Most Holy Redeemer
CATHOLIC SCHOOL

"Enlightening young minds through multiage education.
Leading young hearts to Christ."

Parent-Student Handbook

MOST HOLY REDEEMER SCHOOL
Prekindergarten through Grade 8
Montgomery, Minnesota

Revised August. 3, 2021

PARENT/STUDENT HANDBOOK
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Parent/Student Handbook

Most Holy Redeemer Mission Statement

As a Catholic community, Most Holy Redeemer Catholic School seeks to challenge its students and staff through multiage education. Our efforts as teachers, staff, students, and families are focused on developing young leaders, creating closer relationships with God, learning from each other, and serving as the hands and feet of Christ.

Philosophy

At Most Holy Redeemer Catholic School we guide the spiritual, intellectual, social, emotional, and physical growth of our students, staff, and families through multiage education. We recognize and affirm the individuality of each person and believe the following:

- Each person is a unique individual who learns in their own way, at their own pace.
- Problem-solving and technological skills enable students to meet challenges that arise in today's changing world.
- The development of self-discipline and a love of learning will lead to a positive, productive life in society.
- God's loving presence surrounds each person.
- Multiple opportunities to worship God and live the Catholic faith will give life to Catholic Tradition and the Gospel.
- All life is to be respected and differences and diversity welcomed.
- Parents are the primary educators of their children and their involvement is an integral part of their child's educational experience.

COMMUNITY OF FAITH

Most Holy Redeemer School is a community of faith. All are treated with respect and dignity and share in the mission of building the Kingdom. By sharing one another's burdens and joys, the MHR community strengthens and supports each person and models the presence of Christ.

SCHOOL ACCREDITATION

Most Holy Redeemer School is accredited by the Minnesota NonPublic School Accrediting Association and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an ongoing process at Most Holy Redeemer School. Programs are selected after careful study and consultation on the part of the staff.

PARENT'S ROLE IN THE RELIGIOUS EDUCATION OF THE CHILD

Guiding Statement: "Parents have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. The family is the first school of those social virtues which every society needs."

"It is the responsibility of parents, as primary educators, to create a climate of joy, love and peace in the home. By prayer and example in a family faith-community, the child will grow in love-knowledge of God and gratitude for his or her gift of faith."

Therefore:
1. Family prayers are to be greatly encouraged.
2. The Sunday Celebration of the Eucharist should be the center and climax of the family Christian worship.
3. The Bible should have a special place of honor in the home. Care and reverence should be shown in teaching the child to listen to God's Word.
4. The child is introduced to the liturgical feasts and seasons.
5. Whenever a member of the family meets Christ in a sacrament for the first time, it is an important time for the whole family.

PARENT ROLES AND RESPONSIBILITIES

1. Familiarity with information contained in handbooks and other newsletters from the school.
2. Inform the school in writing of:
   a. Student illness or absence (also phone call)
   b. Parental status and custodial constraints
   c. Change in transportation routine
   d. Change in address, phone, emergency contact, child care, etc.
   e. Arrangements that might affect communication with the school
3. Meet the financial obligation of tuition, fees, lunch accounts, or other accounts that apply.
4. Meet admissions regulations.
5. Comply with:
   a. Policies and regulations
   b. Goals and objectives of the Catholic schools as identified in this parent/student handbook
6. No student may leave the premises at any time for any purpose without a written request from the custodial parent/guardian and approval of the principal.

OFFICE HOURS

The school's office hours are 7:30 A.M. to 3:30 P.M. After hours the answering machine is available for any messages. Someone will return your call as soon as possible.

SCHOOL PERSONNEL

PASTOR: The Pastor is appointed to the Parish by the Archbishop of St. Paul/Minneapolis. He works with the Principal in the spiritual and intellectual development of the children in our school. The Pastor is a member of the Board of Education and is Superintendent of the School.

PRINCIPAL: Most Holy Redeemer employs a MNSAA approved principal. The principal's major responsibilities include: faith leader, instructional leader, supervisor of personnel, director of school programs, management of the daily operation of the school, chief financial officer of the school and Executive Officer of the School Advisory Council. The principal is employed by the parish and is supervised by and directly accountable to the pastor.

SCHOOL SECRETARY: The school secretary's duties include school receptionist, general office and clerical responsibilities, and student assistance. The secretary is employed by the school and is supervised and directly accountable to the principal.

FACULTY/TEACHERS: The faculty of Most Holy Redeemer is made up of full- and part-time fully licensed and accredited professional teachers. All teachers hold current licensure in the State of Minnesota and are qualified to teach.

SCHOOL NURSE: Most Holy Redeemer receives health services through the local school district. The school nurse maintains school health and immunization records, conducts periodic health screenings, handles all emergency medical situations, and oversees the general good health of the student body. The school nurse is employed, supervised, and directly accountable to the public school district.

AIDES/TUTORS: Most Holy Redeemer School employs instructional aides to assist in designated classrooms/grade levels. All instructional aides work with individuals and small and large groups. They are employed by the school and supervised by the classroom teacher and principal.

SUBSTITUTE TEACHERS: When a teacher is out of school due to illness or personal business, a qualified, licensed substitute teacher will be hired using Archdiocesan listings and private contacts. In the case of family leave or extended illness it may be necessary to hire a long-term substitute. Every effort will be made to hire a teacher familiar with our school's philosophy, programs, and students. The substitute will work closely with the classroom teacher and principal to ensure a smooth and consistent transition. Substitutes are supervised by and directly accountable to the principal.

MAINTENANCE STAFF: The maintenance staff is employed by the school/parish and supervised by the principal/pastor. The principal coordinates all building maintenance needs with the maintenance staff.

COOKS: The cooks prepare nutritious lunches within budget guidelines and maintain a clean kitchen/lunchroom environment. They follow state and federal guidelines and are supervised by the lunch program director and the principal.

COMPUTER COORDINATOR: The coordinator oversees all school computers and directs computer class activities. The coordinator is accountable to the principal.

SCHOOL ORGANIZATIONS

HOME/SCHOOL ASSOCIATION: Most Holy Redeemer School has a parent/guardian group, the Home and School Association, which is responsible for the following activities: socials, and fund-raising. It is the Home and School Association's responsibility to support the administrator, teachers, and overall school program. All parents/guardians of students enrolled in Most Holy Redeemer School are automatically members of this group and are encouraged to attend the meetings. The membership fee is $25.00 per school year. Meetings are held when needed during the school year.

SCHOOL ADVISORY COUNCIL: The Most Holy Redeemer School Advisory Council consisting of at least six members, the pastor, and the principal. Meetings are held monthly, August through June in the school library. The board follows the rules of the Diocesan Board of Education. The purpose and role is stated in the Articles of Incorporation, the Constitution, and the Bylaws of the school. This information is available in the school office.

VOLUNTEERS: Volunteer help is greatly appreciated. Volunteers will act as room parents, library aides, playground supervisors, teacher aides, committee members (Technology, Maintenance, Policy, etc.) and many other areas where help is needed. According to Archdiocesan policy all volunteers are subject to a background check and must complete the three-hour VIRTUS training in addition to signing the “Code of Conduct” agreement. Those wishing to serve as drivers for student events must also undergo a driving background check and provide proof of insurance annually. Current archdiocesan policy is $100,000/$300,000 minimum. All forms are available in the school office.

SCHOOL PROCEDURES

ATTENDANCE: Most Holy Redeemer adheres to all State of Minnesota regulations concerning school attendance. All work missed by students who were absent must be made up according to an established due date after returning to school. Excessive absences often result in poor schoolwork. When an absence is necessary these steps are to be followed:

a. Parents/guardians should call the school each morning of a student's absence by 8:00 a.m.
b. Parents/guardians should send a note giving name, date, days of absence and reason for absence, which the student will present to the office and teacher upon return. (Email is an acceptable form.)

c. All homework for students who are absent should be requested in the morning before classes begin.
d. If absence is due to work, travel, or some other reason, parent/guardian should notify the school at least three days prior to the absence. Students are responsible for missed work. All work must be completed within one week of returning to school.

Children arriving late must report to the school office. Excessive tardiness (more than three times per month) will result in parent/guardian being called. Students arriving after 9:30 am will be counted as absent for one-half day. Those leaving prior to 1:30 will be counted absent for one-half day.

Minnesota truancy law states that any elementary school child missing three full days without a valid excuse is considered "continually" truant. If a middle school or junior high-school student misses three or more class periods on three days, he/she is considered "continually" truant.

A "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 periods on seven school days if the child is in middle school or junior high school. The names of truant children must be referred to the designated public school official.

ADMISSIONS: MHRS has not and shall not discriminate on the basis of race, color, nationality, ethnic origin or due to financial need in the administration of educational admission to our school. According to Minnesota state law, students entering first grade must be six (6) and Kindergarten five (5) years old by September 1.

"No child should be denied his or her right to an education in faith, which in turn nurtures the soul of a nation." (Address of His Holiness Benedict XVI to Catholic Educators in Washington DC, April 17, 2008.)

Admission forms include: *enrollment form, health history, birth certificate and emergency information*. Baptismal certificate if not at HRS

ILLNESS DURING THE SCHOOL DAY: Principal or office personnel will dismiss or approve the dismissal of a student who becomes ill or hurt during the school day. Parents/guardians will be notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school office. No student will be sent home due to illness if no one is at home to be with the student.

TARDINESS: Students who arrive after the a.m. bell are considered tardy and will be expected to report to the school office. Continued tardiness will warrant a call by the school office to the parents/guardians.

SCHOOL CLOSING (emergency or inclement weather): In case of emergency or severe weather, please listen for Tri-City United Schools to be closed on to KCHK, KDHL, or WCCO radio or channels 4, 5, 9, or 11 for school closings. It is helpful to sign up for a text alert at KSTP or other station alerts. **No announcement means that school is in session.** Most Holy Redeemer School follows Tri-City United public school district closing because of severe

weather conditions. Early dismissal forms (designating alternative care for your child(ren) in the event of early dismissal) are completed at the beginning of the school year.

DAILY SCHEDULE: (Subject to change annually based on bussing by 5 – 10 minutes)

7:30 a.m.	School Doors open	7:55	Student marked tardy if not in class
7:40 a.m.	Children can go to classes	2:45	Dismissal

VISITORS: All parents/guardians or visitors must sign in and check in at the office <u>before</u> going to a classroom. Parents/guardians and visitors are welcome for open houses, special programs, or observances, and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and check in at the school office before going to the classroom. A Visitor badge will be given. Persons not reporting to the office will be considered trespassers and will be reported to the local authorities. This is a safety procedure recommended by Catholic Mutual Insurance.

TELEPHONE USAGE: Children will be called from class only in an emergency. Messages will be taken and delivered at the end of the day. Students are permitted to make phone calls to parents only in extreme circumstances**. Forgetfulness is not an excuse.** Student's athletic calendars should be retained to reference for game times/locations. Students may call if there is a CHANGE. All MHRS calendars are posted on the school website.

CELL PHONES: Each classroom teacher will have their own classroom policy on the use of cell phones while students are in their respective classroom. However, if students are found using their cell phone outside of the classroom without permission, the phones will be confiscated and returned to the student at the end of the school day.

VALUABLES: School insurance does not cover loss of personal possessions; therefore students are to refrain from bringing e-tablets, radios, MP3 players, Ipods, cell phones, electronic games, etc., to school.

MONEY: When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money. MHRS uses TADS (Tuition Aid Data Services) to help with school billing. This program covers tuition, Little Lambs tuition, and lunch money separately. However, if a student brings in money for any of the above mentioned accounts, receipts will be issued for cash payments.

LOST AND FOUND: Lost items will be kept in an appropriate place. Encourage students to check for lost items in the Lost and Found area when something is missing.

GUM AND CANDY: Gum chewing is not allowed in the school building or on the property. Candy is allowed at the discretion of the teacher. Milk/juice is available for breaks; snacks should be brought from home.

LANGUAGE: It is important for children to use correct and becoming language. Therefore, it is necessary for children to use socially correct language in school, on the playground, on the

bus, in public places at all times.

GRADE EIGHT GRADUATION: Eighth grade graduation is a culmination of the strong academic program. Those failing to meet the academic requirements will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony. Graduation certificates and awards are presented at the Graduation Mass. Parents/guardians will be notified as soon as possible that their child may not graduate. The school will work with the student and parents/guardians in an effort to achieve graduation status. All tuition and fees must be fully paid.

PROMOTION/RETENTION: Students will normally proceed from one grade to another each year. The decision to retain a student should result from careful study and evaluation by the teacher, principal, parents, and any Title I or Special Education staff. Parents will be brought into the discussion early. Responsibility for advancement against the recommendation of the administration rests with the parent.

HONOR ROLL: The Honor Roll is published in the Montgomery Messenger each quarter to recognize students in grades 5-8 for their academic achievements. **All school subjects will be averaged to determine the Honor Roll, but are not rounded up.** Students in grades 5-8 are eligible for Honor Roll. Grades are calculated thus: A+ = 12, A = 11, A- = 10, B+= 9, B = 8, B- = 7, C+ = 6, C = 5, C- = 4, D+ = 3, D = 2, D- = 1. **First Honors ≥ 10.0 ; 8.0≤ Second Honors <10.** Honor Roll students cannot have any D's on their report card.

COMMUNICATION WITH PARENTS/GUARDIANS: The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, programs, and goals in general. In addition to regular email "Blasts" the following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

- *Parent/Student Handbook* - The Parent/Student Handbook contains information and procedures for the smooth operation of the school. Parents and students are responsible for adhering to the content.
- *Communication Envelope/Newsletter* - Contains newsletters, classroom notes, and pertinent notices. The oldest student from each family will take home the communication envelope. Parents are to sign the envelope and return it as soon as possible.
- *E-newsletters* – will be sent weekly to parents to keep you informed of special events and happenings at our school.
- *Parent Page on MHRS Website* – will be updated monthly and important links to the handbook, policies, changes, or events will be on this page.
- *Report Cards* - Report Cards/Progress Reports are issued at the end of each quarter (kindergarten does not receive a report first quarter). Progress reports are sent at mid-quarter for students grades 3-8. Each grade level report card is coded for the grading standards.
- *Parent/Teacher Conferences* - Parent/Teacher Conferences are held in the Fall and Winter. A parent/guardian and/or teacher may request a special conference at any time.
- *Communication Procedure* - To help with the lines of communication between teachers and parents/guardians, the following actions should be taken:

a) Teachers will email parents, and copy the principal, with any special concerns about student behavior or academics. Parents are encouraged to email their child's teacher as needed, as well.
b) If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
c) If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal and parents/guardians may be called.
d) If you are still not satisfied with the results of the meeting with the principal, then make an appointment with the pastor (canonical administrator).
e) If still not satisfied, a written statement may be filed with the Grievance Committee or the School Education Committee, who will decide whether to pursue the concern.

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

a. identifying data
b. academic work completed
c. level of achievement (grades, standardized achievement test scores)
d. attendance data
e. health data (separate records kept in nurse's office at public school)
f. family background information
g. verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. An appointment with the principal should be made in advance. The principal will respond to the request in a reasonable amount of time.

CURRICULUM

CELEBRATION OF MASS: The high point of the week is the All-School Mass. At all Eucharistic celebrations, involvement and participation are encouraged. Students will assist as lectors, ushers, servers, musicians. Mass is ordinarily celebrated on Friday.

RELIGIOUS INSTRUCTION:

- Classes - Religion is taught by the classroom teacher.
- Prayers - Prayers are said daily in the morning, at noon and at dismissal. The rosary is optional during the Lenten season and is held before school.
- Sacraments - Children make their First Confession and receive First Reconciliation as a group in grade 2. Students have the opportunity to receive the sacrament of Reconciliation in preparation for the Feasts of Christmas and Easter. Children are also encouraged to receive the sacrament of Reconciliation on their own or with their family.

ACADEMICS:

- Prekindergarten & Kindergarten are single class units
- Grades 1-2 are taught in a combination of multi-age format and single class units.
- Grades 3 – 8 are taught in a multi-age format
- **Departmental Work** - Grades 5,6,7,8 have a departmental teaching and learning set-up. In other grades, teachers may interchange classes.
- **Computers** – The Computer Coordinator instructs classroom instruction and is also available during the day for special projects.
- **Textbooks** - All textbooks are loaned to students having been purchased through the State Textbook Loan program. Books that are lost or ruined must be paid for. All textbooks should be covered with sturdy paper (such as paper bags) or large fabric covers at all times.
- **HIV Instruction** - Instruction is presented to the students in health classes and religion by the classroom teacher or school nurse during the school year.
- **Bus Safety** - At the beginning of each school year, bus safety instruction guidelines, set up by the State, are presented to each student by the classroom teacher and bus supervisor. All students are expected to abide by the rules and respect the directives of the drivers. Safety Patrol students help to monitor after school bus safety.
- **NetSmartz: Real World and Internet Safety** – safe environment curriculum is presented to students in grades 5-8 as well as K-4th grade.
- **Fine Arts** - Art and Music classes are integral to total education. All students (K-4) have music several times during the week. Band, which is taught through the Shared Time Program with TCU Public School, is required for all 5-6 grade students. Students in Grades 7-8 have a choice of whether they want to be in Choir or Band. Art is taught weekly to Grades 5-8 and several times during the week with Grades K-4.
- **Library** - The library may be used for research work at any time during the day when library classes are not in session. Grades K-6 have scheduled library periods.
- **Spanish** – is offered to K-8th grade. This is a chance for students to explore another language.

ENRICHMENT PROGRAMS:

- *Singing Angels* - This honor is for boys and girls in grades 4-8. The Mass choir director is in charge of this program.
- *Altar Servers* - This honor is open to boys and girls in grades 4-8. Meetings and practices are arranged by the pastor.
- *DARE* - A drug prevention program is taught to the 6th grade class for an 8 week period by the DARE officer.
- *Field Trips* - Field trips are planned as educational experiences for the children. Signed permission slips are required for all trips and the transportation cost is shared by each student. The trips are planned by the teacher with parents as chaperones. Permission slips are sent prior to each trip. Student cell phone use without staff approval will not be allowed.
- *Mission Work* - Each year the students participate in several mission "dress down days" and also work throughout the year for area organizations in service projects.

- *Contests* - Participation in various contests is carried out throughout the school year.
- *Graduation* - The 8th grade class's Graduation Mass and reception is usually held on a weeknight. The reception is prepared by the 7th grade parents and students. Graduation certificates and awards are presented at the Mass.
- *Student Council* - Student Council is a student organization consisting of 7-8 members.
- *Environmental Trip* - Every other year, the 5th & 6th Graders go to the Eagle Bluff Environmental Center for a three day field trip. The students do a fund-raiser to help cover the cost of this opportunity.
- *DC Trip* - The 7 & 8 Grade class goes on a tour of our Nation's Capital every other year. Students and parents raise the money for this trip.

ROOM PARENTS

Each classroom has a Room Parent whose responsibilities include:

1. Arranging for a gift/donation for the teacher for Christmas, birthday.
2. Assisting the teacher as requested for special occasions (Halloween, Christmas, Valentine's Day). Assist in chaperoning for field trips or other outings as requested.
3. Special events: Christmas concert (Gr. 1,4,8)
   First Communion (Gr. 2)
   Spring Concert (Gr. K, 3, 5)
   Graduation (Gr. 7)
4. Arranging for a Social event for the class, once a year.
5. Coordinating the class fundraiser:
   Grades K-6 – Hibernation Celebration.
   Staff – Family Fun Night; 7/8 – Kolacky Days.

SERVICES

- *School Lunch Program* - The school lunch program is controlled by the State Guidelines. No child will be permitted to eat lunch in town. If your child does not partake of the hot lunches, then a bag lunch must be brought from home. No pop is allowed - milk may be purchased. Students are required to choose 4 of 5 items listed on the daily menu. Parents should discuss choices with their children so that a balanced lunch is selected. Lactose-free milk is available to those providing a doctor's note. There is no additional charge for lactose-free milk. Students may not charge more than 5 lunches without consultation between the parents/guardians and food service manager. Lunch payments should be made through www.educate.tads.com or the food service office.
- *Learning Center* - The Learning Center provides individual assistance to students in need of additional or supplemental work. It is staffed by a licensed teacher.
- *Title I* - provides individual assistance to students in need of supplemental work in reading and/or math. Students in K-3 are eligible. A teacher comes from the public school several days each week.
- *School Patrol* - The school patrol is for the safety of students at dismissal time. The 5th & 6th grade students and teacher are responsible for this service at the center crosswalk.
- *Special Education* - The special needs of students in the non-public school are addressed through the public school district in three ways:

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

- *School Pictures* - Individual and classroom pictures are taken each year. Notification of the date will be given well in advance of the photography session. While students are required to have their picture taken, the purchase of pictures is optional.

FIELD TRIPS

(Archdiocese Guideline #6630, Form A) - Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips and parent/guardian will be notified of the scheduled field trips.

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. Phone calls to or from parent/guardian do not fulfill authorization requirements for participation.

Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parent/guardian will be notified. All private vehicles used to transport students must have documented current registration and proof of insurance. All drivers are subject to a background check per Archdiocesan policy. All student-sponsored field trips should have an educational purpose and outcome. Students will not be allowed cell phone use on all field trips without staff permission.

LYCEUMS/ASSEMBLIES

Throughout the year, assemblies are held with invited resource guests to enhance the students' learning opportunities. Guest speakers invited and topics discussed should be consistent with the mission, philosophy, and objectives of the school.

HOMEWORK

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant-teacher, student, and parent/guardian--must understand and be committed to carrying

out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

Homework Responsibilities of Teachers

1. Communicate to students and parents/guardians homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
3. Coordinate homework assignments with other teachers, especially projects, with whom students work, and who may assign homework.
4. Assign appropriate homework according to students' needs.

Homework Responsibilities of Students

1. Know and understand the purpose of the homework assignment.
2. Responsible for copying assignments into student planner, understanding directions, and knowing what is required for completion of the assignment.
3. Responsible for completing and returning assignments.
4. Understand which assignments are to be completed independently: which as a team effort.
5. Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him/her for any effort made.
5. If the child has trouble understanding directions, help her/him with explanations. DO NOT DO THE HOMEWORK FOR THE CHILD.
6. Look over the assignment to affirm completion and quality. Praise your child.
7. Support the teacher and the child. Get both sides of a story before making a judgment.

SUGGESTED TIME ALLOTMENT FOR HOMEWORK

Grades K-2	15-20 minutes
Grades 3-6	30-60 minutes
Grades 7-8	60-80 minutes

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Students shall not be permitted to leave school before the regularly scheduled dismissal time except for a valid and unusual reason and with the approval of the principal. Under no circumstances do we permit a child to leave school during normal school hours with a person posing as a relative, guardian or friend except with the specific permission of the principal and until the person's identity has been definitely established. Signing in and out of the school office is required.

Requests to be released from school for a doctor or dental appointment should be made in writing prior to dismissal, signed by the parent and approved by the principal. Students should sign in and out in the secretary's office.

WRITTEN NOTES FROM PARENTS

A parental signed note should be presented to the school office or teacher, or an email sent:

1. **Whenever a child returns to school after an absence.**
2. Whenever a child must leave school during the school day.
3. When a child is tardy. This is especially helpful when the child is tardy for some unavoidable reason.
4. When, for an unavoidable reason, the child is unable to complete the assigned homework.
5. Whenever it is necessary for a child to take medication during school hours. (Medication is kept in the office).
6. **When a non-bus riding student is to take a bus or there is a change from the regular transportation home.**
7. When a child is to remain indoors during recess time due to health reasons, the child will be supervised either in the classroom, cafeteria or library. (Doctor's note is often needed as well).
8. Change in parental status and custodial constraints.
9. Change in address, phone, emergency contact, child care, etc.
10. Arrangements that might affect communication between home and school.

PARTIES

Children may bring a **purchased** treat on their birthday. Before planning classroom parties, children are to obtain permission from the principal and teacher. For these parties, children take turns in bringing treats. Parents should be aware of special food needs for classmates when sending a treat. Each class sets up its own schedule for bringing treats.

CO-CURRICULAR OPPORTUNITIES

Opportunities are available for students to participate in various co-curricular activities such as volleyball, basketball, baseball, softball, Singing Angels and other programs.

The mission of the co-curricular activities is to reflect the mission and philosophy of the school as well as the following values:

1. fair play
2. team work
3. responsibility
4. respect for one another
5. accountability
6. ways to improve skills

Participants in extra co-curricular activities will abide by the following:

1. All participants must have a written parental permission on file before being allowed to try-out and/or participate in sports.
2. If there is a behavior problem, consultation between principal, teacher, coach and parents will be necessary for continued participation.
3. If a student's schoolwork falls substantially below his/her abilities, consultation between parents and teachers will be necessary for continued participation.

4. Director/coach must supervise all practices and games.
5. Volunteer adults will provide transportation to and from out-of-town games.
6. Each participant is expected to behave properly and respectfully at all events - before, after and during games for both home and away games. Improper language is never tolerated.
7. Students who do not attend MHRS may not participate in any co-curricular activities. Under special circumstances, a request may be made to the School Advisory Council to allow participation. If permitted, a fee will be charged and the student must participate in fundraising efforts.

STUDENT CONDUCT

DISCIPLINE POLICIES: Most Holy Redeemer School is committed to providing a well rounded Christian education for all students. Our faculty's goal is to provide an environment conducive to learning. Teachers have the right to teach and students have the right to learn.

DISCIPLINE POLICY

Most Holy Redeemer believes each student is responsible for his/her own behavior and in maintaining a Christian atmosphere within the school. The goal of our behavior code is to promote self-discipline modeled after God's greatest commandments: *1) Love the Lord thy God with all thy heart, soul, mind and strength. 2) Love thy neighbor as thyself. Reference Mark 12:30-.31*

Most Holy Redeemer students are taught to respect themselves, others, authority and property, and maintain a safe and healthy environment in which to learn. Students are to behave in a manner which is morally responsible and brings credit to themselves, their families, and Most Holy Redeemer School. Parental support is an important part of the school's discipline policy.

We have school-wide rules that each teacher enforces. Each teacher also sets up classroom procedures and consequences appropriate for their age of students utilizing positive discipline tactics as much as possible.

As part of the consequences of our behavior plan, students may be sent to the Principal's office who will follow the steps listed if it is a major behavior infraction. If the principal is not available, the teacher or staff person may assign a consequence or notify a parent, as seems appropriate to the situation. Parents are not notified for minor infractions. Students and staff will come to a logical resolution for minor issues.

Major infractions may include: Hitting, pushing, bullying, swearing, or other abusive or disruptive behavior.

First Visit

a. Conference with student
b. Record information
c. If appropriate to situation, student will write note of apology, apologize verbally, or be assigned a specific action or task

Second Visit

a. Conference with student
b. Record information
c. If appropriate to situation, student will write note of apology, apologize verbally, or be assigned a specific action and task
d. Student will lose a privilege (recess or gym time) and assigned a task
e. Student and principal will form a written plan of action – contract
f. Parent will be sent a copy of the contract and be notified via telephone or email

Third Visit

a. Conference with student
b. Record information
c. If appropriate to situation, student will write note of apology, apologize verbally, or be assigned a specific action and task
d. Student will lose a privilege (recess or gym) and be assigned a task
f. Conference will be scheduled with the parents and a behavioral modification a discipline plan will be arranged. After third visit and situation has not improved, removal from class and/or Out of School Suspension may be necessary.

DEFINITIONS:

REMOVAL FROM CLASS: Removal from class is any action taken by a teacher, administrator, or school to prohibit a student from attending his/her classroom or activity period for a period of not more than one day. Work will be assigned and must be completed by the student.

OUT OF SCHOOL SUSPENSION: Out of school suspension is an action taken by the school to prohibit a student from attending school for a period of not more than 10 days. The student will not be allowed to return to school until a conference with the principal.

Academic Honesty/Cheating Policy: 3rd to 8th Grade

It is very important that parents and students understand the expectations for academic honesty.	***First Offense***
All student work should be the work of that student. Parents, teachers, or other students may assist, but the student must complete the work themselves. All students must follow individual teacher test rules for what is allowable. This ensures that a student's success is based on honesty. Most Holy Redeemer School considers cheating or academic dishonesty a serious violation of school rules. Each student is expected to be responsible for his or her own work.	**1.** Parent notification. **2.** Student must redo the assignment. 3. Documented in student folder for year.
How do we define cheating or academic dishonesty?	***Second Offense***
1. Looking or copying someone else's work. 2. Receiving or providing information during a test or for a test. 3. Re-using another student's work from previous assignments. 4. Falsely informing a teacher that an assignment is complete or on their desk, when it is not.	1. Parent notification. 2. Student must redo the assignment for half credit only.

5. Using material on tests when the teacher has not given permission to do so. 6. Violating the teacher's testing rules and procedures. 7. Using somebody else's writing (word for word—or almost word for word) and saying it is your own. (Plagiarism). Or using somebody else's ideas and saying they are your own and not giving credit. 8. Copying from the internet or book – PLAGIARISM – without citing the book. 9. Using or copying another student's assignment to turn in as your own work. 10. Allowing other students to use your work on assignments with the exception of specific group, lab, or collaborative projects.	3. Documented in student folder for that year.
ALLOWABLE:	***Third Offense***
● If quoting others in academic material, students must cite their sources. ● Parents, siblings, friends may assist by proofreading, answering questions, editing, doing one example, or explaining. The student must do the work. ● Text from online or book: Must be in quotes; Sited; or Re-written in own words ● Teachers may limit amount of quotes and sources in a document.	1. Parent notification. 2. Student receives an automatic zero on the assignment 3. Will be given an extra assignment to complete. 4. Removed for that quarter's honor roll recognition. 5. Documented in student folder for that year.

LUNCHROOM RULES:

1. Keep voices soft
2. Go through lunch line in an orderly manner
3. Coats, jackets, caps, etc. should not be worn during lunch
4. Leave tables, chairs and floor clean
5. Scrape trays clean
6. Dispose of napkin and other paper in proper basket
7. Take tray to scraping table
   a. Stack tray orderly
   b. Put silverware in pans
8. Leave lunchroom neat and orderly

PLAYGROUND

Recess provides students the opportunity to be out of the classroom away from schoolwork in order to engage in a recreational activity in the fresh air, weather permitting. All students are expected to participate in outdoor recess.

Students are expected to be respectful of themselves and others. This includes being respectful of another's space as well as property and nature. Students should treat other students as they would like to be treated. Thus pushing, shoving, fighting, throwing objects as well as

inappropriate language and any form of bullying and taunting represent unacceptable behaviors. Students should include all students in activities making a special effort to include those who may be shy or alone. Supervisors are to be treated with respect and obeyed. In cases of dispute students should obey and discuss the situation with the principal at a later time.

Students are responsible for any consequences of their actions. Staying in from recess to complete assignments or for other reasons requires special permission. Such students will be supervised by an adult.

1. When it rains or is very cold, all classrooms should be open during recess and supervised by teachers or another adult.
2. When children must stay indoors for any reason, they must remain in an assigned area under supervision.
3. Only children who have presented a note (or phone request) from a parent or doctor for illness may remain in the building during recess. Ordinarily all students go outdoors.
4. Children should never be left alone in the classroom.

PLAYGROUND EXPECTATIONS

The Playground may be used according to the posted schedule. The supervisor may allow classes not scheduled to play if there is room. Children are reminded to play carefully and take turns.

1. Tiny rocks should be left on the ground; never put on the slide. (Students should check shoes and dump rocks before entering school.)
2. Slides should be used only in the proper manner (feet first);
3. No one is to go on top of the Monkey bars;
4. If equipment is slippery from ice or snow it should not be used.
5. If there is water on the equipment it should not be used.

WINTER RECESS

1 Students should come to school with proper winter attire for outdoor recess (boots, hats, mittens, snow pants, jackets)

2. Snowball throwing is not an acceptable behavior.

3. Ice can be dangerous, hence sliding on the sidewalks or other areas is to be avoided.
4. Students should avoid the snow/lawn in front of the Blessed Virgin statue (near church).

INDOOR RECESS

When it is necessary to hold recess indoors students are expected to remain in their assigned areas. Computer games, board games or cards may be played. Activities that involve tossing balls or other items are NOT allowed, unless in gym. The recess supervisor has the final say on whether an activity is permitted.

HEALTH/SAFETY

Health records are required for each student. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth and seventh grades. The State of Minnesota requires immunizations to be up-to-date.

IMMUNIZATIONS (Archdiocesan Policy #5810)
Most Holy Redeemer School follows the requirements of the Minnesota School Immunization Law, (Minnesota Statutes Section 123.70).
All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parent/guardian is responsible for providing this information in writing to the school office, and to include additional immunizations each year as they are administered to the student by the family's physician. All monitoring of medical records is done by the local public school nurse.

MEDICATION DURING A SCHOOL DAY: (Minnesota Statute 126.202)

A written statement is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician, thereby releasing school personnel from liability should reactions result from the medication. A Medication Administration Form is available from the school office.

Drugs or medicines must be in a container with a label prepared by a pharmacist. Administration of the medication during school hours shall be by qualified personnel and in a manner consistent with instructions on the label. Aspirin, Tylenol and similar over-the-counter medications should be considered the same as prescription medication. The school will not provide nor distribute them without a written request from the parent/guardian or physician. Medications must be provided by the parent and in the original bottle.

If a student is on medication for behavior-control, and has not taken the medication prior to coming to school, the student's parents will be called and the student will need to remain in the office until he or she receives their medication. When the office staff feels that the medication has taken effect, the student may then return to the classroom.

HEALTH PROBLEMS: Children with any type of physical handicap - hearing, vision, allergies, colds, susceptibility to drafts, diabetic, etc. MUST inform the teacher and the office of this in writing.

ILLNESS: If your child has a sore throat, fever, headache, cold or any other communicable illness, have him/her stay home. Any request to have a child remain indoors during recess or noon hour, must be in a written note from the parent stating the reason. Permission will rarely be given since it is preferred to have children get some fresh air during the day. If a child must stay in, he/she will be in a supervised room.

MENTAL HEALTH: Psychological problems are given special handling. Parents may contact the principal or the principal will contact the parents, if needed.

HEALTH SCREENING: Annual vision and hearing, new rule updates, keeping parents informed of outbreaks of head lice, flu or any serious illness are conducted by public school personnel for all students each school year. Health records for all students are maintained at the

local public school.

ILLNESS/INJURY DURING SCHOOL: If a student becomes ill or injured during the school day, a phone call will be made to the parent/guardian to come and pick up the child. If the student develops a fever or vomits, the parent will be called to pick the child up. No over-the-counter medication, including aspirin and Tylenol, can be given to a student for any reason. No student will be sent home without a parent's/guardian's permission.

ACCIDENT/INJURY/MEDICAL: The Archdiocese of St. Paul/Minneapolis and the school/parish have coverage under the Catholic Mutual Program. Contact the school or parish office for proper procedure.

FIREARMS, WEAPONS OR POTENTIALLY VIOLENT SITUATIONS: Physical safety is the primary consideration. Actions are taken to least likely escalate the situation. Emergency numbers are called by a designated person. The situation should be isolated, if possible and accurate communication with personnel, community, and parents should be given. (Policy 5039)

REPORTING OF CHILD ABUSE/NEGLECT (Archdiocesan Guideline #5640)
The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to child neglect and/or abuse which may be summarized as follows:

Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the report.

NEGLECT is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance;

ABUSE can be physical or sexual abuse, or emotional maltreatment.
The school is required to comply with the local welfare or law enforcement agency when they have determined an interview with the child is necessary. MN Statute Sec 626.556

PESTICIDES: All Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide applications on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by state law. (M.S. 123B575, Subd.9)

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at the school office. Parents may receive, at their expense, notification of pesticide application prior to their use should they be deemed necessary on unscheduled days if specifically requested.

At Most Holy Redeemer, the church and school together contract two professional companies;

one for the prevention of interior pests and one for lawn care. If you would like to be notified about pesticide applications, please contact the office.

SCHOOL EMERGENCY PROCEDURES

Most Holy Redeemer has established the following procedures regarding school emergencies:

TORNADO DRILLS: Tornado drills are conducted as required by the State Law and city ordinances. (2 per year)

FIRE DRILLS: Fire drills are conducted as required by State Law and city ordinances. At least five practice fire drills are conducted during the school year. During Fire Prevention Week, drills are conducted and supervised by the Montgomery Fire Department.

BOMB THREAT: Need for building evacuation will be announced. Students will use the ordinary exits BUT go to a designated place. (Center Stage Dance Studio)

UNWELCOME VISITORS TO THE SCHOOL: If an unwelcome visitor enters the building, a password will be announced over the intercom and all teachers/staff are to account for all students and keep them in their control until an all clear signal is given. The office personnel will contact 911 and school doors will be locked.

LOCKDOWNS: Five lockdown drills are held annually according to State law. Law enforcement officials are normally present for at least one drill. All students are to follow the directives of the teacher.

THE MOST HOLY REDEEMER SCHOOL POLICY BOOK IS AVAILABLE IN THE OFFICE FOR EXAMINATION DURING REGULAR SCHOOL HOURS. (Parents/Guardians who would like a copy may request one in writing.)

SELECTED GENERAL SCHOOL POLICIES

ENTRANCE TO KINDERGARTEN (Archdiocesan Policy #5110.1): Most Holy Redeemer School requires children who enter kindergarten to be five years old by September 1 of the year in which they will enroll.

TRANSPORTATION
ROLE OF PUBLIC SCHOOL district: bus arrangements are handled by the local public school district and bus company. Bus transportation is a privilege. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to ensure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc. Parents/guardians whose children do

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

INSTRUCTION AND TRAINING FOR BUS SAFETY: Instruction/review in bus and pedestrian safety is required each year. Instruction/review materials appropriate to grade levels are provided to the teachers by the local public school districts and the bus company.

MISCONDUCT ON THE BUS: Denial to ride the bus may be given for misconduct on the bus. Parents/guardians will be notified when such action is necessary.

RESTRICTION (BUS STUDENTS ONLY): Only bus students are to ride the bus. Students are to go home on their assigned bus and get off at their assigned stops. If a non-bus student rides the bus, a written note must be given to the office and teacher to be signed. The note then must be given to the bus driver.

UNIFORM – DRESS CODE POLICY

(Adapted by the MHRS School Advisory Council, April 8, 2014, updated July 20, 2022)

5058 UNIFORMS

It is the intention of this Uniform Policy to ensure a neat look that is standard for all students. Students are expected to be in full, correct uniform each school day. **Parents are expected to be the primary monitors of the uniform policy.** Please help us by ensuring your child is in uniform each day.

GENERAL NOTES:

- You may purchase all but plaid skirts, plaid jumpers, plaid shorts, or HRS sweatshirts from any store of your choice. Uniforms are available from Donald's Uniform Company 1-800-728-8082 (972 Payne Ave, St Paul 55101 or 6407 City West Parkway, Eden Prairie MN 55344) or Lands' End. Uniform Plaid #57 from Donald's or Item #065010-BQ4 from Lands' End is the plaid required. Items with logo are also available, contact the school office for order information.

- **Jackets, boots, gloves and hats will be worn in wet, cold and snowy weather, any day that is 32 F or below.** Boots must be worn when there are wet roads from rain or snow. In 5-8th grade, an extra pair of shoes may be used for this purpose instead of boots.

Preschool (Little Lambs) DRESS CODE (boys and girls):

- Boots, gloves and hats will be worn in wet, cold and snowy weather.
- SOCKS: Socks must be worn during all seasons with all types of shoes.
- SHOES: Shoes or sandals WITH SECURE BACKS are to be worn at all times. No "crocs".
- SHIRTS: Shirts w/ long or short sleeves. No sleeveless shirts or tank tops.

- BOTTOMS: Pants, capris, shorts, dresses, skorts and skirts are permitted. Shorts, dresses, skorts and skirts may not be shorter than 3 inches above the top of the knee.
- Shorts and capris may be worn ONLY in September, October, April and May.
- No holes or stains. All clothing should be neat in appearance and clean.

Grades K-8 UNIFORM DESCRIPTION (girls):

All clothing must be neat and in good condition. No holes, rips, stains or fading.

Tops:

- Short or long sleeve white, light blue, navy blue, or red collared shirt
    - School logo on left preferred but not required

Sweaters/Sweatshirts/Fleece Jacket:

- Red, White, or Navy Blue sweater or zip-up
    - Plain, must be free of all logos
- Most Holy Redeemer School Sweatshirt (with logo) – Navy, Royal Blue, or Gray
    - One of the approved polo shirts must be worn underneath the school sweatshirt.
- Royal or Navy Blue fleece jacket with school logo
- Blue dri fit ¾ zip pullover with school logo

Bottoms:

- Navy blue or khaki dress pants, shorts, skorts, capris, or skirts
- Navy blue, black, or white leggings may ONLY be worn with a skirt, skort, or jumper
- Jumper - Donald's Uniform plaid #57, official jumper style #93, or solid color navy blue or khaki (tops need to be worn under the jumper)
- Shorts, Skorts, Skirts, and Jumpers may not be shorter than 3 inches above the top of the knee
- No leggings, jeggings, yoga pants, etc. are allowed for classroom dress unless they have a dress/skirt over them.
- A sweater tied around the waist over leggings etc… is not acceptable.
- No jeans or tee shirts are allowed except on designated spirit days.

Socks and Shoes:

- Tights or socks (if visible above the ankle) - must be navy blue, black, or white
- Socks (if hidden) - any color or pattern is acceptable
- No backless shoes, crocs, sandals, or flip-flops
- Athletic shoes are required for all field trips and physical education classes.

Hair/Accessories:

- Hair is required to be neat, clean and modest.

Grades K-8 UNIFORM DESCRIPTION (boys):

All clothing must be neat and in good condition. No holes, rips, stains or fading.

Tops:

- Short or long sleeve white, light blue, navy blue, or red collared shirt
    - School logo on left preferred but not required

Sweaters/Sweatshirts/Fleece Jacket:

- Red, White, or Navy Blue sweater or zip-up
    - Plain, must be free of all logos
- Most Holy Redeemer School Sweatshirt (with logo) – Navy, Royal Blue, or Gray
    - One of the approved polo shirts must be worn underneath the school sweatshirt.
- Royal or Navy Blue fleece jacket with school logo
- Blue dri fit ¾ zip pullover with school logo

Bottoms:

- Navy blue or khaki dress pants or shorts
- Shorts may not be shorter than 3 inches above the top of the knee
- No jeans or tee shirts are allowed except on designated spirit days.

Socks and Shoes:

- Socks (if visible above the ankle) - must be navy blue, black, or white
- Socks (if hidden) - any color or pattern is acceptable
- No backless shoes, crocs, sandals, or flip-flops
- Athletic shoes are required for all field trips and physical education classes.

Hair/Accessories

- Hair is required to be neat, clean and modest.

"Out of Uniform Day" Policy – ALL GRADES:

All clothing must be neat and in good condition. No holes, rips, stains or fading.

Spirit Wear:

Mondays are MHRS Spirit Wear Days and students are encouraged to show their pride for our school by wearing…

- MHRS Spirit Wear shirts and sweatshirts along with Jeans, Khaki or Navy blue bottoms
- No sweatpants or leggings are allowed on spirit wear days.
- Shorts and skirts may not be shorter than 3 inches above the top of the knee.

Dress to Impress:

Occasionally a school event (dress to impress days, concerts, etc…) will require dress-up attire.

- Boys: sport coat, collared shirt, sweater, and/or tie with dress pants
- Girls: dress with sleeves or paired with a sweater, skirt or dress pants with a blouse, and appropriate dress shoes.
    - Dresses or skirts may not be shorter than 3 inches above the top of the knee

Out of Uniform:

Out of uniform days will occur randomly throughout the school year.

- Tops:
    - No sleeveless shirts or tank tops.
    - T-shirts with alcohol, political, or tobacco logos, or offensive or inappropriate language/designs, will not be acceptable.
    - All other tops are acceptable
- Bottoms:
    - Jeans, pants, capris, shorts, dresses, skirts, skorts, leggings, and sweatpants are acceptable.
    - Bottoms may not be shorter than 3 inches above the top of the knee.

Fun Weeks (Ex. Marathon and Catholic Schools Week):

- Throughout the year students may be asked to dress based on certain themes. On these days, we ask students to dress according to the theme while still following out of uniform guidelines; unless noted otherwise.

STUDENT RECORDS: The school shall collect and maintain the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. If the tuition and other financial obligations of the student have been paid in full, school records will be sent directly to the new school upon request of that school. Parent/guardian must sign a release authorizing the transfer of records to the student's new school. Parent/guardian and student understand, acknowledge, and agree that in the event the tuition or other financial obligations have not been paid in full, Holy Redeemer School shall have the right to withhold all records, including grades and academic transcript.

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

Parents/guardians may ask to review the contents of any records or data collected regarding their child. Records or data may mean any or all of the following:

1. Identifying data
2. Academic work completed
3. Level of achievement (grades, standardized achievement test scores)
4. Attendance data
5. Scores on standardized intelligence
6. Health data
7. Family background information
8. Teacher or counselor ratings and observations
9. Verified reports of serious or recurrent behavior patterns (may be maintained separately).

ACADEMIC STANDARDS: Evaluation of a student has three steps:

1. Placing a judgment on what the student has learned;
2. Expressing this judgment to the student and to his/her parents in written form for record keeping;
3. Taking action in the light of the evaluation - promotion or retention for the following school year.

Rationale:

1. **Testing:** Intelligence and Achievement. A program of intelligence/achievement testing is part of our evaluative procedure.
2. **Progress Reports:** Progress Reports are issued quarterly in order to inform parents of the academic progress of their student. Achievement is recorded in all subject areas and also reflects student effort, conduct and participation. As MHRS transitions to the multiage classroom, changes will be adjusted to on student progress reports to better tell what each student has learned and how they have progressed through written explanation from teachers.
3. **Letter Grades**: Only letter grades in core academic classes (religion, social studies, all language arts, math, science, health) will be used to determine the Honor Roll. Students in grades 5-8 are eligible for Honor Roll. Grades are calculated thus: A+ = 12, A = 11, A- = 10, B+= 9, B = 8, B- = 7, C+ = 6, C = 5, C- = 4, D+ = 3, D = 2, D- = 1.

   First Honors: GPA $\geq$ 10.0; Second Honors: 8.0 $\leq$ GPA < 10.0 .

   5022: Progress of Kindergarten students will be reported to parents at the end of the second, third and fourth quarters according to the following:

   1 (has difficulty), 2 (making progress), 3 (meets expectation).

   Achievement of students in grades 1 and 2 will be reported according to the following:

   V (very good), S (satisfactory), N (needs improvement)

   Achievement of students in grades 3-8 will be reported according to the following:

   A+ (100), A (90-99), B (80-89), C (70-79), D (60-69), F (below 60)

   Students in grades K-5 will receive grades of V, S, N in special classes (art, music, band, physical education). Students in grades 6-8 will receive A-F in special classes. Grades are A, B, C, D, and F. Only letter grades from the core academic classes (Religion, Social Studies, All Language Arts, Math, Science-Health) will be used to determine the Honor Roll. Students in grades 4-8 are eligible for Honor Roll. (Adapted March 10, 2009)

4. **Parent/Teacher Conferences**: Formal and/or informal conferences are strongly encouraged. Conferences should also be requested and arranged by parents whenever there is a real or an assumed need. Conferences with all parents are scheduled in fall and winter.
5. **Permanent Records:** A history of grades, attendance and health is kept on file.
6. **Promotion and Retention:** In general, students will be placed at the grade level in which they will be adjusted academically, socially and emotionally. They will ordinarily progress from one grade to another annually, spending one year at each grade level. The decision to retain a student should result from careful study and evaluation by the teacher, principal and all resources available.

In cases of possible retention, the parent will be informed of this possibility early in the second semester and all problems thoroughly discussed. Without parental agreement, it is doubtful whether retention will increase the child's social, emotional, or academic growth. Responsibility for advancement of the student contrary to the administration's recommendation shall rest solely

with the child's parents. A written statement signed by parents to agree/disagree with recommended retention is placed in the student's permanent file. Retention should be limited to one year and ordinarily will be more effective at the end of the school year concerning where the student should begin when he resumes his work in the fall of the year.

GRIEVANCE POLICY

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

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

EXTRACURRICULAR ACTIVITIES:

Participants in extracurricular activities will abide by the following:

1. All participants must have a written parental permission on file before being allowed to try-out and/or participate in sports.
2. If there is a behavior problem, consultation between principal, teacher, coach and parents will be necessary for continued participation.
3. A student will be declared ineligible if he/she has a mid-quarter or quarter grading GPA that falls below a 1.667 (C-). Ineligibility will begin the Monday following when grades are due. Parents of the students who are declared ineligible, will be informed of the ineligibility by the classroom teacher and school principal.

    Mid-Quarter Grade Check: (4 weeks into quarter)

    Incomplete grade "I" – Student is ineligible until grade is at a C-.

    Grade below "C-" - Student is ineligible until grade is at or above a C-.

    Quarter Grade Check:

    Incomplete grade "I" – Student is ineligible until grade is at a C-. A Grade "below" C- or a quarterly GPA lower than 1.667 (C-) - Student is ineligible for two weeks. The

Principal will do another grade check on the fifteenth day after the Quarter grade check and if student has a grade of a C- or higher, they will be eligible, but if the student is still below a "C-", the student will be ineligible until grade is at a C-.

Other instances, not listed previously, that warrant special attention will be handled at the discretion of the school administration.

4. Director/coach must supervise all practices and games.
5. Volunteer adults will provide transportation to and from out of town games.
6. Each participant is expected to behave properly and respectfully at all events - before, after and during games for both home and away games. Improper language is never tolerated.
7. Students who do not attend MHRS are not allowed to participate in any extracurricular activities. Under special circumstances, a request may be made to the School Board to allow participation. If permitted, there will be fees charged and they must participate in fundraising efforts.

LOCKERS

According to State of Minnesota law, school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent and without a search warrant. Locks and stickers are not allowed.

The *personal possessions* of a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

As soon as possible after the search of a student's personal possessions, the school must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

ANTI-BULLYING POLICY

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, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

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

Prohibition Against Bullying and Retaliation.
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 may 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.

FINANCE/FUND RAISING

FINANCIAL/TUITION ASSISTANCE: Most Holy Redeemer School has established a process and criteria for the evaluation of financial need. Confidentiality must be maintained. The school's financial assistance policy is available upon request. No child will be denied a Catholic education because of financial hardship. In each instance of financial hardship, the pastor and/or principal shall attempt to obtain a commitment for partial payment of tuition.

TUITION
Payment Method: MHR Advisory Board has made the decision to use TADS (Tuition-Aid Data

Services) to help with school billing. TADS is a tuition management system that is tied in with the Cornerstone/Educate account you are able to use to view your child's grades, homework assignments, etc. TADS helps the school streamline the tuition process and allows you, the parent, the ability to see your account information online. You will be required to make your payments to HRS online through TADS. Within the agreement you will find your fees itemized as well as credit that you receive. The majority of the school fees are covered in the tuition cost. There may be additional fees throughout the year as they come up. (i.e. field trips, sports fees, yearbook, etc.)
The link to TADS is www.tads.com, you will need to complete the online enrollment process. When you open the website, it should take you to the TADS "login" page. If you have any trouble, you may contact the school at 507-364-7383 or the TADS Parent Help Line at 800-477-8237. (The TADS Management system also monitors lunch, beverage & snack fees as well as a site where parents can monitor student academic records).

EARLY WITHDRAWAL

Holy Redeemer School carefully budgets for how many students will be in attendance during the school year. When a student is withdrawn from school prior to the end of the school year, a hardship is presented to the school community. With that in mind, the following payment schedule shall be adhered to:

Withdrawal prior to September 30th –	25% of the total tuition and fundraising commitment is payable to the school
Withdrawal prior to November 15th –	50% of the total tuition and fundraising commitment is payable to the school
Withdrawal prior to January 15th –	75% of the total tuition and fundraising commitment is payable to the school
Withdrawal after January 15th --	100% of the total tuition and fundraising commitment is payable to the school

Refunds for overpayment will be considered on a case-by-case basis with the final decision made by the principal. (Adopted 2/9/2004)

RELEASE OF RECORDS: Report cards and diplomas will not be issued until delinquent accounts are current or acceptable arrangements have been made with the parish administrator or principal.

FUNDRAISING All fundraising efforts require prior approval by the MHR School Board and school principal. This process eliminates scheduling conflicts and ensures compliance with the parish/school's mission statement and philosophy. Archdiocesan and legal regulations should be considered when planning fundraising programs/events. Most Holy Redeemer's families are expected to participate in fundraising activities during the year. Major fund raising projects include the Marathon for Non-public Education in the fall, Kolacky Days, Scrip sales, Golf Tournament, Hibernation Celebration, and others as needed.

HARASSMENT

This policy applies to all students, faculty, staff, administrators, members of the School Board, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school and/or catechetical program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school and/or catechetical program. The principal and/or director of the catechetical program

will assume responsibility for investigation of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment. Based on the investigation, appropriate action, including but not limited to counseling, disciplinary warnings, or other disciplinary actions, will be taken. An investigative report documenting interviews, conclusions and recommendations will be completed.

TECHNOLOGY CODE OF CONDUCT

Computers and other technologies provide opportunities for students and staff to learn and practice information skills. They are installed in the school for the benefit of all learners. In order for technology to be in working order and available to everyone, students must respect the hardware and software in the school's computer lab and classrooms. The following general policy statement and guidelines pertain to all technology usage at HRS. No student shall intentionally cause damage to any school equipment including hardware and software. This prohibition includes, but is not limited to, the following acts:

1. removing or exchanging any hardware or software component from any system.
2. deleting, renaming, moving, copying or changing any file or its properties, other than his/her own personal files
3. tampering with installed software or files.
4. attempting to gain access to unauthorized files.
5. attempting to change passwords.
6. damaging another student's work.
7. tampering with any hardware.
8. installing personal software on school machines.
9. violating copyright laws by unauthorized copying or software, audio or video resources.
10. installing, copying, or knowingly infecting a computer system with a virus.

There will be consequences for any student who fails to follow guidelines and policies. The consequences may include paying for damages, denial of access to school technology, detention, suspension or expulsion. In severe cases, the school will involve law enforcement authorities. Professional school staff shall be the sole arbiters of what constitutes abusive use of equipment and resources.

Network and Internet Access Policy

Internet access is available to students and teachers at Most Holy Redeemer School of the Archdiocese of St Paul and Minneapolis and students are set up with a Google Account to create documents and share with their teachers on assignments. We are pleased to bring this access to MHRS. We believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

The Internet, telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by people. These changes may also alter instruction and student learning. Online electronic resources provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through world-wide communication and exploration. In a free and

democratic society, access to information is a fundamental right of citizenship.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of a school setting. MHR has taken precautions concerning access to inappropriate materials. On a global network, however, it is impossible to control all materials, and an industrious user may discover inappropriate materials. MHRS does not condone the use of inappropriate materials, but relies on staff and students to use proper conduct and to adhere to strict guidelines. In general, this requires Christian, ethical, efficient and legal utilization of the network resources. Concern about Internet information will be handled in the same manner as concerns about other educational materials.

The school's goal is to educate users by providing them with the understanding and skills needed to use the Internet in ways appropriate to their Christian education and information needs. Staff will make every effort to guide and supervise students in the appropriate selection and use of electronic resources.

Students are responsible for good behavior on school computer networks, just as they are at all times throughout the school. Communications on the network are often public in nature. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

In addition to the general guidelines listed earlier, the following are also approved as policy for students and staff use of the Internet and other school networks.

a. Appropriate language shall be used at all times.
b. E-mail communications are not private and should only be used for school approved assignments through the student's Google Account.
c. Be polite. Abusive or derogatory e-mail messages are prohibited.
d. Respect for privacy. Do not reveal any information about yourself to others. Ex. personal address, name, phone number.
e. Do not use the network for any illegal activity.
f. Do not use the network for financial or commercial gain.
g. Proper computer room behavior must be followed at all times. No food or drink is allowed in the computer room, or near a classroom computer.
h. Do not waste technology resources including bandwidth, file storage space (do not save anything without approval), printers, or paper.
i. Do not attempt to gain access to unauthorized resources.

The school believes that learning opportunities made available to students through Internet access, such as information resources and collaboration opportunities, greatly exceed any disadvantages that may be inherent with the Internet. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The Technology Conduct and Internet Access Student Registration and Conduct Policy included in the "Back-toSchool" packet must be signed and returned to the teacher before students will be allowed to access the Internet at MHRS.

A COMPLETE POLICY BOOK FOR MOST HOLY REDEEMER SCHOOL IS AVAILABLE FOR REVIEW IN THE SCHOOL OFFICE DURING NORMAL SCHOOL HOURS OR ON

THE SCHOOL WEBSITE AT: www.mosthrs.org.

(Parents/Guardians desiring a copy may request one in writing.)