



Saint Raphael School Handbook

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TABLE OF CONTENTS

Section 1: MISSION.....	6
MISSION STATEMENT.....	6
PHILOSOPHY.....	6
THE CULTURE OF A CATHOLIC SCHOOL.....	7
Section 2: ROLES AND RESPONSIBILITIES.....	9
PARENT RESPONSIBILITIES.....	9
COMMUNICATION.....	9
FEEDBACK AND COMMUNICATION OF CONCERNS PROCEDURE.....	10
PARENTAL INVOLVEMENT.....	11
FINANCIAL OBLIGATION.....	12
PAYMENT PLANS.....	12
PAST DUE TUITION.....	12
ENFORCEMENT.....	13
TERMINATION.....	13
TUITION SCHOLARSHIPS.....	13
FUNDRAISING EXPECTATION.....	14
POSITIVE CULTURE, RIGHT TO DISMISSAL.....	15
TERMS OF TUITION AGREEMENT.....	15
Section 3: PROCEDURES.....	17
PARENT-SCHOOL INTERACTION PROCEDURES (I.E. "WHO DO I CALL FOR...?").....	17
CONTACTING THE SCHOOL.....	17
ATTENDANCE PROCEDURES.....	17
MAKE-UP WORK.....	18
ILLNESS DURING THE SCHOOL DAY.....	18
RETURNING TO SCHOOL FOLLOWING AN ILLNESS.....	18
TARDINESS.....	19
NON-CUSTODIAL PARENTS.....	19
COURT ORDERS.....	19
SCHOOL CLOSING (FOR SEVERE WEATHER OR EMERGENCY).....	19
ARRIVAL AND DISMISSAL PROCEDURES.....	19
MORNING DROP OFF.....	20
AFTERNOON PICK-UP.....	21
WALKERS.....	22
BIKERS.....	22
SCHOOL HOUR ENTRANCES & EXITS.....	22
ENTRANCE AFTER SCHOOL HOURS.....	23
PARKING.....	23
VISITORS.....	23
CASH & MONEY.....	23
LOST AND FOUND.....	24
SCHOOL SUPPLIES.....	24
CHANGE IN CONTACT INFORMATION.....	24
COMMUNICATION WITH PARENTS & GUARDIANS.....	24
REPORT CARDS.....	24
PARENT TEACHER CONFERENCES.....	25
SCHOOL PATROLS.....	25
SCHOOL LUNCH AND MILK PROGRAM.....	25
SPECIAL EDUCATION.....	25
SCHOOL PICTURES.....	26

YEARBOOK.....	26
FIELD TRIPS.....	26
CELL PHONE USAGE.....	27
CELL PHONE & DIGITAL WELL-BEING POLICY.....	27
RECOMMENDATIONS REGARDING CELL PHONES, WEB-ENABLED DEVICES, AND SOCIAL MEDIA.....	29
PERSONAL POSSESSIONS.....	33
LOCKER POLICY.....	33
EIGHTH GRADE GRADUATION.....	34
PROMOTION/RETENTION.....	34
COMMUNICATION PROCEDURE.....	35
SCHOOL RECORDS.....	35
CO-CURRICULAR STUDENT SERVICES.....	36
CO-CURRICULAR ACADEMIC ELIGIBILITY.....	36
CO-CURRICULAR BEHAVIORAL ELIGIBILITY.....	36
ATHLETIC PROGRAMS.....	37
EXTENDED DAY PROGRAM.....	37
Section 4: POLICIES.....	38
RIGHTS AND RESPECT POLICY.....	38
RELIGIOUS EXPRESSION POLICY.....	38
UNIFORM POLICY.....	38
OUT OF UNIFORM POLICY.....	42
DIGNITY AND SEXUALITY POLICY.....	42
ATHLETIC POLICY.....	45
CHASTITY AND DATING POLICY.....	45
GENDER IDENTITY.....	45
SAME-SEX ATTRACTION.....	46
FORMAL TITLES AND NAMES.....	47
MODEST DRESS.....	47
PUBLIC DISPLAYS OF AFFECTION.....	47
DANCE POLICY.....	47
FACILITIES USE POLICY.....	48
MISSION INTEGRITY.....	48
ADMISSIONS AND GRADE PLACEMENT POLICY.....	48
TRANSPORTATION POLICY.....	51
ATHLETICS AND EXTRACURRICULARS POLICY.....	52
PARTICIPATION AND PLAYING TIME.....	53
ACADEMIC STANDARDS FOR ATHLETICS.....	53
PHOTOGRAPHY, VIDEOGRAPHY, & MEDIA RELEASE POLICY.....	53
POLICY FOR REPORTING CHILD ABUSE OR NEGLECT.....	54
STUDENT RECORDS POLICY.....	54
REQUEST TO TRANSFER RECORDS.....	54
ACADEMIC INTEGRITY AND PLAGIARISM POLICY.....	55
PESTICIDE NOTIFICATION.....	55
SOCIAL MEDIA POLICY.....	55
SOCIAL MEDIA PARENT EXPECTATIONS.....	57
POSTING IMAGES AND PERSONAL INFORMATION.....	57
SEXUAL HARASSMENT POLICY.....	58
Section 5: STUDENT CONDUCT.....	59
POSITIVE BEHAVIOR EXPECTATIONS.....	59
TEACHERS AND STAFF RESPONSE TO STUDENT CONDUCT.....	60
EXEMPTION & EXPECTATION OF PARENT COMMUNICATION.....	61
MINOR INFRACTIONS.....	61

MAJOR INFRACTIONS.....	62
SUSPENSION.....	63
PROCEDURE OF EXPULSION.....	64
EXPULSION.....	64
BULLYING POLICY.....	65
Section 6: CURRICULUM AND GRADING.....	66
GRADING.....	66
GRADING SCALE.....	66
SUCCESSFUL LEARNING BEHAVIORS.....	67
HONOR ROLL.....	67
STANDARDIZED TESTING.....	68
TEXTBOOKS.....	68
RELIGIOUS EDUCATION.....	68
Section 7: ADMISSIONS AND ENROLLMENT.....	69
ADMISSIONS AND ENROLLMENT PROCESS.....	69
3 STEP TADS APPLICATION PROCESS.....	69
FINANCIAL AID.....	69
VARIABLE TUITION RATE.....	70
KINDERGARTEN & PRESCHOOL READINESS.....	70
Section 8: HEALTH AND WELLNESS.....	72
FIRE/TORNADO/LOCKDOWN DRILLS.....	72
RIGHT TO AMEND.....	72

Section 1: MISSION

The Saint Raphael School Handbook is for use by Saint Raphael Catholic School parents, faculty, and staff, to maintain the excellence and mission of our school. The principal and pastor reserve the right to amend the Parent Student Handbook at any time.

MISSION STATEMENT

Saint Raphael Catholic School cultivates a family-centered community that classically forms students through a faithfully Catholic education, bringing forth joyful witnesses to the love of Jesus Christ.

PHILOSOPHY

The foundation of a faithfully Catholic and classical education is the traditional understanding of the human person. This conviction begins with the belief in universal human nature (that all men are created equal with a body, soul, intellect, desires, and free will), and ends with the belief that each human person is created *imago Dei*, that is, in the image and likeness of God. Our school, therefore, takes as its primary goal the student's formation to understand with wisdom and understanding who they are, where they are, and where they are going.

We accomplish our mission in partnership with our students' parents. The Catechism of the Catholic Church is clear that "parents are the primary educators of their children." And similarly, "the role of every parent is to educate their children in the Catholic faith." Our school is founded on transcendental values of truth, beauty and goodness. To communicate these values to students takes an army of living references who respond with love, patience, faith and wisdom in both good and turbulent times.

In the classroom, our teachers convey these transcendental values first by living the conviction that each student is the likeness of God. Standards of excellence, respect, and dignity are expected at age-appropriate academic, social, emotional, and physical levels. Second, our school has adopted a classical curriculum model from the Western education tradition. This model stresses reading and discussing classical texts in a rigorous liberal arts tradition. The primary years of this model are spent absorbing facts and systematically laying the foundations for advanced study. In higher grades, students learn logic, semantics, and argumentation.

THE CULTURE OF A CATHOLIC SCHOOL

Saint Raphael has specific ways that it accomplishes its mission and philosophy. Specifically, from our mission statement we draw three pillars on which we found our excellence. Saint Raphael Catholic School is:

1. Faithfully Catholic
2. Family-centered
3. Classically formed

We serve the mission of the universal Catholic Church by:

- Being FAITHFULLY CATHOLIC
- Teaching our children that they are created in the image of God to love and be loved
- Providing a curriculum that instills Catholic values, cultivates spiritual formation, and develops intellectual and personal excellence
- Emphasizing joyful Catholicity that values prayer, liturgy, and the sacraments

- Practicing faithful obedience to the Magisterium of the Catholic Church
- Forming the wisdom of our students so they might speak the faith with confidence
- Defending the culture of life as an unconditionally Pro-Life community
- Offering curricular and co-curricular activities that stress Catholic virtue, integrity, and self-discipline
- Teaching the Gospel message as a basis for living through a personal relationship with Jesus Christ

We serve the mission of Saint Raphael Catholic School community by:

- Being FAMILY-CENTERED
- Fostering respectful and open communication among parents, staff, students, and alumni
- Ministering to those in need in our greater community

We acknowledge the qualities and nurture the excellence of Saint Raphael students by:

- Being CLASSICALLY FORMED, our curriculum is based on classical education models that have been formed by combining faith, reason, and virtue.
- Committing to academic excellence
- Striving to meet diverse needs with flexible instructional practices
- Offering a variety of opportunities for individuals to share their special gifts and talents

Section 2: ROLES AND RESPONSIBILITIES

PARENT RESPONSIBILITIES

The Church teaches that parents are the primary educators of their children, therefore we believe that the parents and the school need to develop a strong bond in order to do our important work of raising children in faith, virtue, and academic excellence. Catholic school is wholly different from public school in regard to the level of commitment that we ask of parents. We ask you to partner with us. The success of our school's mission is dependent on communication, parent involvement, and financial obligation.

COMMUNICATION

In order to bring this good fruit to bear, we believe that communication between parents and the school is crucial. When parents choose our school they agree to these communication responsibilities:

- Read weekly newsletters from the principal and administration staff
- Read classroom teachers' weekly updates
- Read and comply with the policies and procedures in the Parent/Student Handbook
- Respond to emails and communication from school administration and teachers
- Inform the office administrator of student illness or absence
- Inform the office administrator of parental status and custodial constraints
- Inform the office administrator of change in transportation routine
- Inform the office administrator of change in address, phone, email, emergency contact, and child care
- Participate in parent/teacher conferences
- Questions and concerns regarding financial obligations and billing are always welcome. Please refer to the Financial Obligation Section of this handbook.
- EDUCATE is the web-based program we use to give parents access to student information, including family demographics (address, phone numbers, emails, emergency contacts). Parents are provided with a User ID and password. Grades, assignments, demerits, and other notifications are recorded here.

The school's obligations to communicating with parents are as follows:

- The school will provide weekly newsletters from both administration and homeroom teachers
- The school will provide 2 parent/teacher conferences a year
- Trimester report cards
- Online access to the parent/student handbook (a written copy will be given to all new families)
- Parental involvement opportunities
- Prompt notification of any school closings
- Prompt notification of any disciplinary actions or academic support needs
- Entering grades, assignments, demerits, etc. in EDUCATE in a timely manner

FEEDBACK AND COMMUNICATION OF CONCERNS PROCEDURE

To assist with communication and resolution of issues, the following actions should be taken when there are questions or concerns. These steps generally resolve issues and keep communication open and respectful.

1. If the parent/guardian has questions or concerns regarding instruction, class activities, or the school in general, please make an appointment with the person most directly involved with the suggestion, question, or concern. Utilize the directory provided by the school to find the most appropriate staff member.
2. If you have met with the teacher/staff member and are not satisfied, please make an appointment with the Principal. At that time, a meeting with the teacher, student, Principal, and parents/guardians may be called.
3. If you are still not satisfied with the results, please make an appointment with the Parish Administrator.
4. If still not satisfied; please make an appointment with the Pastor to resolve the matter

If a more severe grievance 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 consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

PARENTAL INVOLVEMENT

In keeping with the Church's belief that parents are the primary educators of their children, it is expected that all Saint Raphael parents remain involved directly in our school's operations. Numerous studies in the last 50 years have proven the primary factor in a student's academic success and a general school excellence is parental involvement. We believe that having strong parental investment will lead to better academic outcomes for students and help develop and strengthen our family-centered community. Parent responsibilities at Saint Raphael Catholic School are as follows:

- Adherence to parent/student handbook and policies
- Volunteering 10 hours per year at school or fundraising events
- Ensuring students work at least 3 hours per week at home to complete both school assignments and independent reading to complete Accelerated Reader (AR) goals to improve literacy
- Weekly logging into educate.tads.com to keep track of your student's academic progress

FINANCIAL OBLIGATION

It costs approximately \$8,900 at Saint Raphael to educate one child each year. Saint Raphael Parish is committed to the evangelization of our wider community through the ministry which our school provides. Therefore, Saint Raphael parishioners commit a significant investment in each child, approximately \$3,400 per student. Parents are asked to cover the rest of the tuition cost.

PAYMENT PLANS

Families who decide to pay tuition in full may do so by August 15th, payable to Saint Raphael Catholic School, or families may set up an automatic withdrawal account through TADS. TADS charges a one-time processing fee of \$55 to activate an account. Through TADS, you may select to pay in installments of

- One time payment in full
- 10-month plan
- 12-month plan

School year tuition payments begin in August and the full tuition amount indicated in your tuition agreement needs to be paid by July of the current school year.

PAST DUE TUITION

If payments are not received according to the payment plan per the tuition agreement, the following conditions apply:

- Please contact the Office Administrator to discuss your individual circumstances if a payment is missed
- The responsible party is liable for a bank service charge to be imposed immediately on any dishonored check or insufficient funds
- The responsible party is obligated to pay any late fees assessed by TADS. Fees are stated in their agreement
- Our parish administrator will be involved with any delinquent tuition 60 days past due.

ENFORCEMENT

If payments are excessively delinquent without a consultation and repayment plan with administration, the following consequences may occur:

- Students may not receive end of year report cards.
- Students may not participate in graduation ceremony or related activities.
- Students may not begin a new school year without resolving any outstanding tuition PRIOR to a student being permitted to begin a new academic year. **Exceptions may be approved only by school administration.

TERMINATION

In the event of non-payment in accordance with the terms of the tuition agreement, the school reserves the right to terminate the tuition agreement for default at any time. In the event of termination, the student(s) will not be permitted to continue attendance at school. The school may deny attendance immediately upon termination.

TUITION SCHOLARSHIPS

Saint Raphael Catholic School uses the TADS Financial Aid Assessment to determine the needs of each family that applies for a scholarship. Families will be required to apply for financial aid by the priority deadline (usually in February, corresponding to the winter Aim Higher Scholarship deadline) as the school and parish have limited resources. Families who are not interested in financial aid are not required to complete a TADS Financial Aid Assessment. Those who apply by the priority deadline may qualify for the Variable Tuition Rate. Families who complete a Financial Aid Assessment after the priority deadline will be considered for aid on a case-by-case basis using any remaining resources.

Families who receive financial aid are required to complete the timely tuition payments agreed to in their tuition agreement. Those who fail to complete the timely tuition payments may not be eligible for future tuition scholarship awards. Apply online at www.tads.com and click on the Family Log-in Button. Call TADS at 1-800-477-8237 for more information. The Director of Mission is available to schedule Financial Aid appointments. Tenemos servicios en Español.

THE MR. J. SCHOLARSHIP

The Mr. J. Scholarship fund is made possible by the generosity of Saint Raphael mission partners. Scholarships are also made possible by Saint Raphael parents who actively participate in school fundraisers. The reception of a scholarship is an agreement to partnership with Saint Raphael School, its mission, and the investments and sacrifices undertaken for the benefit of our students.

Precedence in receiving a Mr. J Scholarship is given to students who exhibit the seven virtues of FAITH, HOPE, LOVE, JUSTICE, TEMPERANCE, PRUDENCE & FORTITUDE.

FUNDRAISING EXPECTATION

Fundraising is an integral part of our school community and its continued success. Fundraising opportunities are pre-determined and new fundraising efforts are approved by the school principal and Pastor after consultation with the School Advisory Council and Parish Finance Committee. This process eliminates scheduling conflicts and ensures compliance with the Parish/School's mission statement and philosophy. Archdiocesan and legal regulations are also considered when planning fundraising programs and events. The annual Saint Raphael Fundraising Requirements say all Saint Raphael families are responsible to fundraise a total of \$350.00 per student per year. Families may either choose to add the \$350.00 per child to the tuition agreement at the beginning of the year or families may fundraise the \$350.00 per child through any or all of the following events:

- Rake-A-Thon Annual (October). All students are expected to raise and earn \$150 in pledges. All proceeds go directly to the Mr. J Scholarship Fund.
- Catholic United Financial Raffle (January-February) All students are expected to sell \$100 in raffle tickets and all proceeds go to the Mr. J Scholarship Fund.
- Gala Fundraiser (April) All families are expected to buy or sell 2 tickets (Each ticket is \$50 = \$100) proceeds will go to the year specific fund-a-need, subject to change year to year based on most pressing school needs designated by the pastor and principal.

We expect families to contribute a minimum 10 required volunteer hours for the year. These hours can be put towards helping with the Rake-A-Thon and Gala, or to other school volunteering needs.

POSITIVE CULTURE, RIGHT TO DISMISSAL

Saint Raphael Catholic School believes that a positive and constructive working relationship between our school, the student, and the student's parents (or guardians) is essential to the fulfillment of the school's mission. Saint Raphael Catholic School reserves the right not to continue enrollment, dismiss, or not offer tuition agreement(s) student if it concludes that the actions of a student or a parent or a guardian make a positive and constructive relationship impossible, impracticable, or interfere with Saint Raphael Catholic School's accomplishment of its educational and co-curricular purposes. The decision of Saint Catholic School in such matters shall be final.

TERMS OF TUITION AGREEMENT

1. RE-ENROLLMENT FEE: The re-enrollment fee (or application fee for new students) of \$100 (\$200 per family max) is non-refundable.
2. WITHDRAWAL: If a student withdraws or is dismissed for any reason, the family is obligated to pay for the time which the student attended Saint Raphael School.
3. AMENDMENT OF AGREEMENTS: Saint Raphael Catholic School reserves the right to amend Agreements regarding the source of grants or aid awards if other or additional sources of aid become available after the issuance of this Agreement.
4. OTHER AWARD COMPLIANCE REQUIREMENTS: There are other grants and financial aid awards with compliance requirements. These may be revoked if the compliance requirements are not met.
5. PAYMENT FORM: Automated bank withdrawal is the preferred payment option for tuition agreements on TADS. It is required for all new families, and any returning families that have not met previous payment schedules. Alternative payment options will be considered for all other returning families with the approval of the administration.

6. **ADDITIONAL OBLIGATIONS:** Any other past due financial obligations incurred by students during the academic year may be added to the tuition agreement i.e. extracurricular participation, fundraising fee, EDS (Extended Day services) school care, lost textbooks or chromebooks, etc.
7. **NO OUTSTANDING FINANCIAL OBLIGATIONS:** Students may not be allowed to attend classes, participate in activities or athletics related to Saint Raphael Catholic School, re-enroll for the next school year, and receive academic or school records if any financial obligations from the previous year or current year, which are due and owing to Saint Raphael Catholic School, have not been paid in full. 8th graders, in particular, may not be allowed to participate in the graduation ceremony and will not receive their diploma or final transcripts until all financial obligations have been met.
8. **OUTSTANDING TUITION:** Any delinquent tuition accounts or other past due financial obligations may be placed with a collection agency. If necessary, these accounts will incur an additional 30% fee of the balance being collected in order to cover collection expenses. I also understand that Saint Raphael Catholic School reserves the right to correct clerical errors on this agreement.
9. **ACKNOWLEDGEMENT:** By setting up a payment plan for the tuition agreement, I agree to all of the terms and conditions contained herein.

Section 3: PROCEDURES

PARENT-SCHOOL INTERACTION PROCEDURES

(I.E. "WHO DO I CALL FOR...?")

- For admissions, enrollment, tours, marketing, tuition agreements, events, communications - Joan Soper, Director of Mission and Communications
- For TADS billing questions, payments, general school inquiries - Holly Teixeira, School Office Manager
- For policy and procedures - Jason Finne, Principal

CONTACTING THE SCHOOL

The school office hours are 7:00 AM to 3:30 PM. After business hours, the answering machine/voice mail is available for any messages. Someone will contact you as soon as possible.

ATTENDANCE PROCEDURES

Students are expected to be present and punctual for all classes throughout the school year. Since instruction and class activities are planned in sequential order, the student's presence at school each day is very important. When sickness or serious obligations to the family necessitate absence, the following procedures are to be followed

- Parents/Guardians must call or email the office by 8:00 AM on the day the child is absent and report the reason for the absence.
- Prolonged Absence: If there is need for a prolonged absence (15 or more consecutive days), the parents/guardians should notify the principal, office administrator, and homeroom teacher.
- Absences from school disrupt the sequence of learning for a child, and for that reason absences for special activities and vacations are strongly discouraged. Making up work is not the same as being present for classroom instruction and interaction. We do recognize that there may be occasions when children and their families may need to be out of school. Work will typically not be issued ahead of time for students who anticipate being out of school, however some teachers might be able to provide assignments. All work will need to be made up within three (3) school days upon the student's return.
- Dismissal during the day will be allowed only if parents/guardians contact the school and sign their child out at the school office.

MAKE-UP WORK

It is the student's obligation to obtain and complete work missed during an absence. If homework is to be picked up, please inform the school office by 9:00 AM who will come for the homework. Teachers will have assignments ready for pick-up after the regular school day.

ILLNESS DURING THE SCHOOL DAY

The principal or the school health aide dismisses or approves the dismissal of a student who becomes ill or hurt during the school day. Parents/Guardians are notified when the illness or injury is reported. If parents/guardians 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, and no student will be released to someone not authorized by a parent/guardian.

RETURNING TO SCHOOL FOLLOWING AN ILLNESS

A student may return to school when it has been at least 24-hours since throwing up or having a fever (without the use of a fever-reducing medicine).

TARDINESS

Students who arrive after the 7:40AM bell are considered tardy and will be expected to report to the school office for an admission slip to class. A parent/guardian is required to sign in the student and indicate the reason the student is tardy. Continued tardiness will warrant a letter from the principal to the parents/guardians.

NON-CUSTODIAL PARENTS

The 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 school will provide the non-custodial parents with 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.

COURT ORDERS

Copies of any court orders relating to parents' visitation conditions are required to be on file in the school office.

SCHOOL CLOSING (FOR SEVERE WEATHER OR EMERGENCY)

In case of emergency or severe weather, please look for a text and email from the school. Also check our school website and Facebook page. No announcement means that school is in session.

ARRIVAL AND DISMISSAL PROCEDURES

For the safety of all students, before, during, and after the school day, the following procedures have been put in place.

No student may leave the premises (school, Church building and grounds) at any time for any purpose. This includes, but is not limited to, youth activities and athletic practices.

MORNING DROP OFF

Starting at 7:05am there is supervision on the east side of the school on the playground. Parents/guardians may drop their students off starting at 7:05am. All students should be dropped off in the carline, not at the main office doors.

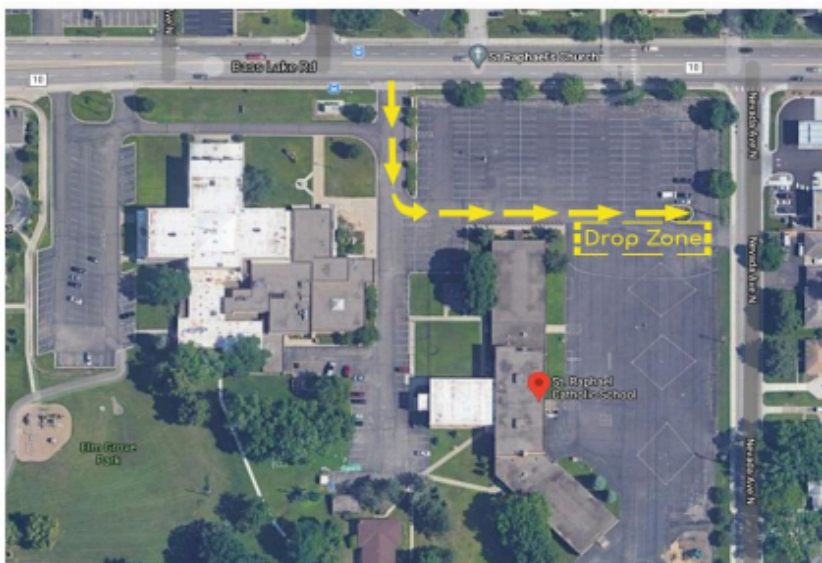
Because walking to class alone is an important developmental step for students, parents/guardians are encouraged not to walk their children into the school buildings in the mornings.

When dropping your student(s) off in the morning, please enter the Saint Raphael parking lot via Bass Lake Road, between the church and the school. Turn left immediately and pull up in front of the north side of the school (primary wing) and proceed to the open gate, allowing your children to quickly exit on the passenger side. Vehicles always remain outside of the playground area marked with the fence on the northeast side of

the playground. For student safety, the students should go straight into the playground area. All vehicles exit



SRS Morning Car Line Drop-off Route



the parking lot onto Nevada Ave.

AFTERNOON PICK-UP

When picking up your student(s) at the end of the day, there are two pickup lines. **Kindergartners-4th grade**, please enter the parking lot from Nevada Avenue North, turning right immediately after entering. Follow the fence line along the north and west sides of the parking lot, then turn left to pull up in front of the north side of the school (primary wing). **5th-8th grade students** are released to the gate on Nevada Ave where they are picked up and cars drive away southbound on Nevada Ave. Please pull up as far as possible, to the end of the sidewalk, to allow up to 6 cars in line at a time. You are asked to remain in your vehicle while staff directs your child to you. Students should enter the car on the passenger side. Due to safety concerns, DO NOT park and walk to pick up your child. Please exit via Nevada Avenue North. Prompt pick-up is appreciated. At 2:45PM, all remaining students will be checked into the Extended Day Service (EDS) program. If a driver arrives after 2:45PM, it is the driver's responsibility to park the car at the school office and proceed inside to pick up the student from EDS. The family is responsible for all fees incurred while your



SRS Afternoon Car Line
Pick-up Route

student is in EDS.

WALKERS

Students are allowed to walk home from school with parent permission. Parents can check the box in the Enrollment section of TADS or write a letter of permission to the school. A staff member will escort walkers as they exit the school.

BIKERS

Bicycles may be ridden to school but must be parked at the bike rack immediately and locked up. Students must then leave the bike area. The school does not accept responsibility for stolen or damaged bikes. Students are not allowed to ride bikes at any time during school hours.

SCHOOL HOUR ENTRANCES & EXITS

Individuals must always use the office entrance, door #12, located on the southwest side of the building unless otherwise noted.

ENTRANCE AFTER SCHOOL HOURS

After 2:30 PM, please enter the school through the main office door (door #12). For basketball and volleyball games, please use the Game Entrance door (#20) on the east side of the building. Activity supervisors are responsible for organizing monitors at the game entrance door for the length of their activities. Students must be with a supervisor at all times. Doors are not to be propped open nor left unsupervised.

PARKING

During the school day, cars should be parked on the west side of the school building. It is the responsibility of each driver to drive slowly, alertly, and safely while in school parking lots. Saint Raphael Catholic School staff will oversee the drop-off and pick-up line in order to promote the safety of our students.

VISITORS

All parents/guardians or visitors must sign in at the office before going to a classroom. Parents/guardians and visitors are welcome and are encouraged to attend open houses and special programs. 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.

CASH & 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. Students should not bring personal spending money to school. The school does not keep cash on hand, so any money sent to school should be for the exact amount due, as the school is not able to provide change.

LOST AND FOUND

Students are encouraged to check for lost items in the lost and found area, located at the Game Entrance, when something is missing.

SCHOOL SUPPLIES

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be provided each year.

CHANGE IN CONTACT INFORMATION

When a family changes its address, email address, or telephone number, parents/guardians should log into their TADS account and update the information as soon as possible. In addition, report the change to the teacher and the school office. Likewise, any changes to the emergency information should be updated in TADS and reported to the school office promptly.

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. 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): texts and emails from school administration, emails from teachers, and a weekly newsletter emailed to parents on Thursdays.

REPORT CARDS

Report Cards are issued at the end of each trimester and sent home with each student. Parents should sign the envelope and return the envelope back to the homeroom teacher. Parents/guardians in grades 3-8 may check the progress of their student through Educate, educate.tads.com, our student information system. The link can also be found on our website.

PARENT TEACHER CONFERENCES

Parent/Teacher Conferences are held in fall and winter. Teachers will email out a Sign-Up Genius link to schedule conferences. Preschool - 5th grade conferences are held in the student's homeroom with their homeroom teachers. All middle school conferences are held in the gym, round robin style, to allow parents/guardians to meet with all of their child(ren)'s teachers. A parent/guardian or a teacher may request a special conference at any time as the need arises.

SCHOOL PATROLS

In accordance with Minnesota Statute 126.15, the school establishes a safety patrol program if the needs of the school community require it. The safety patrol program is operated under the supervision of the principal. The organization and administration of the program can be made available to parents/guardians upon request. The faculty or staff member assigned by the principal coordinates the program on behalf of the school.

SCHOOL LUNCH AND MILK PROGRAM

The school breakfast, lunch and milk program is provided through Saint Raphael Catholic School, and communicated on a year by year basis.

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 academics, behavior, health, or motor skills.
2. Interventions that are not successful may be referred for assessment by either the school or the parent/guardian. If the school initiates the assessment, 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 Education Plan (IEP).

3. 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 school pictures are taken once each year. Notification of this will be given in advance of the photography session. Athletic pictures will also be taken for each sport. Parents have the option to purchase pictures, but it is not required.

YEARBOOK

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Yearbooks are ordered on-line. The price is announced in the school newsletter.

FIELD TRIPS

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 parents/guardians will be notified of the scheduled field trips.

Insurance regulations of the archdiocese require the use of the parent/ guardian authorization forms (permission slips) 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 parents/guardians 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/guardians in private vehicles, parents/guardians will be notified, and the use of seat belts will be required. All private vehicles used to transport students must have documented current registration and proof of insurance.

CELL PHONE USAGE

Cell phone use is not permitted at Saint Raphael Catholic School. Any cell phone brought to school must be checked in at the school office at the beginning of the school day. This policy also covers smartwatches with messaging capability. At dismissal, students can then come to the office and retrieve their cell phone. The student will then place their cell phone/device directly into their backpack. If a student needs to make a phone call at any point during the day, they may come to the school office and ask to make a phone call. We ask that calls made are for emergent issues only.

As a rule, neither teachers nor students are called to the phone during the hours of class. Messages may be left with the school office if it is necessary to contact either a student or teacher.

CELL PHONE & DIGITAL WELL-BEING POLICY

Saint Raphael Catholic School has always embraced educational technology in the classroom. Cell phones, however, are significantly different from other electronic tools. They are personal and have a dangerous capacity for private and adult content.

We strongly advise that smartphones stay at home especially for students lower than the 8th grade. We recognize that some parents may make the decision to allow their children to bring their smart devices to

school. In this case, cell phone usage by our students will remain strictly prohibited. Phones have never been permitted to be carried by students, nor used during school hours. All Saint Raphael students must sign their phones into a secure storage location in the front offices at the front desk. Cell phones are not permitted in our lockers and phones will be confiscated and required to be picked up by parents if found. Students can call from our front desk or their homeroom.

When students come to pick up their cell phone at the end of the day, they will place them directly into their backpacks where they will stay until they are secured into their parents' vehicle. Texting parents will not be allowed. Likewise cell phone use is prohibited at afterschool and weekend events. Saint Raphael reserves the right to moderate cell phone use at athletic events.

There are multiple reasons for our digital well-being policy:

1. **Focus on Learning** Cellphones are proven distractions. The nature of smart devices is addictive. In the past we've noticed a significant increase of students making trips to their lockers to check phones, and taking their phones into restricted areas such as bathrooms. The temptation to check and participate in online messaging or internet surfing proves frequently disruptive.
2. **Policing.** In our response to this habitual rule-breaking, usually occurring in our school hallways, we do not wish to stir up a culture of policing, suspicion, or accusation. Saint Raphael is a place of building joy! Particularly, we are proud that the relationships between students and staff are constructive and affirming, not distrustful or constantly disciplinary.
3. **Status** Similarly, we've noticed patterns of jealousy and covetousness between students with phones and those without. Exclusionary or elitist behavior at Saint Raphael Catholic school, especially based on cell phone usage, is considered unacceptable. It is a deep point of joy that our school is home to families of many differing backgrounds, and the majority of our students find no dissimilarity from their peers based on differing financial means.
4. **Jeopardizing Privacy/Risks of Adult Content** All iPhone/Androids are capable of accessing adult content and have unrestricted picture/video capabilities. This is especially dangerous if phones are snuck into restricted areas like bathrooms and classrooms. This is the most serious threat to all children in our school. We take this responsibility of protecting all of your children most seriously.
5. **Parent Communication** will still be available, as it always has been. Students have always been able to call home before and after school at the office front desk.

Parents, as always, thank you for the conversations you have daily with your children, especially all the intentional and loving work you put into their digital safety. Technology changes so rapidly these days, it's easy to feel out of the loop from our techy kids, but digital well-being is more critical than ever for their holistic development, and you are not alone in your dedication to providing a safe environment for your children. Saint Raphael Catholic school is equally dedicated to ensuring our students are thriving in a positive and focused academic atmosphere.

RECOMMENDATIONS REGARDING CELL PHONES, WEB-ENABLED DEVICES, AND SOCIAL MEDIA

As an extension of the partnership which Saint Raphael Catholic School forms with every parent, and in response to the extensive research regarding screen addiction and the various issues of unrestricted technology access, our school offers recommendations for families regarding smartphones, personal devices, and social media for students.

Focus on relationships

Parents are encouraged to focus on forming their children in joy and freedom by using healthy and supportive relationships and transparent conversations, as opposed to fear and suspicion. Each family must discern the specific needs of their children, and which recommendations are most suitable for the strengths and weaknesses of each specific child. Finally, it is critical that each parent should generally expect to be held to many of the same standards to which they are holding their children.

When should I provide my child with a cell phone?

Saint Raphael School recommends waiting to provide a cell phone for your student until the benefits clearly outweigh the risks. We recommend that families wait as long as possible, until they are at least a freshman in high school. Your child's first phone should be limited to calling and texting only.

When should I provide my child with a smartphone?

We recommend that web-enabled mobile devices should be restricted until at least sophomore/junior year of high school. Even then, families should consider devices with limited internet connectivity or built in parent controls such as a Wisephone, Bark Phone, Gabb Wireless, Light Phone, or restrictive parental locks. This is especially true if a family chooses to provide a mobile device earlier than freshman year of high school.

What conversations must be had?

There are multiple conversations that are essential for building healthy technology use habits. Many centralize around general habits of virtue, such as healthy self-esteem, confidence in one's identity and loveliness as created in the image and likeness of God, and the formation of logic and reason to assess what information is reliable and truthful.

In addition to these standards, there are additional conversations which all parents must have with their children, with transparency and great love, about online hazards. Screen-addiction and late-night screen habits, doom scrolling, information mining and hackers, gaming that promotes or normalizes crass language and violent content, adult content such as pornography and online prostitution, cyber-bullying, and false information or "fake news", are all grave risks, especially on young minds. Each cannot be summarized as a bullet point on a list, but rather must be an ongoing conversation within the context of the rightful understanding of respectful conduct and reverence for truth.

Why make a family contract?

One way to give children a sense of choice and agency, foster continued conversation, and reward responsibility rather than responding with restriction and suspicion, is to form a family media contract. Saint Raphael recommends that contracts be revised annually to adjust to new maturity and responsibilities. Saint Raphael Catholic School recommends that the contract include the following:

- Parents install monitoring/parental control apps/software.
- Parents establish screen time limits.
- Parents approve all app downloads.
- Parents establish or have record of all usernames/passwords.
- Parents regularly review and/or monitor content (browsing/data history, etc.)
- 24/7 location services are enabled.
- Children will promptly answer calls/reply to messages
- Children practice cheerfulness and positivity when told to put down the phone and engage with friends/family or non-techy activities.
- Tech-Free Zones of the Home (wings, bedrooms, bathrooms)
- Tech-Free Times (dinner time, bedtime, etc.)

- Commitment to privacy (no sharing personal information)
- Commitment to virtuous content (active rejections to cyberbullying and pornography)

Social Media Recommendations

Many of the concerns related to smartphones and the internet are directly tied to social media usage. If a family chooses to allow children to have social media accounts, Saint Raphael school recommends:

- Waiting until sophomore or junior year to introduce social media
- All apps/platforms must be approved by parents
- Parents have their own accounts on the same platforms as students
- Parents regularly review content/history
- Encouraging children to develop friendships in reality, with in-person events and real socialization

Social media "friends" are oftentimes classmates, but online posting and comments are outside of the control or disciplinary reach of Saint Raphael Catholic School. For the health of your child's friendships, encourage them to develop relationships in reality with in-person events and using authentic communication skills. Emphasize that the absence of immediate avenues of communication does not hamper true friendships. Reiterate that dignity is God-given, and bolster your child's confidence in their identity with all its quirks, strengths, and weaknesses as a beautiful life to be celebrated.

More Education Resources:

Screen Strong: <https://screenstrong.org/>

LiveMore: <https://livemorescreenless.org/>

Cell Phone Permit (Education for Teens): <https://cellphonepermit.com/>

Family Online Safety Institute: Good Digital Parent Toolkit (fosi.org) (Downloadable "Toolkit"):

<https://www.fosi.org/how-to-be-good-digital-parent>

Internet Safety 101 (See Quick Guides): <https://internetsafety101.org/>

Popular Teen Apps for Parents & Teachers (Rated as Green/Gray/Red)

<https://smartsocial.com/app-guide-parents-teachers>

Sample Agreements/Contracts:

Family Internet Contract (iMom) <https://www.imom.com/printable/family-internet-contract/>

Cell Phone Contract (iMom) <https://www.imom.com/printable/cell-phone-contract/>

Social Media Contract (iMom) <https://www.imom.com/printable/social-media-contract-for-kids/>

Social Media Agreement (SmartSocial.com) <https://smartsocial.com/post/social-media-agreement>

A Sample Cell Phone Contract Between Parent and Child (verywellfamily.com)

<https://www.verywellfamily.com/a-sample-cell-phone-contract-for-parents-and-tweens-3288540>

Cell Phone Contract for Teens (rewardcharts4kids.com)

<https://www.rewardcharts4kids.com/cell-phone-contract-for-kids>

Monitoring/Parental Control Apps/Software:

Bark (Highly Recommended), Covenant Eyes, Qustodio, Kaspersky Safe Kids, mmGuardian, ScreenTime, FamiSafe, Life360 (Safety Monitoring)

PERSONAL POSSESSIONS

School insurance does not cover loss of personal possessions; therefore, students are encouraged to leave at home items that are not necessary for classes, activities, and/or athletics.

LOCKER POLICY

Saint Raphael Catholic School attempts to give each 4th-8th grade student a secure place to store his/her personal possessions by providing a locker with a lock. All student backpacks and carrying bags are left in their classroom for preschool - third grade students. Saint Raphael Catholic School is not responsible for lost or stolen articles from a student's locker or backpack. No items may be taped or glued to the exterior of the locker. Students' lockers are the property of Saint Raphael Catholic School and, as such, are subject to inspection at any time. No inappropriate pictures are allowed in lockers and will be removed if found. Students are required to assume financial responsibility for any malicious damage to his/her assigned locker. All damage to lockers must be reported to the principal.

EIGHTH GRADE GRADUATION

Eighth grade graduation is the culmination of the strong academic program. Students are eligible for graduation if they meet the following requirements:

- they have received passing grades (C- or better) for two or more trimesters in each core subject area.
- they have worked up to their abilities and have shown a desire to learn.

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

PROMOTION/RETENTION

Promotion/retention will be based on academic achievement and physical, emotional, psychological, and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardians will be required to sign a waiver releasing the school of any responsibility.

COMMUNICATION PROCEDURE

To help with the lines of communication between teachers and parents/guardians, the following actions should be taken:

1. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
2. If you have met with the teacher and are not satisfied, make an appointment with the principal. At that time, a meeting with the teacher, student, principal and parents/guardians may be called.
3. If you are still not satisfied with the results of the meeting with the principal, make an appointment with the Pastor.

SCHOOL RECORDS

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

- identifying data.
- academic work completed.
- level of achievement (grades, standardized achievement test scores).
- attendance data.
- scores on standardized testing.

- health data (separate records kept in the school nurse's office).
- family background information.
- teacher or counselor ratings and observation.
- 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. A written request and an appointment to view the records with the principal should be made in advance. The principal is to respond to the request in a reasonable amount of time, not to exceed 45 days.

WITHDRAWAL BY PARENT NOTICE

If a parent wishes to withdraw their student from Saint Raphael School, they must give two weeks written notice to the attendance office. Saint Raphael School is committed to fair tuition charges and will cease future installments if they exceed the tuition amount corresponding to attendance, but at some times of the year school may need to obtain payment for the remaining two weeks of withdrawal notice. Enrollment fees and tuition fees are not always refundable or corollary to attendance.

CO-CURRICULAR STUDENT SERVICES

Saint Raphael Catholic School offers a wide variety of after school programs. These include karate, music lessons, astronomy program and CHEM Athletics classes. Please consult our website for additional information.

CO-CURRICULAR ACADEMIC ELIGIBILITY

To be a participating member in a co-curricular event a student must qualify in both the academic and behavior categories. Academic eligibility requires that a student

- maintain a minimum 70% GPA average of all classes throughout the season, with some modification for a student diagnosed with learning disabilities.
- must not fall below 60% (D-) in any one class.
- every 3 weeks, the student's academic performance will be evaluated, particularly in regards to homework expectations.

If these expectations are not met satisfactorily the following procedures will take place. For athletics, the principal and athletic director decide together that the students be suspended from the next game with the possibility of not playing until academic expectations are met. In non-athletic programs the principal alone will decide that the student be suspended from the event with the possibility of not participating until academic expectations are met.

CO-CURRICULAR BEHAVIORAL ELIGIBILITY

Behavioral guidelines require that a student:

- Receive at least Satisfactory in effort and conduct.
- Major behavioral offenses, handled directly by the principal may result in immediate denial of activity privilege as decided by the principal, teachers, and the athletic director.

An in-school suspension results in the student not being allowed to participate in the next scheduled game or event. A subsequent in-school suspension will result in removal from the activity for the remainder of the season. An out-of-school suspension results in immediate removal from the activity.

ATHLETIC PROGRAMS

Athletic are available for students to participate in various co-curricular activities such as soccer, volleyball, basketball, baseball, softball, wrestling, and other programs.

The mission of the sports program is to reflect the mission and philosophy of the school in the following values:

- fair play
- team work
- responsibility
- respect for one another
- accountability
- ways to improve skills

EXTENDED DAY PROGRAM

Our extended day program (EDS) runs during the school year from 2:30 PM - 6:00 PM on the days school is in session. EDS is for students who are unable to get picked up at the end of the school day. Any student still in carline at 2:45 PM will be signed into EDS. In EDS, the students have time to do homework, are provided a small snack, and then have free time to play. Weather permitting, the students go outside every day. The cost for EDS is \$6 per hour, with a maximum charge of \$18.75 per day. EDS fees are billed monthly in TADS. When you come to pick your child up from EDS, please come to the main office door (door #12) and proceed up to the EDS room (room #17). You may sign up for EDS ahead of time, or you can use it on a drop-in basis. A registration form for all children attending EDS is required, and can be obtained when you register for school, or at Back to School Night.

BIRTHDAY CELEBRATIONS

Families who wish to celebrate their child's birthday in a special are invited to do so in school. However, families must coordinate with the classroom's teacher to find an appropriate time, date, and specific plan. Pending your teacher's approval, only one treat is allowed per child's birthday. Please be aware that there are special restrictions in our lunch room area, so most birthday celebrations will be limited to the classroom space. Please note that Saint Raphael does not host full birthday parties. We maintain the one treat policy.

Similarly, Saint Raphael School does not allow the passing out of birthday party invitations when invites are to a limited number of students in the class. Invitations may only be handed out in the classroom space when everyone in the class is invited.

Section 4: POLICIES

RIGHTS AND RESPECT POLICY

As explained above, crucial to our school philosophy is “the conviction that each student is the likeness of God.” The first policy for each member of our community - teachers, parents, students, and administration alike - is therefore that our communication, whether verbal or written, demonstrates respect and reverence for each person’s infinite dignity, no matter their behavior, role, or any other factor.

RELIGIOUS EXPRESSION POLICY

At Saint Raphael we partner with parents to actively serve your family’s faith. We desire to support the religious tradition of your family. Many of our families are Catholic, some are not. Listening for God unites us; He does not divide us. Therefore we don’t shy away from the greatest place of strength and unity we have! We do commit ourselves to challenging every family to listen even more deeply to our God.

Your child will learn and respect the lived Catholic tradition that is present in all aspects of our community; that also means we seek to strengthen your family’s relationship with God, too, since all things that are True, Good, & Beautiful reflect back to Him!

UNIFORM POLICY

The Uniform Dress Code is designed to encourage a community spirit at Saint Raphael and to enhance school pride. It is provided as a means of focusing on the student as a unique person while diminishing the importance of external factors such as clothing. All clothing and appearance choices should uphold the spirit in which our Uniform Dress Code is written.

Students are to begin wearing the uniform the first day of school. All clothes should be labeled with the student’s initials. Teachers will enforce the uniform policy. Any major questions concerning compliance with the uniform policy will be decided by the administration. Any inappropriate or extreme appearance will be addressed by the administration. Students who are out of uniform will either receive an out-of-uniform notification to be brought home to parents, and/or will be asked to change into a uniform from the uniform exchange room. Repeated offense can result in a demerit or further consequences. A copy of the uniform guidelines follows:

- SHIRTS - Green shirts with school logo. Green shirts must be purchased through Educational Outfitters. Shirts purchased elsewhere may be taken to Educational Outfitters to have logo embroidered onto shirt. Shirts worn under school jumper needn't have a logo.
- JUMPERS & SKIRTS - Blue/Green Uniform Plaid #77. Length is at most 2" above the knee or longer. Leggings or shorts must be worn under skirts and jumpers at all times.
- PANTS - Navy Blue. "Docker style" pants, no denim, knit, cargo, or sweatpants, skinny pants, form fitting, or leggings. Shorts may only be worn September & June and must be 2" above the knee or longer.
- SWEATERS - Navy Blue with school logo. Optional. Only crewneck sweatshirts with Saint Raphael are permitted, with green collar shirt underneath.
- HAIR - Absolutely no non-natural hair coloring. Only shades of black, brunette, ginger, and blonde. (No red/purple/bleached hair.) Beads, long braids, and natural hair styling is welcome. Boys hair should be well groomed, collar length or shorter.
- SOCKS/HOSIERY - Plain white, navy, black. Socks must be visible above the tops of shoes.

- **SHOES** - Tennis shoes or other shoes suitable for both recess play and classroom focus. Shoes must be closed toes, heel and side with no elevated heel. Absolutely no sandals, flip flops, crocs, clogs, Heelys, or other vanity footwear.

OUT OF UNIFORM POLICY

The second Friday of each month is “Spirit Wear Day.” If students choose to be out of uniform, they are to wear any Saint Raphael Catholic School branded shirt, such as Rake-a-thon t-shirt, sports camp t-shirt, or spirit wear purchased from the uniform stores. Students may wear jeans or athletic pants on these days (shorts in August, September, May, and June). Pants/shirts must be in good condition with no holes or tears. Unsuitable clothing such as pajama pants, sweatpants, or sloppily worn athletic wear will not be permitted. A student dressed inappropriately may be asked to change into spare uniform attire at the discretion of their teachers.

Students may at times earn an Out of Uniform pass. The Out of Uniform policy is to be followed when a pass is used. The Out of Uniform Pass can not be used on a Mass day. All non-uniform clothing must be appropriate for a Catholic school setting. Additional out of uniform days will be posted, with details in the school newsletter.

FOOD AND ALLERGIES

No Peanuts, or Other Nuts

Due to the common occurrence of peanut and tree nut allergies in children, and the severe changes of an anaphylactic allergic reaction, Saint Raphael does not allow peanuts or tree nuts to be served at any time of the year in any meal or snack of the day, in any location in the school. Similarly, foods made in facilities containing peanuts and tree nuts are prohibited. If a student is found with these allergens in their lunch or snack the food will be trashed or returned home, and the student will receive a healthy meal provided by the Saint Raphael hot lunch program. Parents will be notified of the occurrence, and invited into further conversation for mealtime solutions.

Picky Eating

Childhood is a time of adventure! Parents are expected to partner with teachers in encouraging their child to try new food, especially healthy foods like fruits and vegetables. A selective food preference is not an excuse to miss out on essential food groups. To aid picky eaters, alternative nutritious options and solutions will be discussed between parents and teachers.

DIGNITY AND SEXUALITY POLICY

All members of the school community are expected to strive to live a life of virtue guided by the teachings of the Catholic Church in all aspects of their lives. Our school’s pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human flourishing.

The Human Person

At the heart of a Catholic school’s unique educational charism is integral formation of the whole human person. The Church instructs us, “Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents

harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.” (Libreria Editrice Vaticana, Code of Canon Law, Canon 795)

Because our efforts at integral formation include the integrity of body, spirit, and moral development, our school has a proper concern for each student’s behavior and development in the complex area of human sexuality. As a Catholic institution, we believe that human bodies are gifts from God and temples of the Holy Spirit. (1 Cor 6:19) All men and women are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. The Church defines chastity as “the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being”. The Church also teaches that “sexuality, in which man’s belonging to the bodily and biological world is expressed, becomes personal and truly human when it is integrated into the relationship of one person to another, in the complete and lifelong mutual gift of a man and a woman”. (Catechism of the Catholic Church, #2337)

We believe that the body and soul are intimately united: the body does not contain the soul like water in a glass, but the two are intimately dependent upon each other to express man as the highest order of creation. We believe that the sexes are complementary and that as “male and female he made them”. Our given biological sex is part of the divine plan. The Church teaches that sexual identity is “a reality deeply inscribed in man and woman,” it constitutes but is more than one’s biological identity, and a person “should acknowledge and accept his sexual identity”. One’s biological sex and gender expression are not to be disaggregated, but should be seen in harmony, according to God’s plan.

As a Catholic educational institution, we understand truth to be the correspondence of mind to reality; a reality which is created by and held in existence by God and which entails the fullness of God’s creation and divine plan. We also affirm that reality is knowable through the use of properly functioning senses and reason, as well as through the aid of divine revelation and the teaching of the Church.

We believe that man and woman share the same humanity and “inalienable dignity which comes to them immediately from God their Creator.” We believe “they are equal as persons (“bone of my bones...”) and complementary as masculine and feminine.” Therefore they are deserving of respect, and no harassment, violence, or discrimination because of one’s sex will be tolerated.

Offenses against chastity and marriage, including those described in the Catechism of the Catholic Church, will not be tolerated. Members of the school community may not advocate for such behaviors, share conversations or publications of a prurient nature, or otherwise impede chastity in the context of our Catholic school classes, activities, or events. Behaviors that are contrary to Catholic morality and the expectations of this school include but are not limited to: vulgar language and gestures of a sexual nature, immodest dress or deportment, expressions of lust, masturbation, pornography, fornication, homosexual activity, expressing a gender that is discordant with one’s biological sex, adultery, cohabitating in a sexual relationship outside of marriage, voluntary sterilization, artificial contraception, in vitro fertilization, procuring an abortion, and sexual harassment or abuse.

Definition of Terms

“Sex” means the biological condition of being male or female based upon physical differences at birth.

“Gender” is a person’s identity as male or female, harmonious with one’s biological sex upon birth. “Chastity” is the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being. “Marriage” is the Sacrament of Holy Matrimony, by which one man and one woman unite in a lifelong partnership for the good of the spouses and the procreation and education of children. Physical differences at birth include chromosomal levels. In the unlikely event that a biological sex determination

made at birth is uncertain or inaccurate (a situation affecting less than .1% of the human population) chromosomal levels may need to be taken into consideration.

ATHLETIC POLICY

Students are only eligible to participate on our school's sport teams consistent with their biological sex. In order to maintain dignity, modesty, and respect for forms of physical contact between members of the opposite sex, at no time will members of the opposite sex wrestle each other in intra-school or inter-school activities.

CHASTITY AND DATING POLICY

Saint Raphael School maintains a no dating policy for all students in attendance. Learning to love one another in a holistic human way requires a practiced discipline in elementary years. Said another way, the integration of sexuality and relationship to the human person takes time to develop. All members of this Catholic school community are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. This requires modesty in language, appearance, and behavior.

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

GENDER IDENTITY

The school will interact with students according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the "reality deeply inscribed" within. Assisting the person in his or her disconnect with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of the truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same.

The school recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God's plan. The school advocates that young people, working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. The school's pastoral and counseling services are available to all members of the school community.

SAME-SEX ATTRACTION

Because the Catholic Church teaches that same-sex attraction is inherently disordered and that sexual activity is only appropriate for the purposes of love and life within Holy Matrimony, individuals experiencing this disordered inclination may not advocate, celebrate, or express it in the context of our Catholic school classes, activities, or events. The use of the term "same-sex attraction" in discussing homosexual inclinations is preferred, since there is only one proper sexual orientation: that which orients a man to a woman in the bonds of matrimony. Because labels can falsely promote a lasting identification or enduring notion of self, the

school avoids labeling individuals with such terms as “gay,” “lesbian,” “bisexual,” or “queer,” even when the individual might desire such identification.

The Church encourages individuals experiencing same-sex attraction to pursue the virtues of chastity, self-mastery, and friendship instead of acting upon those inclinations romantically or sexually. The school offers its pastoral and counseling services as sources of comfort and direction for any member of the school community.

FORMAL TITLES AND NAMES

Students will address all adults by their proper titles as based on school employment documents (Mr., Mrs., Miss, Dr., Sr., Brother, etc.) and surname (last name). School personnel will address students by the original name with which the student was registered (or its common derivative) and correlating pronouns.

MODEST DRESS

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times.

PUBLIC DISPLAYS OF AFFECTION

In order to maintain a professional atmosphere of learning, romantic displays of affection, such as romantic hugging, kissing, hand-holding, sitting on laps, etc., are not permitted at school or at school-sponsored events.

DANCE POLICY

In keeping with the Christian mission and moral standards of our school, student dress and behavior is to conform to those characteristics of a virtuous and Christ-centered person at all times, including dances and social activities. Consistent with these expectations, students are to refrain from any sexually suggestive behavior both on and off the dance floor. Because the Church teaches that same-sex attractions are disordered. Advocating for or expressing same-sex attractions, including same-sex couples at dances, is not permitted.

FACILITIES USE POLICY

Chaste behavior and modesty in dress and deportment is expected at all times on school property and at school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual’s biological sex. The latter policy applies in any state of undress in front of others.

School facilities are dedicated to the mission of Catholic education and may not be used by any member of the school community or any external organization or individual for any purpose or cause that is contrary to Catholic teaching or otherwise opposed to the Catholic Church.

MISSION INTEGRITY

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the Catechism of the Catholic Church. Parents or guardians and non-Catholics whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff or faculty member may not be a fit for our school’s primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.

ADMISSIONS AND GRADE PLACEMENT POLICY

Admissions Priority. Students are accepted in the following priority

1. All students presently attending the school.
2. New students who are brothers and sisters of students in the school.
3. New students who once had brothers and sisters in the school.
4. Students on a first year registration in school who are members of the parish.
5. New students who have transferred from another Catholic school and are members of the parish.
6. Students who are not members of the school but are members of another Catholic parish.
7. Students applying for transfer to the school who are not members of a Catholic parish.

Age and Grade Placement. Saint Raphael Catholic School requires children who enter kindergarten to be five years old by September 1st of the year in which they will enroll. Please refer to Section 7 KINDERGARTEN & PRESCHOOL READINESS section for more details.

Transfer Student. Students will not be accepted at the school after the beginning of the school year unless there has been a change of residence, or other extenuating circumstances. Admission to the school is contingent upon having met all financial obligations at a previous private school.

Any student new to Saint Raphael Catholic School at the beginning or during the school year will be on a probationary period for a minimum of 3 months. At any time during the probationary process, the student's academic or behavior standing will be reviewed and a determination made as to whether the probationary period will be extended. After one month another determination will be made as to whether the student is able to abide by the rules of the school and whether his or her academic needs can be met by the school.

Class Size. The class size for grades K-8 at Saint Raphael Catholic School will be set at 25 students per classroom. All students beyond these numbers will be placed on a waiting list.

Non-discrimination Policy. It is the policy of Saint Raphael Catholic School to comply with state and federal laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school, on the grounds of race, color, national or ethnic origin, gender, status with regard to public assistance, or disability.

Catholic Education. Every local effort shall be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their pastor if a financial problem arises.

Withdrawals. If it is necessary for a student to withdraw from the school during the year, a written request by his or her parents/guardians should be submitted to the principal. Clearance from teachers and the business office must be received before student records can be forwarded to another school.

Attendance. It is Saint Raphael Catholic School's policy that it will adhere to all State of Minnesota regulations concerning school attendance (Minnesota Statute 120A.22). All work missed by students who were absent must be made up as soon as possible after returning to school. Excessive absences often result in poor schoolwork.

Minnesota truancy law states that any child missing fifteen (15) consecutive days without a medical release is considered truant and the name of said child must be referred to the Department of Education Social Services. Students are considered truant when they skip class or part of a class, or are absent from school all day or part of a day without permission. This is considered an unexcused absence.

Excessive tardiness (more than 3 times per month) will result in parents/guardians receiving a letter from the school. Additional action may be taken.

In order to participate in an extracurricular activity the student must attend school that day. When there are emergencies or unusual circumstances a student may participate only with the approval of the administration and/ or the athletic director. To obtain approval in those cases, the parent or guardian should send a written note to school.

If a student is late to school or is unable to remain in school because of fatigue, ill health or injury, he/she will not be allowed to participate in the extracurricular activity that day, except if a written medical statement from a physician clearing the student for participation is provided to the administration.

TRANSPORTATION POLICY

Minnesota public school districts are to provide "equal transportation" (Minnesota Statute 123.76-123.80) to nonpublic school pupils. A district shall provide equal transportation within the district for all school children to any school when transportation is deemed necessary by the Education Committee because of distance or traffic condition in like manner and form as prescribed in Minnesota Statute 123.39 and 124.33, when applicable.

When transportation is provided, the public school board shall have sole discretion, control, and management of scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children and any other matters relating to transportation.

The public school administration annually and as necessary consults with the appropriate nonpublic school administration on attendance areas, safety economics, conveniences, and availability of space for the students.

Bus arrangements are handled by the local public school district. 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 rule will be notified as to the appropriate behavior of the child. Teachers are not responsible for student behavior on the bus.

ATHLETICS AND EXTRACURRICULARS POLICY

Students shall represent themselves, their teammates, and their school in a manner consistent with Christian concepts and fair play. Coaches shall conduct themselves and direct their teams in a manner consistent with Christian concepts and fair play, and as representatives of the school they shall adhere to established policies and philosophies.

The planning and implementation of the athletic program including volunteers and other coaches shall come under this policy and will be the responsibility of the administrator or athletic director. In addition to the

provisions of this policy, students, instructors, coaches, volunteers, and administrative personnel shall comply with existing state laws applicable to this area.

Each student on each team will be given an opportunity to participate in the sport. Only members of the school shall be participants in the sport. All coaches will be asked to fill out a Bureau of Criminal Apprehension background check as is required of all employees. More information may be found in the Saint Raphael School Athletic Handbook.

PARTICIPATION AND PLAYING TIME

As a program, we cannot promise a certain amount of playing time to any student athlete. We will ask that a coach do his/her best to find a place during each contest for a player to fulfill his/her team's role. Factors that may limit game time are attitude, attendance at games and practices (though perfect attendance is not required), school violations and/or suspensions whether academic, chemical, or behavior related. For more information please consult the Saint Raphael School Athletic Handbook.

ACADEMIC STANDARDS FOR ATHLETICS

The student will behave in a responsible and mature manner. If a student receives less than 70% average, the student will be put on academic suspension from the activity in which they are participating. The classroom teachers in conjunction with the athletic director will notify the parents/guardians, coach and principal of the suspension. At the end of the period the probation will end or be extended, depending on the student's effort to improve. Parents/guardians will be notified by the Athletic Director of further suspension.

PHOTOGRAPHY, VIDEOGRAPHY, & MEDIA RELEASE POLICY

Saint Raphael School photographs events and students during school for the purpose of capturing important school memories. From time-to-time, these photographs are used in brochures, on our website, and in other marketing measures. Parents have the option to Opt-Out of student photography if they wish to have their child's photo excluded from school communication. The Opt-Out option is provided through TADS during annual student enrollment.

POLICY FOR REPORTING CHILD ABUSE OR NEGLECT

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting 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 if there is reasonable evidence 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 verbal 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.

STUDENT RECORDS POLICY

The school shall collect and maintain the records of students while they attend Saint Raphael School. Records may include:

- Identifying data
- Academic work completed
- Level of achievement (grades)
- Attendance

- Scores on standardized testing
- Health data (separate records kept in Health Services)

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. No one except appropriate school personnel, parents/guardians and former 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 former student.

REQUEST TO TRANSFER RECORDS

To transfer records, parents/guardians are asked to inform the school office. The school will transfer records directly to the new school upon receipt of a record request from the new school. Parent/guardian and student understand, acknowledge, and agree that in the event tuition or other financial obligations have not been paid in full, Epiphany School has the right to withhold records, including grades and academic transcripts.

ACADEMIC INTEGRITY AND PLAGIARISM POLICY

As a Catholic school committed to Christian values and academic excellence, we believe that success is grounded in personal and academic integrity. Honesty, trust, fairness, respect, and responsibility are the foundations of academic and personal integrity for all members of the Epiphany community. Our duties include modeling, encouraging, and supporting academic integrity in one another by treating all individuals, ideas, environments, and property with respect, courtesy, and dignity. Thus, we do not tolerate cheating, lying, fraud, plagiarism, copying other students' work, and other dishonest behaviors. Teachers will enforce strict disciplinary procedures should any of these occur.

PESTICIDE NOTIFICATION

Minnesota requires nonpublic schools to notify parent/guardians of students of the pesticide application schedule, that long-term effects on children are unknown, and of their option to be notified each time.

SOCIAL MEDIA POLICY

- Saint Raphael School considers social media bullying (cyber-bullying) to be a serious matter that can cause great harm. Cyber-bullying that involves Saint Raphael students should be reported to the principal who will proceed with the investigation and if necessary, report the incident to officials.
- Students are prohibited from accessing social media on a school or personal technology device; this includes while at school or while at home learning.
- While away from Saint Raphael school, students who participate in online interactions must remember that their social media conduct and posts reflect on, and may affect, the entire Saint Raphael community and, as such, are subject to the same behavioral standards in the school discipline policy.
- Students who participate in social media phenomena that can be harmful spiritually, socially, or emotionally to younger or more vulnerable children are subject to the same behavioral standards set forth in this policy.
- To protect the privacy of Saint Raphael students and employees, students may not create digital photos, video, or audio recordings of Saint Raphael community members either on-campus or off-campus for online publications or distribution without the knowledge and consent of those being recorded or photographed.
- Students must be aware that social media leaves a digital footprint for all to see. Students should not post anything they do not want fellow students, friends, parents, teachers or future employers to see.

- Personal information, including names, phone numbers, addresses, birth dates and photos may not be provided.
- Students may not use, copy, or share other people's ideas, thoughts, or work online without the author's permission. This is a violation of copyright law.
- Students may not misrepresent themselves by using someone else's name or picture.
- Students may not use another student's password or access their accounts.
- Students may not use social media sites to publish disparaging or harassing remarks about Saint Raphael community members, athletic or academic contest rivals, or any individual or group.
- Failure to comply with the Social Media or Cell Phone Policy will result in the following consequences:
- Students may have to turn over the electronic devices in question and relinquish all passwords to the school administration for a search.
- Students may be suspended.
- If found guilty of allegations, the student may be expelled.

SOCIAL MEDIA PARENT EXPECTATIONS

- Parents are urged to discuss this Social Media Policy with their children, emphasizing that cyber-bullying to any member of the Saint Raphael community, on or off school property, will have serious consequences as noted above.
- Parents must respect directives initiated by the administration to remove photos, documents, comments, data, or links that are determined to be detrimental to the integrity of Saint Raphael Catholic School or community.
- Parents have the right to request any personal information on the Internet about their child be removed.
- Failure to comply with a request or demand from Saint Raphael Catholic School Administrators may, depending on the circumstances, require law enforcement intervention.

POSTING IMAGES AND PERSONAL INFORMATION

If posting material about Saint Raphael Catholic School, participants agree not to:

- Post phone numbers, email addresses or other confidential information of students, employees, parents, volunteers, or any other person other than yourself.
- Post material that Saint Raphael administration determines threatening, harassing, obscene, defamatory, or hostile towards any Saint Raphael individual or entity.
- Post disparaging comments about Saint Raphael under multiple names or aliases.

SEXUAL HARASSMENT POLICY

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, posting imagery or language that is sexually offensive, or other verbal or physical conduct or communication of a sexual nature which interferes with an individual's education, or creates a hostile, intimidating, or offensive learning environment. Sexual harassment may be directed to members of the same or opposite sex. Sexual Harassment includes but is not limited to:

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

- Otherwise creating a hostile, intimidating or offensive environment
- Any electronic messages, imagery, or language related to the above regardless if it occurs in or outside of school.

Any member of the school community that experiences or witnesses sexual harassment is encouraged to report the situation immediately to the administration. All complaints of harassment will be handled promptly and thoroughly. Should an Saint Raphael Catholic School student be found guilty of sexual harassment on or off school grounds, in person, on a cell phone or computer, or through a communication portal such as a gaming device, there will be swift consequences that may include suspension, expulsion, and/or a report to the authorities.

Section 5: STUDENT CONDUCT

POSITIVE BEHAVIOR EXPECTATIONS

Saint Raphael Catholic School believes that our behavioral expectations are attainable for all school students. We ask students, parents, and staff to follow the accepted and expected behaviors when it comes to being respectful, safe, and responsible in our community.

Our discipline policy reflect our expectation for students to practice the seven virtues of Faith, Hope, Love, Justice, Temperance, Prudence and Fortitude. The goal of a Catholic classical education is to form happy and virtuous young people.

FAITH

Respect God: Pray and be reverent, honor the talents God has blessed you with, work hard.

HOPE

Be positive: When faced with challenges, setbacks, struggles, and adversity, assume the best and show leadership by taking the high road.

LOVE/CHARITY

Respect your peers: Treat them as you want to be treated, recognize that they are gifts from God and recognize that they are blessed with varying talents.

JUSTICE

Respect School and Church: Keep them clean, clean up after yourself, put the room back to the way you found it. Be joyful while you are here!

TEMPERANCE

Respect yourself: Stay in uniform, use appropriate language, put forth effort to honor your talents, and put only what is useful into your body.

PRUDENCE

Be Safe: Keep your body to yourself. Refrain from touching others. Use tools such as pencils, and scissors in a safe and useful manner.

Be Responsible: Have your homework completed and stay in control of yourself and actions.

FORTITUDE:

Respect your teachers: Listen, refer to them as Mrs., or, Mr., Ma'am, or sir, come to class prepared.

Be Fully Engaged: Participate in discussions and S.L.A.N.T. = Sit Up, Listen, Ask Questions, Nod, and Track the Speaker.

TEACHERS AND STAFF RESPONSE TO STUDENT CONDUCT

- Proximity Control and Removal of Antecedent Factors: observing students and moving toward students that may be engaged in or about to engage in unwanted behaviors. They will pay attention to antecedents and try to minimize factors that lead to the unwanted behaviors before they happen.
- A reminder of expected and accepted behaviors by asking students if their behavior falls within the respectful, safe, and responsible behaviors.
- If students' unwanted behavior persists, then a direct warning to students that their behaviors have now gone past our norms. Students will be politely asked to follow our behavioral expectations and let them know that continued behavior can lead to further action.
- If behaviors persist again then K-3 students will lose recess time and visit the principal's office. Middle school students will receive a demerit after class by the classroom teacher. If behavior is far past behavioral expectations, an office referral may be used and the students will go to the principal's office for filling out a behavior reflection sheet and discuss expected and accepted behavior norms of the school.
- If a student receives a demerit, an email or a phone call to parents will go out that day for purposes of documentation and communicating the nature of the infraction with parents.
- Three demerits in a trimester will lead to a detention. Detentions will be served after school from 2:35-3:25 PM on Wednesdays after school. Receiving more than 3 detentions in a trimester can lead to a suspension. If a student receives more than 3 detentions in a trimester, the principal will reach out to the parents and request a meeting regarding behavioral expectations.
- Students can receive minor or major infractions. Minor infractions will lead to demerits. Major infractions can lead to detention and/or immediate suspension. Below is a list of minor and major infractions.

EXEMPTION & EXPECTATION OF PARENT COMMUNICATION

The expectation for Saint Raphael students in school-wide practices, activities, events, and celebrations, is participation. Students participate in school events at the direction of their teachers. School activities, events, and celebrations are communicated to parents in the form of classroom newsletters, school newsletters, website postings, and email and text reminders. A family seeking exemption to expected activities, events, and celebrations will need approval from school administration by communicating firstly with their student's classroom teacher. Teachers will consult further with school administrators as needed.

The education of a student is the result of a partnership between parents (primary educators) and our elite teachers. In this partnership, it is imperative that parents communicate with teachers directly, in a personal manner, in honesty and transparency, especially when seeking solutions to classroom life that honor family values, religious nuances, or matters of cultural import. Helping teachers ensure that a classroom is free of disruption is a parent's responsibility, and achieved effectively by successful and transparent communication and interpersonal relationship.

MINOR INFRACTIONS

- Lack of punctuality
- Speaking out in class without permission
- Running up or down the stairs or in the halls
- Missing more than one homework assignment in a trimester
- Eating in the classroom without permission
- Being out of uniform
- Being in an area without supervision

- Horseplay
- Chewing gum
- Littering
- Misbehavior
- Willful disobedience
- Uniform infraction
- Inappropriate language
- Lack of lunchroom decorum
- Lack of playground safety
- Unexcused tardy
- Coming to class unprepared
- Irreverence
- Failure to retake a test

MAJOR INFRACTIONS

- Truancy
- Dishonesty
- Repeated irreverence
- Use/Possession of tobacco (cigarettes, vape devices, or chewing tobacco)
- Sexual harassment
- Theft
- Vandalism/Destruction of property
- Use/Possession controlled substances or drug paraphernalia
- Fighting/Assault
- Possession and/or use of weapons, knives, or dangerous items
- Dangerous actions
- Transportation violation
- Repeat offense of minor infractions
- Disrespect/Disobedience to adults
- Swearing
- Skipping a class or leaving campus without permission
- Bullying (repeated and intentional targeting of disrespect/threatening towards students)
 - Cyber bullying
 - Verbal/written (persistent, targeted, intentional, to-the-individual)
 - Physical threat
 - Social (lies, deliberate slander, given to others about an individual, etc.)
- Disruptive behavior
- Unwarranted touching of others
- Repeated unsafe behaviors
- Cheating
- Using a cell phone

SUSPENSION

Any of the reasons listed for major infractions with mitigating circumstances are adequate cause for suspension of a student. Depending on the severity of the infraction, the principal will make the

determination of a 1-day in school suspension or 3-day out of school suspension. While a student is on suspension they are not allowed on school grounds or to take part in any school activities/events.

Notice of suspension must be given to the parents or guardians by telephone or in-person conference. The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference. Suspended students will be placed on Disciplinary Probation. If a second suspension is incurred in a student's career, then a 3-5 day out of school suspension will take place. If any more infractions take place after a 2nd suspension, then the student will be subject to immediate dismissal and expulsion from school.

PROCEDURE OF EXPULSION

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

The final decision rests with the pastor in consultation with the principal. Full credit will be given for all work accomplished by the student up to the moment of expulsion.

EXPULSION

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

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

BULLYING POLICY

Saint Raphael Catholic School strives to provide our students with a safe and supportive learning environment free from intimidation, taunting, harassment, and bullying. This policy addresses any incident which may occur on school property, on a school bus, or at a school function, as well as harassment that occurs off of school property which creates a risk or a perceived risk for harm or bullying on school property or "cyberbullying" that results in bullying or harassment in the school. Saint Raphael Catholic School looks to Jesus as the model for our thoughts, words, and actions. Our school strives to create and maintain a safe environment and an atmosphere absent of threat in interactions with peers or adults.

Saint Raphael School will take steps to prevent bullying and take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. Appropriate administrative and staff follow-up will be provided for targets and offenders of bullying. No school employee shall permit, condone, or tolerate bullying. Any school employee who observes an act of bullying shall intervene in an attempt to stop the act and shall report it to the appropriate administration. Likewise, any person who receives a report of an act of bullying shall report it to the appropriate administration.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. The school will act to investigate all complaints of bullying and will take appropriate action against any student who violates this policy.

Section 6: CURRICULUM AND GRADING

GRADING

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

GRADING SCALE

Saint Raphael Catholic School uses the following scale for students in grades 5-8 for all major academic subjects.

A+ 98-100%

A 93-97%

A- 90-92%

B+ 87-89%

B 83-86%

B- 80-82%

C+ 77-79%

C 73-76%

C- 70-72%

D+ 67-69%

D 63-66%

F 62% & below

In grades K - 4, the following grade scale is used:

V Very Good

V- Very Good

S+ Satisfactory

S Satisfactory

S- Satisfactory

N Needs Work

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

Specialist Grade Scale (Spanish, Music, Physical Education)

O Outstanding

S Satisfactory

U Unsatisfactory

SUCCESSFUL LEARNING BEHAVIORS

Parents will also be notified on their students' report cards on their behaviors associated with learning. Students will be given a grade based on a 4-1 scale. Students will be evaluated on: Cooperation, Orderly and Neatness, Obedience, Charity and Respect, Responsibility, and Self Control.

4 Consistently

3 Frequently

2 Sometimes

1	Rarely
NA	Not Achieved

HONOR ROLL

The Honor Roll is published each trimester to recognize students in grades 5-8 for their academic achievements. Classes with standard letter grades are averaged in the computation of the honor roll. A student with an F in any subject does not qualify for the honor roll. There are three honor rolls:

Principal's Honor Roll (GPA with 4.0 or above)

"A" HONOR ROLL (GPA 3.65-3.99)

"B" HONOR ROLL (GPA 3.2-3.64)

STANDARDIZED TESTING

Students in grades K through 8 are tested during the fall, winter and spring for growth through the Northwest Evaluation Association (NWEA), a standardized testing program. Students are tested in reading, mathematics, and language arts. The main purpose for testing is to help measure growth as well as find any indicators to what teachers can work on with students to strengthen.

TEXTBOOKS

Textbooks are numbered. Students are responsible for maintaining the textbooks in the same condition in which it was issued. Students are responsible for all textbooks assigned to them. Book covers must be used on all hardcover books. If a textbook is damaged or lost, the student is to notify the teacher immediately. If it is determined that the student was responsible for damage or loss, the student will pay for a new book.

RELIGIOUS EDUCATION

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is Saint Raphael Catholic School's policy that all students, including non-Catholics, attend religious instruction and liturgies. Students participate in religion classes.

Classes at Saint Raphael take turns preparing the liturgy for the weekly school Mass. Wednesdays at 8am the school students will attend Mass. Parents/Guardians are invited to attend these school Masses whenever their schedules permit. On holy days of obligation the students attend Mass.

Section 7: ADMISSIONS AND ENROLLMENT

ADMISSIONS AND ENROLLMENT PROCESS

TADS is a three step online application process beginning with an admissions application and concluding the family signs their tuition agreement. For technological, applicational, and financial aid assistance, appointments can be scheduled by families with the Director of Mission.

3 STEP TADS APPLICATION PROCESS

1. Admissions Application
 - a. Create a login on secure.tads.com
 - b. Use activation code provided by Saint Raphael Catholic School enrollment folders
 - c. Wait for application to be accepted
2. Enrollment application
 - a. Tell us more about your student. This includes medical information
 - b. There is a \$100 enrollment fee per student, \$200 cap per household
 - c. Tuition packets will soon be returned in the form of tuition agreements.
3. Tuition Agreement
 - a. Select your payment options, how many installments and at which times. The school office may be called to set up an appointment with the Director of Mission for more scheduling options for tuition agreements.

FINANCIAL AID

The TADS Financial Aid application qualifies families for both the Saint Raphael Variable Tuition Rate and other external scholarships (such as the Aim Higher Foundation).

In Phase 1 of the application, families answer questions regarding their child and family financial situation.

In Phase 2, documents are required for proof of income. Appointments to discuss the financial needs of each family are always welcome at Saint Raphael School.

VARIABLE TUITION RATE

Saint Raphael is committed to providing affordable Catholic classical education to any desiring family. Families should refer to the school website for most current tuition rates. These are approximate tuition rates after all scholarships, grants, and financial aid from the Saint Raphael Mr. J. Scholarship have been awarded. Parents must complete a TADS financial aid application with W-2 documentation for all considerations to be made. Other considerations include the number of children enrolled, volunteer hours, etc.

KINDERGARTEN & PRESCHOOL READINESS

Saint Raphael maintains additional enrollment rules for Kindergarteners enrolling before the age of 5 on September 1st, and for preschoolers who have not demonstrated Kindergarten readiness, either in academic aptitude, social maturity, or physical development.

Students inquiring for Kindergarten before being 5 years old on September 1st:

- **INQUIRIES FROM OUTSIDE SAINT RAPHAEL SCHOOL:**

We strictly adhere to the Minnesota State guidelines that all students need to be 5 years old on

September 1st. Inquiring families will be provided with more information about our preschool program that has a high focus on Kindergarten readiness.

- **INQUIRIES FROM WITHIN SAINT RAPHAEL SCHOOL:**

A student within Saint Raphael preschool whose family is seeking that they move to Kindergarten before they are 5 years old will need 3 qualifications. 1) The student must have been in Saint Raphael preschool for a sufficient time, approximately 2 years 2) The student requires a teacher recommendation confirming that they are emotionally, cognitively, socially, and spiritually ready for the Kindergarten. If an outside family is inquiring and persistent, we require a teacher's letter of recommendation from their previous school. 3) Passing Kindergarten readiness test reviewed by both Kindergarten and preschool staff.

A 5 year old who is not ready for Kindergarten:

- **INQUIRIES FROM OUTSIDE SAINT RAPHAEL SCHOOL:**

All new Kindergarten inquiries must complete a Kindergarten readiness assessment. Families of students who take the readiness assessment may not always have answers on the day of the test. Saint Raphael teachers will share results when their discretion and consultation with other staff grant sufficient confidence to form a plan for the inquiring student. Families will receive results as soon as possible.

- **INQUIRIES FROM WITHIN SAINT RAPHAEL SCHOOL:**

Questions are usually fielded through preschool staff. Conferences are an opportunity for these inquiries. If the student is deemed mature enough, the daily is given the benefit of taking the readiness test. If it is deemed that readiness is not there, both Kindergarten and preschool faculty will meet with family to supply test results, have follow up discussions, and identify resources if the family wishes.

Section 8: HEALTH AND WELLNESS

Saint Raphael is committed to the health and wellness of all students and staff. We believe that students deserve the opportunity to achieve personal, academic, developmental, and social success, and we create positive, safe, and health-promoting learning environments through various means. Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For this reason Saint Raphael actively designs our education to incorporate both nutritional sustenance and physical activity into our meal and curriculum plans.

To review the Health and Wellness Policy of Saint Raphael School, please review our Health and Wellness policy posted on our website under the School Handbook page.

FIRE/TORNADO/LOCKDOWN DRILLS

Procedures for fire, tornado and lockdown drills are contained within our Emergency Quick Chart. This chart is posted in each classroom. In addition, these drills are practiced several times throughout the school year.

RIGHT TO AMEND

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