counter (OTC) medications such as Maalox, Tylenol, cough syrup, cough drops, 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.
  - a. 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 the 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 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. This includes cough drops.
- 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 settings. 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.

District procedure states that medication to be given at school needs written permission from the student's parent or legal guardian and written authorization from a physician or authorized healthcare provider. Our goal is to administer medications safely and effectively to your child. To do this, we need your assistance.

**Food/Nut Allergies-**A food allergy action plan will be needed on file in case emergency care is required at school. This can be obtained from your healthcare provider.

**Asthma-** Good management of your child's asthma is important for a successful school year. A written asthma action plan shared with the school will help to keep your child safe. This can be obtained from your healthcare provider.

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

### **Treats in School**

Holy Redeemer School is committed to following the USDA Guidelines for National School Lunch as required by the Healthy, Hunger Free Kids Act of 2010, local Wellness Policy and the state's nut allergy laws. In an effort to adhere to these requirements, our school has established uniform guidelines regarding the celebrations of birthdays and holidays. To be in compliance with the above laws, homemade items will not be allowed in our classrooms for individual celebrations and special events. We will attempt to make the events special in other ways that do not include nut allergy products, high fat, or high sugar foods.

## **COMMUNICATION**

It is appreciated when parents need to communicate with teachers face-to-face, they make 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 any appointments are made in advance.

Parents with concerns should follow the Parent-School Resolution of Issues Policy.

### **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**

The school calendar is also posted on FACTS. 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 newsletter will be sent home. All other communications are sent home on Thursdays via e-mail or if necessary with the family messenger through the "Communication Folder." Students are asked to return the folder 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.

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**

The school employs a number of strategies in order to maximize learning opportunities and reduce risks associated with using the internet at school. These strategies are as follows:

### **General**

- Internet sessions will always be supervised.
- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- Privacy should not be expected by students. Internet usage, communication devices and data storage resources can be monitored and searched at any time.
- Students and teachers will be provided with training in the area of internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.

- The use of personal memory sticks, CD-ROMs, or other digital storage media in school, requires permission.
- Students will treat others with respect at all times and will not undertake any actions that may result in harassment of others, violations of law or legal rights or which bring the school into disrepute.

### **Internet Usage**

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will only access materials they have permission to access on the school network.
- Students will not open files or folders belonging to someone else without their permission.
- Students will never disclose or publicize personal information about themselves or other people.
- Students may not download information, materials or images not relevant to their studies.
- All blogging and other posting activity must be fair, accurate and respectful of other people.

### **Email**

- Students will use approved class email accounts under supervision.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Sending and receiving email attachments are subject to permission by the teacher or other school officials.

### **School Website**

- Students will be given the opportunity to publish projects, artwork, or school work on the internet and social media in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website will be regularly checked to ensure that there is no content that compromises the safety, confidentiality or reputation of students or staff.
- Features such as comments and user-generated content will be checked frequently to ensure that they do not contain personal details.
- The publication of student work will be overseen by a teacher.
- Personal student information including home address and contact details will not be posted on school web pages or social media.
- The school website will avoid publishing the first name and last name of individuals in a photograph, unless congratulatory words are in order (awards, etc.).
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

### **Personal Devices**

- Students using their own technology in school should follow the rules set out in this agreement. They will only use personal devices (mobile phones/iPad/smartwatches, etc.) in school if they have permission. All personal devices may be collected and returned at the end of a class period at the teachers discretion.

### **Sanctions**

- Violation of this policy or other inappropriate behavior regarding the internet or electronic media may result in disciplinary action, withdrawal of access privileges, and suspension or expulsion in appropriate circumstances. The school retains the discretion to report any illegal activities to the appropriate authorities.

Selecting 'Yes' in the Agreements Form (Handbook) portion of enrollment though FACTS 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.

## **Parent-School Resolution of Issues Procedure**

The relationship between the School and parents is intended to be one that is a friendly collaborating relationship. As with any two parties working together for a common purpose, issues may arise. An issue may arise between the parent and a practice or an event taking place within the school and persons served by the School. Issues of concern should be resolved following the steps below, with a verbal discussion between the parties involved; however, sometimes a resolution is not reached so there are additional steps one may choose to take, each in hopes to reach resolution.

STEP 1: Discuss the matter fully with the classroom teacher or with the employee the issue most directly involved.

STEP 2: If the matter cannot be resolved, discussion with the immediate supervisor (typically, this is the principal at the school as the principal is responsible for all school personnel). Note: If the matter concerns the principal the second step is to put the matter in writing to the principal.

STEP 3: If the matter cannot be resolved, the matter should be put in writing to the immediate supervisor (again, typically the principal). The supervisor will prepare a written response back to the person(s) in a timely manner. A written issue brought to the schools' attention needs to include the following information: the nature of the concern, including whom the concern is directed against, any factual data (other than hearsay) which the parent deems appropriate, and specific recommendations for appropriate resolution of the issue.

STEP 4: If the matter has still not been resolved, the pastor would be the next level of authority. He acts in a reconciling capacity. The written documents from the previous steps should be shared with the pastor along with any additional information that took place after the written document was shared with the principal. The pastor may choose to consult with appropriate diocesan personnel to assist with the resolution process.

If the concern is in regards to a school policy, the Education Committee may be consulted in regards to the policy in question. This policy review request is typically submitted to the school principal. The written request should include the policy concern and specific recommendations for altering the policy.

At every level and at all times, fair and amiable exchange must be maintained. All efforts should be made to solve the concerns through discussion and in a timely manner. Exceptions to this procedure include any incidents involving the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child. The issue may go directly to the source of authority the person expressing the complaint feels the most comfortable with. The school will contact the appropriate diocesan personnel and the appropriate legal authorities immediately.

## **DISCIPLINE**

In order to maintain a Catholic learning environment, there is 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.

### **Behavior Policy**

Everyone makes mistakes, whether big or little. When this happens, school personnel will follow the procedures described below.

#### **Above the Line Behavior**

These are the behaviors we value at HRS. Above the Line behaviors are acceptable and expected behaviors that show our Christian faith and bring us closer to Jesus while at school.

**Above the line** behaviors include, but are not limited, to the following:

- |                       |                 |
|-----------------------|-----------------|
| -Be an Active Learner | -Be Responsible |
| -Be Prepared          | -Be Respectful  |
| -Be Safe              | -Be Empathetic  |
| -Be Responsible       | -Be Cooperative |
| -Be Honest            | -Be In Control  |

#### **Below the Line Behavior**

Below the Line behaviors are unacceptable behaviors and should result in communication home and having teachers working with students to fix the problem using a plan of action. Our goal will be to ensure the behavior will not continue. Teachers are encouraged to contact parents if the behavior

warrants such. Excessive Below the Line behaviors may result in student removal to the office.

**Below the Line** behaviors include, but are not limited, to the following:

- Disrespectful Behavior
- Dishonesty
- Refusing to Cooperate
- Poor Listening
- Defiance
- Breaking Rules
- Pushing/Tripping
- Name Calling/Teasing
- Cheating

Staff members will take action to correct the behavior as stated in our handbook. This may include:

- Break within the classroom (established routine)
- Apology of Action
- Loss of privilege
- Call home to parents with student
- Calling office (removal from classroom for excessive behaviors)

### **Bottom Line Behavior**

Bottom Line behaviors are behaviors that are considered completely inappropriate for school and will be dealt with by the building principal. Bottom Line behaviors may include, but not be limited to, a parent conference, lunch detention, or in-school or out-of-school suspension.

**Bottom Line** behaviors include, but are not limited, to the following:

- Bullying
- Harassment
- Harmful Threats
- Fighting
- Stealing
- Weapons Infraction
- Technology misuse
- Vandalism/Defacing Property
- Inappropriate Touch
- Inappropriate Language/gestures
- Over Defiance
- Use/possession of controlled substances

Staff members will take action to correct the behavior as stated in our handbook. This may include:

- Students will be removed by staff member or principal
- Reasonable consequences will be given to student (loss of privilege, detention, In/Out of school suspension, or expulsion)
- Principal will be responsible for contacting parents and documenting

### **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 after school or during lunch/recess time for 30 minutes within two days of issuance with supervision provided by a staff member.

**Lunch Detention:** Loss of recess and lunch time with peers for a day. Lunch and recess for that day will be with a staff member working on assignments independently and eating lunch.

**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 a 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.

### **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.

**Mass Dress Code:** St. Mary's Chapel is the house of God; all students are to be respectful in the chapel. When Mass is being held students are required and expected to wear:

**Gentleman:**

- Khaki or dress pants, jeans without holes, or shorts (no shorter than 2 inches above the knee)
- Collared polo, button up shirt, or hoodless sweater

**Ladies:**

- Khaki or dress pant/capris, jeans without holes, shorts or skirt (no shorter than 2 inches above the knee)
- Collared polo, dress shirt with sleeves or hoodless sweater
- Dresses may also be worn

All clothing must be no shorter than mid thigh. Athletic shorts, sweatpants, jeans with holes/tears, or cut-offs are not allowed. If students are not dressed appropriately:

1. First offense: parents will be called by the classroom teacher and given a reminder.
2. Second offense: Parents will be called to bring a change of clothes.
3. Third offense: Parents will be called to bring a change of clothes, plus detention given to the student.

**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 display or promote the use of drugs, alcohol, tobacco or other activities that are illegal to minors; clothing must not include words, visuals, or be worn in a manner that is sexually suggestive, profane, abusive, degrading or discriminatory.
2. See-through or sexually suggestive apparel, which exposes the body in an inappropriate/suggestive manner, may not be worn. Undergarments must not be visible.
3. 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.

4. Dresses/skirts/shorts must be no shorter than mid-thigh.
5. Headgear, including hats, hoods, and sunglasses, may not be worn in the school building.
6. 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.
7. Clothing is not a substitute for a backpack. Students are not to carry items that cause pockets, etc. to be bulky.

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.

#### **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 unless arrangements have been made by the classroom teacher and/or principal. 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 any area restaurants to the lunchroom, there are no exceptions to this rule. If guests are joining a student, they are not permitted to bring in any take out. They are welcome to purchase a lunch ticket in the office, charge to the family account with family's permission, bring their own lunch (not take out) or sit with the student during lunch time.

#### **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.

#### **Cell Phones:**

Personal electronic equipment (such as cell phones and smartwatches) are not to be used during the school day. Exceptions may be made upon teacher discretion. Possession of a cell phone in a locker room or bathroom will result in immediate confiscation of the phone with return to parent. The school has permission to confiscate and look at information on cell phones that are suspected of being used for cyber bullying.

## **Recess/Playground**

#### **Playground K-8**

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 exemption is required. Please do not excuse your child from recess unless it is absolutely necessary.



All students will be expected to show Christian behavior and 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 required to stay in designated recess zones. 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 and/or principal will handle repeated offenses, such as but not limited to arguing, teasing, fighting, offensive language, or bullying. There will be an adult outside to supervise students, with needs and concerns being communicated among all staff.

## **PLAYGROUND RULES FOR ALL STUDENTS**

### **General Rules**

1. Show your CHRISTIAN SPIRIT! Treat others the way you would like to be treated.
2. Use appropriate language.
3. Stay clear of doorways: No playing in front of the office entrance or youth center.
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 the playground side of the 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.
9. Janitors will remove balls/equipment that lands in the window well by the school at their convenience.
10. No ball playing of any kind on the sidewalk next to the school building.

### **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.
4. Equipment: Students are responsible for putting away anything they bring out each day.

### **Weather**

1. Wet weather: Stay out of any wet or muddy areas of the playground.
2. Winter weather: Absolutely no snow ball 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!
3. Middle School playing areas change with playground conditions.
  - a. Wet fields.
    - i. Play on blacktop.
    - ii. Football is allowed on the blacktop only when fields are not available.
  - b. Snow covered playground
    - i. Play on blacktop.
    - ii. Parents are responsible to send students to school appropriately dressed for weather conditions. Staff and faculty are not accountable for this.
    - iii. Snow and ice throwing is not allowed.

**Entering and exiting the building:**

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 or whistle blows, 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. Students not attending recess because of other activities are still expected to line up with classes for lunch.
5. The supervisor will document misbehavior and/or failure to comply with any of these rules.

**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. Exceptions may be made for students with Individual Service Plans or special occasions at teacher discretion.

**Cheating**

Students will choose not to cheat in any form on assigned work, nor will they knowingly allow others to cheat by using their work. Cheating includes plagiarizing, providing or receiving answers, copying or using another student's electronic data. Cheating shall result in a grade of "0" on the assignment, test, project, etc. assigned and a detention. The teacher or principal will notify the parent(s)/guardian(s).

**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 administration, staff, and the family 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 or expulsion 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 POLICIES**

### **Late Work**

#### **7th/8th Grade Policy:**

Late work is defined as any assignment or project that is not turned in on the day it is due at the beginning of class. Any late assignment will be deducted 50% when it is turned in.

Late work from the first half of the quarter will be accepted until the day before midterm grades are due for teachers.

Late work from the second half of the quarter will be accepted until the last day of the academic quarter.

\*Loss of recess to finish work is at the teacher's discretion.

#### **5th/6th Grade Policy:**

Students are allowed up to 4 lates per class per quarter and still qualify for PERK.

Late Assignments 1-4

Day 1 and 2: Full Credit given

Day 3 through 5: One grade drop given

Day 6 or more: 50% off

Late Assignments 5 or more (loss of PERK)

50% of grade given Day 1 and on

## **PERK: Promoting Educationally Responsible Kids**

To participate in PERK (reward party at the conclusion of each academic term):

### **Criteria:**

- \*All assignments turned in and completed to your maximum potential by the end of the quarter
- \*Abides by HRS Discipline policy
- \*Shows respect for peers and adults
- \*Must turn in every assignment.
- \*Must show put in an effort to meet a C or better in all classes

### **Eligibility:**

Teachers will determine eligibility based on the criteria.

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

## **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/non related 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.

<b><u>CLASS I OFFENSES:</u></b>	<b><u>CLASS II OFFENSES:</u></b>
1. Spitting	1. Hanging out of windows
2. Excessive noise	2. Throwing/shooting of any object
3. Horseplay/mischief/distracting behavior	3. Bullying and/or physical aggression against any person
4. Eating/drinking/littering on bus	4. Profanity/threats directed toward bus driver/para-educator
5. Leaving seat/standing without permission from driver	5. Possession/use of tobacco or any controlled substance
6. Use of liquid containers in any form	6. Vandalism to bus (restitution will be made)
7. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material	7. Holding onto or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement
8. False identification/refusal to identify oneself	8. Lighting of matches, lighters or any flammable object or substance
9. Unauthorized entering or exiting bus through emergency door/tampering with bus equipment	9. Unauthorized entering or exiting bus through emergency door/tampering with bus equipment
10. Opening window past safety line	10. Possession and/or threat of weapons/explosives/flammables
11. Riding or attempting to ride any bus during a suspension	11. Other offenses as reported by the driver or principal
12. Disobedient to the driver/para-educator/bus patrol	12. Possession/use of laser pens or pointers
13. Inappropriate cell phone use	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
14. Other offenses as reported by the driver or principal	

**Consequences:**

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<b>Class I</b>	Warning or 1-5 days suspension	1. 5-10 day minimum suspension 2. Possible loss of all bus service 3. Parent/Principal meeting/optional	Loss of bus service
<b>Class II</b>	5 day suspension	1. 10 day minimum suspension 2. Possible loss of all bus service 3. Parent/Principal meeting/optional	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. By signing off on the handbook I am acknowledging that I have read the disclaimer concerning participation by my child/ren 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.

## **CO-CURRICULAR ACTIVITIES POLICIES**

### **BAND POLICY Grades 5-8**

**Grading**

Students will be graded on the following:

Weekly participation and preparedness

Concert attendance and preparedness

Weekly lesson

Miscellaneous playing tests or assignments

**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 the band instructor to sign up for one. All make-up lessons must be completed within the quarter 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 lesson. All make-up lessons must be completed within the quarter 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**

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 detention and parents will be called.

The following are required performances:

<b>Date</b>	<b>Event</b>	<b>Those who participate:</b>
November	Band & Choir Concert	All band students
March	Band & Choir Concert	All band students
May	Band/Choir Concert	All band students

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

### **CHOIR POLICY 5-8th**

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.

Rehearsal Etiquette

Concert Etiquette/Performance

#### **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	Band/Choir Concert

### **MUSIC DEPARTMENT POLICY**

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

Students are encouraged to join band or choir in the first week of the school, but are welcome at any point in the school year. If a student wishes to drop band or choir, he/she will not be excused until the instructor receives a written note from the student's parent. Students are not permitted to drop band/choir until after the semester break. They will not be allowed to drop mid-semester, without a conference with the instructor and just cause.

#### **Performances**

##### **Attire:**

Students are expected to dress their best for all performances while following the school dress code.

Examples:

Boys:

Khaki or dress pants

Button down or polo shirt

Tie is optional

Girls:

Knee length skirt or dress,

Conservative top

Dress appropriate footwear

Do not wear: sweatshirts, sweatpants, shorts, jeans, flip flops, tank tops, or screen print shirts.

Please ask if you have questions.

### **Concert Etiquette:**

Students are expected to:

- Stay for the duration of the concert
- Not use electronics during performances
- Show respect to performers by not talking or distracting performers
- Be on time with all materials needed to perform.

### **Concert Attendance:**

Students are expected to be at all required performances.

If circumstances arise where a student must miss a performance, please let the appropriate teacher know a week in advance in writing. An alternate assignment will be given for all missed concerts.

Excused and unexcused absences will be evaluated on a case by case basis by the music department.

- Excused absences: illness, family emergency
- Unexcused absences: sports practices, sports games, other extra-curricular activities

### **Makeup Assignments:**

All makeup assignments are due within a week of being assigned.

Excused absence assignment: An assignment will be given at the discretion of the conductor.

Unexcused absence assignment: will result in a zero for that performance.

A concert performance is equivalent to a test of what the students have learned in music. When a performance is missed, we have no way to evaluate student learning. An alternate assignment is a way for teachers to evaluate this learning.

## **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:** 4<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:** 7<sup>th</sup> and 8<sup>th</sup> grade students are eligible to play. Sixth grade will be allowed to join if extra players are needed. Teamwork, sportsmanship, basic fundamentals, intramural/extramural competition and cooperation are stressed.

### **Student Council**

This council is composed of students in grades five through eight. The organization's purpose is to be an important voice of the student body in school affairs and to promote school pride. Four representatives and two alternates are chosen through a questionnaire, recommendations, and selection process based on the returned information packet 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. 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.

## **Knowledge Bowl**

Knowledge Bowl is a competition that involves teams of 3-5 students cooperatively 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.

## **Requirements**

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.)

Holy Redeemer School seeks to foster a spirit of cooperation as well as competition. It is our belief that all students in grades 4th-8th should be allowed to participate in these programs. 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.

Our players are students first, athletes/participants second. Eligibility concerns will be reported to the Athletic Director by the teachers every other week. A student will be put on warning status if they have two D's or an F. The warning period will last one week. During the warning period the athlete may participate in all practices and contests. If after the warning period week the athlete still has two D's or one F they will be declared ineligible and sit out all contests until the next eligibility report is run. All ineligible students will be expected to attend practices and contests.

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. Phone call permission will not be accepted for any field trips. For overnight field trips a behavior contract will be signed and followed or students will not be invited to participate.

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 learning space will be provided for your child to work on school work.

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

## **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, classroom volunteer, volunteer coaching, guest lectures, teacher appreciation luncheon, and other school projects.

All parents/guardians are partners in the education of their child(ren) and are expected to share their time and talents volunteering for school activities and ministries during the school year.

## **FUNDRAISERS**

All families are expected to participate in fund-raising activities: Holy Redeemer School relies on several fundraisers to help keep the cost of tuition as low as possible for our families. There are three school-wide fundraisers held throughout the year where every family's participation is expected and required. They include:

**Catholic United Financial Raffle** The school keeps every dollar from every ticket sold. Each family is required to buy or sell at least \$200 worth of tickets. Families may choose to opt out of participation in this fundraiser by paying \$200. This amount would be due by the end date of the raffle (usually the first week of March).

**SCRIP** This fundraiser involves families purchasing gift cards or certificates. The businesses give a percentage of each card back to the family and school. Sixty percent of the donated amount goes to a family's tuition account. Forty percent goes into the school general fund. Earnings are entered into family tuition accounts on a monthly basis during the school year. Each family is required to purchase \$2,500 in SCRIP cards/certificates between May 1 and April 30 each school year. An opt out option is available for \$100. Opt outs would be due by April 30<sup>th</sup>.

**HRS Fling** This fundraiser is typically held in August. It is a dinner/auction/entertainment event that is open to the public. Families participate in this fundraiser in one of 4 ways: attend the event, purchase/donate toward the auction, volunteer to help with the event, or opt out for \$100. Opt outs would be due by April 30<sup>th</sup>.

Selections on how a family would like to participate in each fundraiser are made in the FACTS system as part of the enrollment process each year.

**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.

### **Education Advisory Committee**

The EAC is established to assist and work in close collaboration with the Principal and ultimately the Pastor by providing advice and counsel particularly in the areas of strategic planning, policy formation, instructional advancement/development, and communications. This School EAC shall have as its primary concern the ministry of Catholic school education: the spiritual, intellectual, physical, emotional, and social development of the students. Meetings are typically held once a month or as needed.

## USE OF SCHOOL GROUNDS

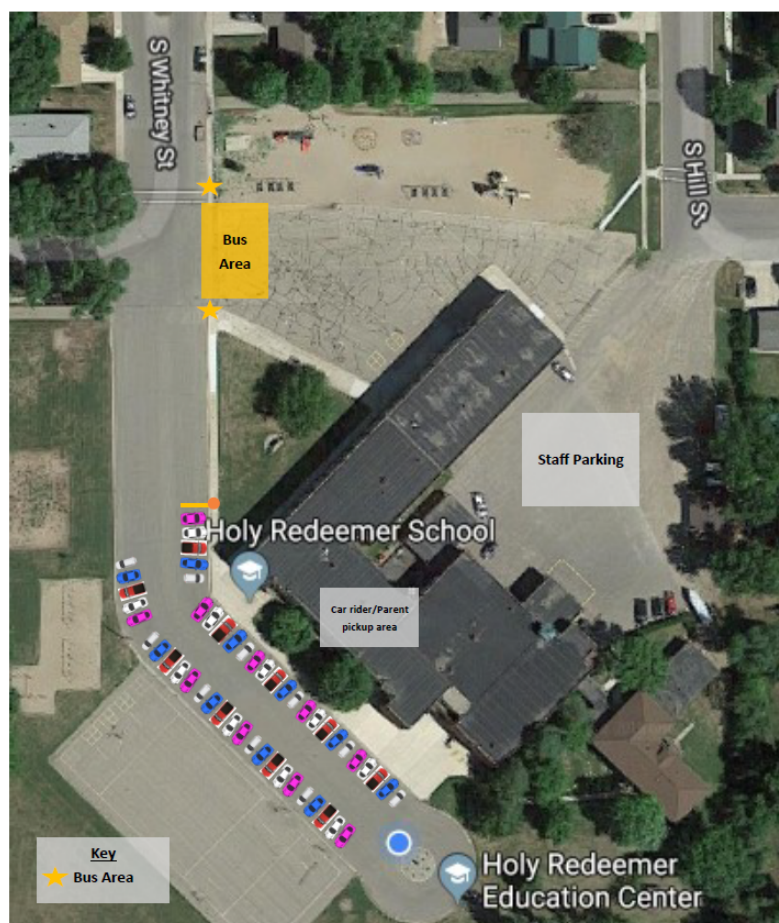
### After School Dismissal

All students in grades PreK -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.

Please observe the following rules when picking up your students. If you have someone else pick up your child, please pass this information along to him/her.

### End of the day Parent pick up

- If you are parked on the school side we will help your child get to you, but if you park on the basketball court side you will need to come get your child (Elementary and preschool students will not be allowed to cross the street without an adult).
- Please be aware of your speed coming and going. Also, look out for preschool families, other cars, and busses.
- In the situation of extreme weather or temperature, a message will be sent out to parents in case of any changes.



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

**Remember to Watch for 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 8:00 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 7:45 A.M. which is when playground supervision begins. All other students must wait on the playground until the whistle blows. On days that are below zero or raining, the children will be allowed to come into the auditorium.

### **School Closings**

Parents will receive a message from FACTS and there will be an announcement over the radio (Marshall and WCCO) when school is closed, starting late, or dismissing early due to weather conditions or other emergencies. Holy Redeemer School will follow the Marshall Public school schedule with late starts and closings due to transportation. Please have a plan in place with your child in cases of early dismissals. When school is canceled or dismissed early all after school activities are also canceled.

### **E-Learning Days**

Holy Redeemer School may choose to implement e-learning days as the result of unexpected school closings. These plans would be shared with students and families well in advance for planning purposes.

### **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 intruder procedures and practices in place. In the event that Holy Redeemer School would need to evacuate, students and staff would walk to our evacuation site and wait there for further instructions. Parents should watch for communication via FACTS in regards to emergencies. Photo identification and signature will be required when picking up a student from our evacuation site.

Holy Redeemer School, along with districts across our area, state and nation, have adopted the ALICE model. ALICE is an acronym that stands for Alert, Lockdown, Inform, Counter and Evacuate. This model is a proactive approach which empowers individuals to respond based on information that is available to them – it includes the ability to evacuate if the option is available.

**ALERT** – Get the word out! Use clear, concise language to convey the type and location of the event.

**LOCKDOWN** – We will continue to lockdown students and staff in a secure area; however, we will include barricading the area for additional security, buying time to determine a plan of action.

**INFORM** - Communication keeps our staff and administration informed about what’s happening and allows for better decision making. It can also keep the intruder off balance.

**COUNTER** – Apply skills to distract, confuse and possibly gain control over the intruder.

**EVACUATE** – As soon as it is safe to do, evacuate.

All Holy Redeemer School staff members have been trained on the ALICE model and will implement ALICE protocols within their classrooms/building. These conversations will take into account the age groups within the classroom, and content will be delivered in an age-appropriate way.

### **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. School books 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 or electronic devices to school. If brought to school, cell phones and electronic devices 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 or bathrooms and may be collected at the start of the day by teachers.

Money sent to school should be in an envelope with the following information: Name of child or children, date, 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” located by 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 enrollment form 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.

### **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 the student.
2. Stay with the student/notify the office/call for help.
3. If injury requires immediate medical care, the office will call 911.
4. Office will notify the parent/or responsible adult.
5. Students shall be kept lying down until the nature of illness can be determined. Do not move someone who has been severely injured, lost consciousness, or complains of head or neck pain.
6. Administer first aid; stop bleeding, apply cold packs where needed, keep the victim warm, etc.
7. Transportation of injured or ill student:
  - a. Accompany the student if he/she must be transported to a medical facility for immediate care.
  - b. If injury or illness is minor, parents or responsible adults shall determine how the child shall be transported and will accompany their child.
8. Person in charge shall complete an accident report at the time of injury, notify the principal, and then file in the student health record.

### **Counseling**

A licensed counselor services Holy Redeemer School one morning a week. A consent form must be signed by a parent or guardian prior to the counselor having a meeting with a student. 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. The physical education teacher will provide the clothing requirements for students.

### **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.

Pests 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 began performing inspections of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the parish administrative office since that time.

The Diocese of New Ulm has contracted a company to provide environmental services, which includes maintaining compliance with Federal regulations regarding asbestos and other regulated environmental concerns. An accredited Inspector/Management Planner performed and issued a report regarding the results this past spring. There were no significant changes in the condition of the remaining asbestos. All asbestos containing material in our school building is in good condition and we will continue to manage them in place, as recommended by the accredited Management Planner.

The results of the inspection are on file in the Management Plan in the parish administrative office. Everyone is welcome to view these anytime during parish office hours (M-F 8:30a.m.-4:30p.m.). Our Asbestos Program Manager, LeRoy Sik, is available to answer any questions you may have about asbestos in our buildings at 507-532-6642. 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 ensure your children and our employees have a safe and healthy environment in which to learn and work.

## **DIOCESAN SAFE ENVIRONMENT AND V.2 BACKGROUND CHECK STATEMENT** (In Accordance with M.S. 123B.03)

### **BCA Criminal History Background Checks**

*The Minnesota Bureau of Criminal Apprehension background check is mandated by state statute.*

This check is processed on all individuals who are offered employment in a school, and on all individuals except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. The following positions are subject to a mandatory BCA background check at Holy Redeemer School:

Teachers, substitute teachers, tutors, academic coaches, athletic coaches, extracurricular advisors, paraprofessionals, food service personnel, janitorial service personnel and all paid parish employees.

**A BCA consent form must be completed. The local safe-environment coordinator will forward completed consent forms to the Diocese for processing.**

The BCA criminal history check only checks within the state of MN. The ISP check is nationwide. Individuals needing a BCA check need to complete both the BCA and the ISP background check forms.

**Mandatory Integrated Screening Partners (ISP) Background Check—Mandatory by Diocesan Policy:** All employees as well as all school volunteers who have unsupervised contact with minors are subject to the ISP performing criminal background checks. For active accounts, these checks are re-ran every seven years.

Employees or volunteers are not permitted to work/volunteer without the completed BCA and ISP check prior to start date as per state law and diocesan policy. Employees and volunteers must also keep their online training account current—the expectation is to complete the training within 30 days of being assigned.

### **Safe Environment**

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

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



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

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.

## **SEXUAL HARASSMENT POLICY**

November, 1996

### **Responding to Harassment and Sexual Misconduct**

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 Forward; 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. Parents, 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 are required. 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 a 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 Exploitations 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 a 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 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 of 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 teaching 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/CYBERBULLYING**

## **Preamble**

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

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

## **Definitions**

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

"Aggressor" means a student who engages in Bullying or Retaliation.

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

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Target or places the Target in reasonable fear of such harm;
- causes damage to the Target's property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Target;
- infringes on the rights of the Target at school, including defamation and invasion of privacy;
- or
- materially and substantially disrupts the education process or the orderly operation of a school.

*For the purpose of this Policy, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.*

**Cyber-Bullying** means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds,

data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

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

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

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

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

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

### **Prohibition against Bullying and Retaliation**

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Bullying, including cyber-bullying is prohibited:

On School Grounds owned, leased or used by a school;

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

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

### **Reporting**

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

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

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



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

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

### **Retaliation**

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

### **Response and Investigation**

The school takes all reports of bullying seriously.

Upon receipt of a report of bullying the Principal or his or her designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying.

The School reserves the sole discretion to determine the scope and adequacy of the investigation.

Anyone with questions about the investigation should direct those questions to the Principal

### **Violations**

A student who violates this policy shall be subject to discipline in accordance with the School's disciplinary policy.

The School retains the sole discretion to determine whether bullying has occurred and what the response should be. Depending on the circumstances, the School's response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the Aggressor of the determination;
- notifying the parents or guardians of the Target, the Aggressor, and any other affected persons about available community resources.

### **Training**

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

### **Publication and Notice**

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

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

This Policy shall be conspicuously posted in the administrative offices of the school.

## **MANDATORY CRIMINAL BACKGROUND CHECK POLICY**

All employees as well as all school volunteers who have unsupervised contact with minors are subject to the ISP performing criminal background checks. For active accounts, these checks are re-ran every seven years.

Employees or volunteers are not permitted to work/volunteer without the completed BCA and ISP check prior to start date as per state law and diocesan policy. Employees and volunteers must also keep their online training account current—the expectation is to complete the training within 30 days of being assigned.

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 or other school related field trips.

## **Human Sexuality and Sexual Identity**

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

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

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

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

- A. A student's name and pronoun usage
- B. A student's access to facilities and use of overnight accommodations
- C. The basis for a student's eligibility for single-sex curricular and extracurricular
  - Expressions of a student's sexual identity are prohibited when they cause disruption or confusion regarding the Church's teaching on human sexuality.
  - The consciences of students and employees will be respected with the assurance of their inviolable right to the acknowledgement that God has created each person as a unity of body and soul, male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.
  - The school will communicate with parents or guardians about their child's behavior at school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of their child, except when advised otherwise by law enforcement or a social service agency.

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

## **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 people do not have

## **PARTICIPATION IN A CLASS, ACTIVITY OR TRANSPORTATION SPONSORED BY ANOTHER SCHOOL**

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, by signing off on the handbook you are acknowledging 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.

## **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.