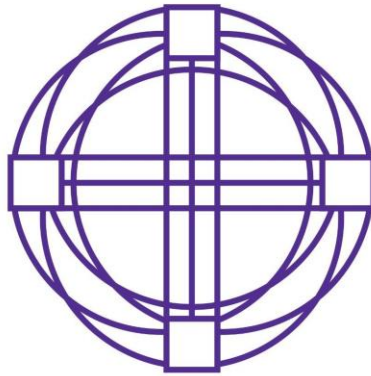


2026-2027

Student/Parent Handbook



Risen Christ
CATHOLIC SCHOOL

¡Dos idiomas, muchas culturas, infinitas posibilidades!
Two languages, many cultures, infinite possibilities!

1120 East 37th Street
Minneapolis, MN 55407

612-822-5329
www.risenchristschool.org

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STAFF DIRECTORY

School Phone Number: 612-822-5329

Fax Number: 612-729-2336

General email: info@risenchristschool.org

WHO TO CONTACT

Subject:

Contact:

Vision and strategic planning, Board of Directors,
governance, programs, or general oversight

Mr. Michael Rogers
President

School personnel, class schedules, Title services,
special education, ELL, calendar/event scheduling,
curriculum, discipline, day-to-day operations

Ms. Carmen Grace Poppert
Principal

Transportation, bus routes, registration,
health issues

Ms. Tessa Floersch Johnson
Secretary

Tuition, facility issues

Mr. Nathan Meehling
Director of Business
Administration

Lunch/Breakfast Program

Ms. Meghan Bothwell
Food Service Manager

Spanish translation, attendance, bilingual office assistant

Ms. Diana Alvarado
Bilingual Office Assistant

Tours and Volunteering

Ms. Dana Acalá
Director of Community
Engagement

Fundraising

Ms. Chelsea Koplos
Director of Advancement

Homework, assignments, grades, academic
progress, field trips, dress code

Your student's teacher

MISSION STATEMENT

Risen Christ Catholic School is a bilingual, multicultural and financially accessible school of excellence, forming students in mind, body and spirit to live and lead as disciples of Jesus Christ.

PHILOSOPHY STATEMENT

Risen Christ Catholic School:

- Offers an outstanding Catholic dual language immersion education to all students whose families choose it, welcoming those from diverse family, financial, religious, cultural and linguistic backgrounds.
- Infuses all aspects of education with the Gospel message, Catholic values and a commitment to social justice.
- Recognizes parents as the primary educators of their children and understands our partnership with them as a sacred trust.
- Forms the mind, body and spirit so that every student achieves academic excellence, experiences physical, social and emotional well-being, and acts with character and integrity.
- Develops fully bilingual and biliterate students in English and Spanish who are prepared for success in high school, college and beyond.
- Provides every student with the opportunity to excel by affirming their gifts, recognizing their ability to learn, and holding high standards.
- Supports families with resources through partnerships with churches and community organizations to develop each student's full potential and support the well-being of all families.
- Celebrates and supports the languages, cultures and traditions of our students and families.
- Enriches the lives of all community members through service to one another.
- Stewards gifts from the broader community to ensure that no child is turned away based on their family's financial means.

CATHOLIC IDENTITY & CATHOLIC SOCIAL TEACHINGS

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

- Life and Dignity of the Human Person
- Call to Family, Community, and Participation
- Rights and Responsibilities
- Option for the Poor and Vulnerable
- The Dignity of Work and the Rights of Workers
- Solidarity
- Care of God's Creation

Among the Catholic traditions we embrace are:

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

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

ACCREDITATION

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

ADMISSION POLICIES

General Admission Policy

Risen Christ Catholic School will welcome qualified students from all backgrounds and without regard to race, color, sex, marital status, disability, age, national origin, and status with regard to public assistance, and any other classifications protected by applicable law that do not violate teachings of the Catholic Church, as defined by the Catechism of the Catholic Church.

Every effort will be made to provide a child the opportunity to attend Risen Christ Catholic School according to this policy regardless of the financial situation of the family.

Class Size Policy

Each grade level will be limited to 44 students and each class will be limited to 22 students. Current students and/or siblings will have first priority if they return their registration materials by the annual deadline set by school administration. Exception: Any student enrolled in the current school year will be allowed to enroll for the next year even if the capacity exceeds 22 students, provided they enroll by the annual deadline set by school administration. School administration reserves the right to make additional exceptions.

Waiting List Policy

Once a grade's size limit is reached and a waiting list must be established, the following criteria are used in establishing the priorities for the list:

1. Current students and/or siblings will have first priority.
2. Students registered at one of our five founding parishes: Holy Name, Holy Rosary/Santo Rosario, Incarnation/Sagrado Corazon de Jesus, St. Albert the Great, or St. Stephen's will have second priority based on the date of their application.
3. All others will advance on the waiting list according to the date of their application.

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

Students transferring to Risen Christ are asked to complete an enrollment form and may be given a number of different assessments. The information provided through these materials assists the school in making appropriate instructional placement decisions. See additional grade-specific policies below.

To ease the transition for new students and to ensure that teachers and staff are prepared to welcome them, transfer students will begin attending at the *start of each quarter*.

Probation Policy

All students new to Risen Christ or who are returning after a period in which they were enrolled at another school shall be considered on probationary status for a period of one quarter or nine weeks, whichever is longer. At that

time, the school will determine whether the student will be granted regular student status, remain on probation, or be dismissed from Risen Christ.

Grade-Specific Policies

In order to facilitate bilingual and biliterate success in Risen Christ's dual immersion program, the following policies shall apply. The phrase "dual immersion program" as used below refers to a program in which content is taught and assessed in both English and Spanish over an extended period. School administration reserves the right to make exceptions.

Kindergarten:

Students must meet both of the following entrance criteria:

1. To enter kindergarten, students must be five years old by September 1st of the current school year. Any child who is five years old by September 1st can be enrolled at any time during the school year if there is space.
2. Students must show evidence of completion of one year of pre-kindergarten or head start programming, OR attend Risen Christ's free summer kindergarten camp in August, OR show evidence of kindergarten readiness.

First Grade:

To enter first grade, the student must be six years old by September 1st of the current school year and have completed kindergarten. Any child who is six years old by September 1st and has attended kindergarten can be enrolled at the beginning of a new quarter if there is space. All new students entering first grade will be assessed to determine appropriate grade placement.

Second Grade - Seventh Grade:

Risen Christ welcomes all students to enroll at the beginning of any quarter of the school year if there is space. Any student wishing to enroll must take a placement exam in reading and math to measure their level of biliteracy and bilingualism in English and Spanish.

Eighth Grade:

No new students will be admitted.

ARRIVAL AND DISMISSAL PROCEDURES FOR STUDENTS

Safety is everyone's responsibility. Everyone needs to work together to make certain that students are safely entering and leaving the building. Because of this, we ask your unwavering cooperation as we set procedures that will not only protect your children, but will expedite the processes. Please read and follow these directions carefully.

Morning Arrival

- Students who are registered with the Bilingual Learning Center (BLC) before school program will enter the building through Door S4 between 8:15 and 8:25 am and will proceed to their designated areas.
- Students who walk to school from their homes will enter the building through Door S2 between 9:40 am and 9:55 am.
- Students arriving by Minneapolis Public School buses will enter through Door S2 upon arrival.
- Students arriving by car must be dropped off along the north curb of 37th Street between the school driveway and 13th Ave. Students must remain in their cars until school personnel direct them to enter the building through door S2 between 9:40 and 9:55 am.

Please note that students MAY NOT be dropped off before 9:40 am. There will be no supervision provided and their safety cannot be assured. Students will not be admitted into the building before 9:40 am.

Afternoon Dismissal

Our academic day ends at 4:20 p.m. Students will be dismissed in the following manner:

- **Parent Pick Up:** Students will be dismissed and along with their teachers, will go to the north parking lot through door S4. All students and teachers will gather in grade level groups in the lot between 4:20 and 4:35. Parents will need to park in the street and walk to the north lot to pick up their children. At 4:35, the remaining students who have not been picked up will return to the school building and wait in the office for parent pickup.

Bus Transportation: Students being transported by bus will assemble in the Gym and then be dismissed to their buses between 4:20 and 4:30.

Students not picked up by 4:45pm will go to the main office to wait to be picked up by their families.

If a family is chronically late to pick up their student, the school reserves the right to charge families \$5.00 for every 15 minutes they are late, starting at 4:45pm.

ATTENDANCE

Students at Risen Christ Catholic School are expected to attend school all day, every day as required by law in the state of Minnesota. Students who attend classes every day increase their chance of academic success. Attendance issues can be addressed most effectively with open communication between the school and parents. Students who do not meet lawful requirements regarding attendance and punctuality are subject to discipline, up to and including, dismissal from the school. Risen Christ Catholic School works in partnership with the Hennepin County Attorney's Office and their Be@School program to address attendance issues.

Students may enter the school at door S2 between 9:40 and 9:55 each day. School begins at 9:55 a.m. each morning and students are dismissed at 4:20 p.m. each afternoon. If a student is absent or tardy for any reason the parent must call the school at 612-822-5329 between 8:30 a.m. and 9:45 a.m. the morning of the absence.

Release of students during the school day

If a child arrives at school late or leaves early because of an appointment, a parent/guardian should notify the school office by phone or in writing before the day of the appointment. When picking up or dropping off a child, a parent/guardian must come to the office to sign him/her in or out. Children will not be released to anyone without the parent's/guardian's written and/or verbal permission. If a parent/guardian is unable to pick up a child, please notify the school secretary and identify the person who will pick up the child.

If a child is going to another student's home after school, both sets of parents/guardians need to provide written and/or verbal verification before the end of the school day.

Tardiness

Students will be marked tardy if they are not in their classrooms by 9:55 a.m. Students who are late must get a pass from the office. Tardiness will be reviewed and will be recorded as excused or unexcused. Excused tardiness includes such things as medical appointments and requires a note from a parent/guardian. Unexcused tardiness may include sleeping late or missing the bus. Parents will be contacted regarding excessive tardiness. Two unexcused tardies equal an unexcused absence.

Absences

A student absence may be defined as missing an entire day of school or a single class. Excused absences, such as illness, must be confirmed by a parent/guardian. Unexcused absences include those *unexplained or unverified* by a parent/guardian.

Medical and other appointments should be made before or after school hours whenever possible. **Any family issues requiring a child to be out of school for three (3) consecutive days or longer must be discussed prior to the absence with the principal, and may require additional confirmation and/or documentation.** Students who are absent for the school day are not eligible to participate in after-school events or athletic events.

Excused Absences

Lawful school absences include illness, death in the family, family emergencies, religious observance, medical and dental appointments, court appearances, physical emergency conditions, suspensions and other pre-arranged absences approved by the principal. Parents/guardians must send a doctor's note to the school office if absence due to illness exceeds three consecutive days.

Unexcused Absences

An unexcused absence occurs when a student is absent from one or more classes or for an entire day of school without parent permission and without communication providing the reason for the absence. **Students should not take vacation outside of designated vacation days.** If parents plan to have a student miss more than 10 days of school a year, they must notify the principal and request a meeting. When these conditions have not been met and the student remains unexcused, the school may request a meeting with the parents and student. Students who are unexcused may not receive academic credit for work missed. Excessive, unexcused absences will be reported to the authorities via the Be@School system.

Excessive Absenteeism / Truancy

A student absent without parental/guardian consent is considered truant. Examples of truancy are:

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

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

- Three (3) unexcused absences – a letter will be sent home from the school informing parents of the absences and offering assistance to any barriers in getting to school.
- Seven (7) unexcused full or partial days (includes days of absence due to unapproved vacations) – Report 1 filed with Be@School; an intervention letter is sent from the Hennepin County Attorney's office.
- Twelve (12) unexcused absences – Report 2 filed with Be@School; a case worker may be assigned and other services referred.
- Seventeen (17) unexcused absences – Report 3 filed with Be@School; students ages 5-11 who have not responded to outreach or declined voluntary services are sent to Child Protection intake. Administration reserves the right to unenroll students or reject registration in the cases of excessive absenteeism.

Extended Absences

If students will be out for an extended absence due to illness, the teachers will manage individual arrangements with parents to accommodate absences.

Keep a Sick Child Home

The following guidelines can assist you in deciding if a child is too ill to attend school. Students should stay home if experiencing any of the following symptoms:

- Signs of head lice or ringworm
- Vomiting or diarrhea within the past 24 hours
- Any rash that may be disease related, until inspected by a physician
- Pending results of a strep culture
- Child complains of not feeling well in the morning
- A fever of 100.4 degrees or higher within the past 24 hours
- Until 24 hours after beginning physician prescribed medication and/or treatment

AUTHORITY

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

BEHAVIOR

Anti-Bullying Policy and Procedures

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

Purpose

Risen Christ Catholic School is committed to providing a safe educational environment for its students and teachers on school property or at school-related functions. Bullying, like other violent, harassing, or disruptive behavior, can interfere with a student's ability to learn and the teacher's ability to educate students in a safe environment. The purpose of this policy is to assist Risen Christ Catholic School in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior.

Risen Christ Catholic School cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or at school-related functions or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment at Risen Christ Catholic School, Risen Christ reserves the right to take action to investigate and respond to such conduct.

Definitions

For purposes of this policy, bullying is when a person is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself. It has three components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.

2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Bullying can take different forms, including but not limited to:

- a. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
- b. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
- c. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); and
- d. “Cyberbullying:” The use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. “Cyberbullying” is a form of bullying, and provisions of this policy that refer to “bullying” are intended to refer to cyberbullying as well.

Provisions

Prohibition: Risen Christ Catholic School expressly prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. Risen Christ Catholic School also expressly prohibits cyberbullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, volunteers, or employees.

1. **Alleged Consent Irrelevant:** Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
2. **Reporting:** A person who observes an act of bullying or becomes aware of such an act must report it to a teacher and/or the principal. Anyone with any bullying-related concerns should also contact the principal.
3. **Retaliation:** Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.
4. **False Accusations:** False accusations or reports of bullying others are prohibited.
5. **Violations:** A student who violates this policy shall be subject to discipline for that act in accordance with Risen Christ Catholic School’s policies and procedures. Risen Christ Catholic School may take into account all factors it determines to be relevant. Depending on the circumstances, such factors *might* include: the age, development, and maturity levels of the parties involved; the levels of harm, surrounding circumstances, and nature and severity of behavior; past incidences or past or continuing patterns of behavior; the relationship between the parties involved; and the context in which the alleged conduct occurred.
6. Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in Risen Christ Catholic School’s discipline policies, including but not limited to suspension or dismissal. Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from Risen Christ Catholic School’s school property and events or termination of services or contracts.

7. Other Applicable Policies: Nothing in this policy prevents Risen Christ Catholic School from responding to violations of its other policies or code of conduct policy.

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

If the individual does not feel comfortable dealing with the situation, or if a request to stop is not respected, he or she should report the incident to the supervising adult or fill out a report form located with the principal. Once a form of bullying is reported to an adult, the principal will assume responsibility for investigating the complaint. Based on the information gathered, the principal will take appropriate action, which may include but is not limited to:

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

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

Severe violations and/or failure to change the bullying behavior may result in the student being placed at any one of the steps on the school's discipline cycle, including expulsion. The school shall retain the sole discretion to determine the nature, extent, or duration of any appropriate consequence, which may include loss of privileges, removal from class, suspension, or expulsion of a student. A record of the report, investigation, and outcome will be kept on file at the school.

Responsibilities and Expectations

Risen Christ Catholic School is a Catholic community. Students are expected to act in accordance with Catholic principles in their behavior with others, including their peers. They are also expected to respect the property rights of other students, faculty, and the school. Risen Christ Catholic School expects parents and families to cooperate with the school in reaching these goals.

Improper behavior will not be tolerated and is grounds for disciplinary measures, up to and including dismissal. Behavior at school events, whether on or off school property, and while using resources provided by the school, whether on or off school property, is governed by all expectations and policies outlined in this handbook. In addition, Risen Christ Catholic School reserves the right to discipline students for behavior outside of school or school events, which disrupts the school or the school environment.

Public Displays of Affection

Risen Christ Catholic School values an environment that is respectful, safe, and conducive to learning. Public displays of affection (PDA) between students—including but not limited to hugging of an intimate nature, kissing, hand-holding, or other physical contact that may be interpreted as romantic—are not appropriate on school grounds, during school events, or while representing the school in the community.

Students are expected to interact with one another in a manner that upholds the dignity of each person, reflects our Catholic values, and maintains a professional and respectful school atmosphere. Violations of this policy will be addressed according to the school's Code of Conduct and may result in disciplinary action.

Consequences

Risen Christ Catholic School reserves the right to determine in its sole discretion the appropriate consequence for any violations of its policies. Consequences for violations may include, but not be limited to: loss of privileges, suspension, disciplinary probation, and disciplinary dismissal.

No Expectation of Privacy

Risen Christ Catholic School is a private school. Students have no expectation of privacy while on school-owned property or in their use of school-owned or school-provided resources. Risen Christ Catholic School reserves the right to inspect any of its property at any time, with or without advance notice and with or without the consent of students or their families.

Sexual Harassment Policy

Sexual harassment is against the law and will not be tolerated. Sexual harassment includes, but is not limited to, the following behavior:

- Unwelcome physical contact or intimidation of a sexual nature, either direct or indirect
- Unwelcome sexual comments including jokes or stories
- Any conduct of a sexual nature either direct or indirect which contributes to an overall offensive or intimidating environment.

Risen Christ Catholic school will maintain an environment that allows students who feel they are sexually harassed to bring forth such allegations without fear of ridicule or reprisals from staff and/or students. The identity of the claimant, alleged harasser and witnesses will be protected as confidential, and will be shared only on a need-to-know basis. Teachers and guardians will make sure that students understand what to do if they are sexually harassed.

If a student believes s/he has been sexually harassed by another student, or if a student witnesses an incident of sexual harassment, the student shall immediately report the incident to the classroom teacher or appropriate staff member. The classroom teacher or staff member shall document the incident and the principal shall be notified. They will conduct a timely and proper investigation. Appropriate consequences will be applied.

Occupational Safety and Health Act (OSHA Requirements)

OSHA requirements, as they apply to the school environment, include, but are not limited to:

- Right to Know
- Safety guidelines in science labs, art rooms, etc,
- Hazardous materials- asbestos, lead paint, cleaning supplies, etc.
- Blood borne pathogens

CELL PHONE POSSESSION & OTHER PERSONAL ELECTRONICS BY STUDENTS

Students, staff, and community members are expected to communicate appropriately and respectfully regardless of the media used. Risen Christ Catholic School recognizes that technology is an essential tool for learning which should be embraced and encouraged. The use of these devices (cell phones, cameras, wireless headphones/earbuds

(airpods), and Internet watches) comes with responsibility and with that responsibility comes a time and place where and when such devices can and should be used.

Student cell phones and other personal electronic devices (PED) may not be used for personal communication, including smart watches and similar devices that can make calls and access the internet and social media accounts. These items are prohibited during the school day.

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

Guidelines for bringing a cell phone, wireless headphones/earbuds, or other (PED) to school:

- Students will turn in their cell phone/PED to their homeroom teacher as they enter school for the day. They will be returned to each student at the end of each school day.
- The teacher will determine a secure location where the cell phone /PED will be stored in the classroom.
- Any cell phone/PED found to be in a student's possession during the school day, unless being used under the direct supervision of a teacher, will be confiscated.
- The use of communication features on cellular devices between the hours of 9:40 am and 4:20 pm is prohibited.
- Student use of cell phone/PED in the classroom setting will be at the discretion of the classroom teacher.
- Cell phones/PEDs may not be used in any way that can be interpreted as being threatening, humiliating, harassing, embarrassing, intimidating, or encouraging academic dishonesty.
- Students are not allowed to take pictures, videos, or sound recordings of anyone in the school, on its grounds, or during a school-sponsored event unless it is at the directive of a teacher or the administration for instructional or promotional purposes.
- Students shall not print, copy, publish electronically any image without the expressed written consent of the subject(s) involved and the teacher or administration of the school.
- Risen Christ School is not responsible for the loss or breakage of any cell phone/PED.
- Risen Christ School does not allow any cell phone/PED to be charged on school property.

Email

Students using email to communicate with staff or other students from any electronic source, (including PEDs) are subject to the guidelines listed in the Technology Acceptable Use policy.

Cameras

Cameras of any kind may only be used in school with the knowledge, permission, and supervision of school personnel. Cameras and any other electronic devices used without the permission of school personnel will be confiscated and held by the principal. Any images taken or transmitted must be appropriate and respectful of the subject(s).

Gaming

Students are not allowed to play online games with their school Chromebook except on designated days and/or at the discretion of the classroom teacher.

CHEMICAL HEALTH POLICY

The use, possession, sale, purchase, transfer, or being under the influence of tobacco, nicotine, alcohol, mood-altering chemicals, or any other illegal or controlled substance by students on school grounds or at a school event is strictly prohibited.

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

CHILD ABUSE/NEGLECT

Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. Mandated reporters who fail to do so may be guilty of a misdemeanor. Reports are made by telephone and in writing to the appropriate agency.

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

The staff members of the school are legally required to follow Minnesota law pertaining to reporting child abuse and/or neglect. The law states: *"Staff members outside the priest-penitent relationship are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency within 24 hours. This must be done if they know of, or have reason to believe, there is abuse or neglect occurring now or within the past three years. A written report must be filed within 72 hours of the verbal report."*

Abuse is defined as physical, sexual, or emotional maltreatment. Threats of physical/sexual abuse or mental injury are abuse.

Neglect is defined as failure to provide food, clothing, shelter, or medical care; failure to protect a child from conditions or actions which endanger the child's physical, or mental health, or failure to take steps to ensure that the child is educated in accordance with state law; and/or exposure to a controlled substance in the home or before birth.

CONFERENCES

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

CRIMINAL HISTORY BACKGROUND CHECKS

All employees of Risen Christ School are required to complete a criminal background and reference check prior to employment. Volunteers who have regular or unsupervised contact with minors are subject to criminal background checks as well. We may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors.

DISCIPLINE

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

In order that the rights of all members of the Risen Christ Catholic School community shall be guaranteed, it is the responsibility of all members to learn and follow certain rules.

We believe that students thrive when they are learning in safe, joyful, and engaging classrooms where they develop strong social and academic skills. Our teachers have learned to provide this environment through training in Responsive Classroom practices with an emphasis on helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs.

Responsive Classroom is an evidence-based approach to teaching and discipline that focuses on engaging academics, positive community, effective management, and developmental awareness. These core classroom practices are the heart of the Responsive Classroom approach:

- **Interactive Modeling**—An explicit practice for teaching procedures and routines (such as those for entering and exiting the room) as well as academic and social skills (such as engaging with the text or giving and accepting feedback).
- **Teacher Language**—The intentional use of language to enable students to engage in their learning and develop the academic, social, and emotional skills they need to be successful in and out of school.
- **Logical Consequences**—A non-punitive response to misbehavior that allows teachers to set clear limits and students to fix and learn from their mistakes while maintaining their dignity.
- **Interactive Learning Structures**—Purposeful activities that give students opportunities to engage with content in active (hands-on) and interactive (social) ways.

School Discipline Cycle

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

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

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

Step One:

- The teacher will call ext. 100 and notify the office of the name and grade of the student who is being sent to the office.
- The teacher will immediately complete an Incident Report Form.
- The student will meet with the principal..
- The principal will inform the parent/guardian of the incident by phone or note.
- The student will be held accountable for any plan developed.
- The principal will inform the staff member involved in the incident of any action taken.

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

- The student will again meet with the principal..
- The parent/guardian will be notified by phone or note.
- A conference with the teacher, parent/guardian, student, and principal will be scheduled.
- A contract will be drawn up listing actions that will be taken by each participant in the conference.
- Actions may involve an in-school detention and/or removal from class.
- A date to review the contract will be determined.
- The discipline cycle will be reviewed.

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

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

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

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

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

Serious Violation Clause

Students engaging in openly defiant or violent behavior, endangering the safety, health, or property of themselves or others, or involved in repeated serious violations of school rules, as determined by the school staff, have not gained

the skills needed to deal with conflict in a creative or constructive manner. Severe violations such as these may result in the student being placed at any one of the above steps, including expulsion.

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

Serious violations may include, but are not limited to:

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

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

Confidentiality

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

DRESS CODE & UNIFORMS

Risen Christ Catholic School requires students to wear uniforms. Wearing uniforms helps students maintain an appearance that is conducive to learning, builds community, and reflects self-discipline. Uniforms will be clean and tidy, and will conform to the uniform guidelines. Classroom/homeroom teachers monitor uniform compliance on a regular basis. Students who are out of uniform will be sent to the office to get a proper uniform if possible. Students may be provided a uniform for the day and/or may be asked to call a parent/guardian. Exceptions may be made by the administration on a case-by-case basis. Frequent non-compliance may result in further consequences.

Grades K – 2 Required pieces:

- Plain red short or long sleeve uniform polo shirt or turtleneck
- Navy blue corduroy or cotton twill uniform pants or Risen Christ specific plaid (#66) uniform jumper (V-necked or dropped waist)
 - **Optional:**
 - Risen Christ navy sweatshirt or plain navy blue sweater
 - Red banded-hem long or short sleeve polo shirt

Grades 3 – 5 Required pieces:

- Plain red or white long or short sleeve uniform polo shirt or turtleneck
- Navy blue corduroy or cotton twill uniform pants or plaid uniform jumper or skirt
 - **Optional:**
 - Risen Christ navy sweatshirt or plain navy blue sweater
 - Red or white banded-hem long or short sleeve polo shirt

Grades 6 – 8 Required pieces:

- Plain red or white long or short sleeve uniform polo shirt or turtleneck
- Navy or khaki corduroy or cotton twill uniform pants or the Risen Christ specific plaid (#66) uniform skirt
 - **Optional**
 - Risen Christ navy sweatshirt or plain navy blue sweater
 - Red or white long or short sleeve banded-hem polo shirt

All Grades Required

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

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

Belts: Belts are optional, but may be required of students if requested by administration.

Uniform Guidelines

Students must be in compliance with the uniform guidelines during school hours unless otherwise directed by staff.

- Uniform shirts may have no decals, printing, advertising, or lace.
- Uniform pants must be **plain straight leg pants** with no pockets or loops on the legs. Baggy pants, jogger pants, carpenter pants, cargo pants, skinny/tight pants, capris, and flare leg pants are not allowed.
- Leggings and bike shorts may only be worn underneath a skirt or jumper and are not considered uniform pants.
- Uniforms must be clean and in good condition.
- Shirts must be tucked in, unless a student is wearing a banded-hem shirt.
- Pants must be properly sized and worn at the waist.
- Uniform skirts (plaid #66) and jumpers (plaid #66) must be no shorter than two inches above the knee.
- Uniform shorts may be worn in August, September, May, and June. Shorts must be no shorter than two inches above the knee.
- Socks must cover the ankle and be visible above the shoe.
- Any item that is a distraction to self or others will not be allowed. This includes, but is not limited to, bulky or expensive jewelry, heavy makeup, hats, caps, scarves, and wristbands.

Out of Uniform Days

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

Out of Uniform Guidelines

- Clothes must be modest, clean, and in good condition.
- Halter tops, spaghetti strap tank tops, low cut shirts, and cropped tops are not allowed.

- Cut-off shorts, short shorts, and sagging pants are not allowed. Modest shorts may only be worn in August, September, May, and June.
- Clothing cannot mention alcohol, tobacco, illicit drugs, or any other unhealthy or unchristian activities.
- Clothing cannot display sexual or violent graphics.
- Athletic shoes or loafers may be worn. All shoes must have backs and open-toed shoes are not allowed.
- School administration reserves the right to request that a student change into their uniform if their out of uniform clothing is not appropriate for any reason.

Physical Education Guidelines

- Sturdy, non-marking, supportive tennis shoes or athletic shoes with laces or Velcro.
- Girls should wear shorts under their skirts.

Cosmetic Makeup and Personal Appearance

- Students may wear minimal, age-appropriate makeup that is not disruptive to the learning environment. Excessive makeup, face paint, glitter, costume-style cosmetics, or makeup that creates a distraction may not be permitted. School administration reserves the right to determine whether a student's appearance is appropriate for school and may require the student to remove or modify makeup if it violates this policy.

EMERGENCY/CRISIS RESPONSE

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

Standard Response Protocol

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple: there are five specific actions that can be performed during an incident. When communicating these actions, each is followed by a “Directive.” Execution of the action is performed by active participants, including students, staff, teachers and first responders.

- **Hold** is followed by “*In your Room or Area. Clear the Halls*” and is the protocol used when the hallways need to be kept clear of people.
- **Secure** is followed by “*Get Inside, Lock Outside Doors*” and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by “*Locks, Lights, Out of Sight*” and is the protocol used to secure individual rooms and keep students quiet and in place.

Risen Christ Catholic School participates in lockdown drills. If a situation requires Risen Christ Catholic School to go into lockdown, students and personnel are required to act in accordance with the school’s lockdown procedures. The lockdown will continue until the “all-clear” signal is given by the director.

- **Evacuate** may be followed by a location, and is the protocol used to move students and staff from one location to a different location in or out of the building.

Bancroft Elementary School
3829 13th Avenue South
Minneapolis, MN 55407

• **Shelter** is always followed by the hazard and a safety strategy and is the protocol for group and self-protection. Risen Christ Catholic School participates in fire, tornado, and safety drills as required by Minnesota law (121A.037). When an alarm sounds, students are expected to act quickly, quietly, and in an orderly fashion and to follow the directions of Risen Christ Catholic School personnel.

Crisis Team

An emergency is defined as an intolerable situation or event that disrupts the life cycle, and/or routine of individuals in such a manner that the usual methods of coping are no longer effective. In a time of emergency, it is important for everyone to know what to do and to do it to the best of their abilities. Risen Christ Catholic School has assembled a Crisis Team that, in the event of a crisis, is responsible for providing the leadership and communication needed. This team meets as needed to provide the foundation and framework to deal effectively with any crisis that may occur. Crisis team members are members of administration and staff. In the event of an emergency, families are encouraged to contact the Main Office at 612-822-5329.

Health Emergencies

A health emergency is a situation in which the physical safety of one or more of the school community is at immediate risk due to factors usually treated by medical personnel. This can include injury, disease, or exposure to disease.

- Determine whether the situation is within the capability of immediately available school personnel and/or resources
- Contact 911 if need is immediate
- Contact parents/guardians/emergency contacts to alert them to need to pick up the child.
- Follow school guidelines
- Maintain records of health emergencies, using appropriate form

EXTRA CURRICULAR/CO-CURRICULAR ACTIVITIES

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

- Soccer
- Volleyball
- Basketball
- Yearbook (grades 6-8)
- Urban Debate (grades 6-8)
- Girls on the Run (grades 3-5)
- Heart and Sole (grades 6-8)

Activities may be suspended due to student health and/or safety concerns, during a pandemic, or other public health emergency.

Guidelines and policies for these activities are provided for the students who participate. Questions concerning the athletic program should be directed to the athletic director. Families can work with the City Connects Coordinator to find community resources for their students in which to participate.

FIELD TRIPS

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

FUNDRAISING

Risen Christ Catholic School's educational programs and activities are highly dependent on successful fundraising. The Advancement Office is responsible for raising annual support for the school's operating budget. The Advancement Office and the Director of Advancement, depend on our school families, students, and staff members to support their efforts in achieving this challenging goal. To support the school in its efforts to reach its budget each year, students, staff and families are encouraged to participate in its fundraising efforts as needed or requested.

GRADUATION

Graduation of our 8th graders is a community celebration and looked forward to every year. Students are eligible to receive a Certificate of Graduation after meeting the standards in each core subject and/or having worked to their ability and/or demonstrated minimum competency in core academic subjects. Additionally, an 8th grader's behavior according to the policies in this handbook is considered, as is school attendance. At the discretion of the principal, combined with teacher input, students may be required to attend summer school or be recommended to work with their chosen high school to improve in a particular subject area(s).

Students who successfully complete 8th grade at Risen Christ will receive a Seal of Biliteracy Pathway Award. This seal will be added to the 8th grade Certificate of Graduation to indicate that they are on the pathway to attaining biliteracy by their high school graduation.

GRIEVANCE PROCEDURE

Should a grievance arise between a student/parent/guardian and a teacher/school administrator the following policy and procedure shall apply:

1. The student/parent/guardian (complainant) shall detail the complaint in writing (via email is welcomed) and sent to the appropriate teacher/school administrator (respondent) *and* their supervisor.

- a. Regarding instances where the complainant is not comfortable speaking directly to the respondent, the supervisor - principal (if about a teacher) or president (if about the principal) - will receive the grievance directly from the complainant without including the respondent in their correspondence.
2. Due process will be provided to all parties.
 - a. In situations where a resolution is not easily forthcoming, a formal investigation and response will be provided by the supervisor, as a decision-maker in the process.
3. Should either the complainant or respondent be dissatisfied with the response/outcome, they can appeal to the board chair.
4. The board chair will take into consideration any additional evidence that was not provided during the first investigation, and provide a response as the appeal decision-maker.
5. Should either the complainant or respondent be dissatisfied with the response/outcome, they can pursue a second level appeal to the Grievance Committee.
 - a. The Grievance Committee will be made up of three persons:
 - i. one designated by the board chair
 - ii. one designated by the complainant
 - iii. one designated by the respondent
 - b. The Grievance Committee will meet to receive evidence either in-person or via virtual meetings.
 - i. It shall have the discretion to determine whether such evidence shall be written or oral, or both.
 - ii. The Grievance Committee is responsible for documenting what evidence was received for data retention practices.
 - c. After the meeting, and upon due consideration, the committee will make its recommendation to the board chair.
 - i. The committee shall not have the power to alter or amend school policies.
 - d. The board chair or his/her designate will then reach a decision for the grievance.

GUIDANCE/COUNSELING/FAMILY SERVICES

Risen Christ Catholic School provides a full-time social worker and school counselor to assist school families. Services may include individual counseling, small group facilitation, conflict resolution, classroom instruction, and/or referrals to other resources. The social worker and counselor may be contacted through the school office. If you do not want your child to receive these services, please contact either the principal.

GUM

Gum is not permitted in the school buildings, on school grounds, or at school-related activities.

HARASSMENT

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

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

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

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

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

Sexual harassment includes, but is not limited to:

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

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

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

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

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

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

HEALTH MATTERS

School Nurse

The Minneapolis Public School system has designated a school nurse to be on site one day per week. The nurse is available to students. Please check with the school office to determine their schedule. In the absence of the school nurse, the secretaries have been trained to treat minor illnesses or injuries and to dispense physician prescribed medications.

Medication Administration

Medications should be taken at home if possible. Except as otherwise covered by law, when a student under age 18 is required to take medication during the school day, the administration and storage of the medication must be in accordance with the following stipulations:

- Designated school personnel will administer or supervise the administration of prescribed medications.
- A consent form signed by a physician and a parent must be on file with the student's health records.
- Medications must be in a prescription bottle labeled by a pharmacy with the student's name, name of medication, dosage, time to be given, and the pharmacist's date of dispensing.
- Medications are stored in a locked cabinet or drawer.
- *Please note: This policy also applies to students using an inhaler.*

Non-prescription medications cannot be dispensed without a note from the doctor and must be brought from home. The school does not have non-prescription medications available to students or staff. Prescription and non-prescription medicine sent to school must be kept in the school office.

Health Records

Schools are required to maintain accurate and up to date student health records, which include immunization and medication information. If a child has a specific health problem or condition, parents/guardians must inform the school so that proper arrangements may be made. The school nurse monitors and records information for students who take medications regularly. The nurse will also notify parents/guardians if students are required to have any immunizations updated. Students may be excluded from classes at the discretion of the administration if proper immunizations have not occurred.

Health Screening

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

Emergency Cards

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

Insurance

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

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

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

RESPECTFUL COMMUNICATION POLICY

Risen Christ Catholic School values strong partnerships between families and school staff.

Parents, guardians, students, staff, volunteers, and visitors are expected to communicate in a respectful, professional, and constructive manner.

The school reserves the right to:

- End meetings or phone calls that become inappropriate.
- Require future communication to occur in writing.
- Restrict access to campus.
- Take other appropriate action necessary to maintain a safe and respectful environment.

HOME/SCHOOL COMMUNICATION

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

HOMEWORK

The purpose of homework is to:

- reinforce skills
- prepare for upcoming lessons

- encourage independent thinking
- motivate students to work independently

Homework includes:

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

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

ACADEMIC INTEGRITY

Academic integrity is essential to the mission of Risen Christ Catholic School. Students are expected to demonstrate honesty, responsibility, and integrity in all academic work.

Violations of this policy may include, but are not limited to::

- Cheating on tests, quizzes, or assignments.
- Copying another student's work.
- Allowing another student to copy work.
- Plagiarism.
- Falsifying information.
- Unauthorized use of Artificial Intelligence (AI).
- Using unauthorized materials during assessments.

The administration reserves the right to determine appropriate consequences based on the severity and frequency of violations.

ARTIFICIAL INTELLIGENCE (AI) STUDENT USE POLICY

Risen Christ Catholic School recognizes that Artificial Intelligence (AI) tools may be valuable learning resources when used appropriately. However, students must use AI ethically, responsibly, and only as directed by their teachers. Improper use of AI may be considered academic dishonesty and may result in disciplinary action.

Students may use approved AI tools when:

- Specifically authorized by a teacher.
- Used as a study aid, brainstorming tool, or research support.

- Used to improve writing, organization, or understanding of concepts.

Students may not:

- Submit AI-generated work as their own.
- Use AI to complete assignments, essays, projects, or assessments without teacher permission.
- Use AI to generate inappropriate, harmful, discriminatory, or dishonest content.
- Use AI to circumvent learning expectations.

Artificial intelligence is rapidly evolving. Students should regularly consult with their teachers with any questions.

HUMAN SEXUALITY & SEXUAL IDENTITY

Risen Christ Catholic School is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Our school provides an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person. Risen Christ will relate to each student in a way that is respectful and consistent with each student's God-given sexual identity and biological sex.

LIBRARY

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

NON-DISCRIMINATION POLICY

Risen Christ Catholic School is committed to fostering an inclusive, respectful, and supportive environment for all members of our community. Rooted in our Catholic values, we uphold the dignity of every individual and ensure that all students have equal access to the benefits and opportunities provided by our school, without discrimination.

In alignment with Catholic social teaching and applicable federal and state laws, Risen Christ prohibits discrimination on the basis of race, color, creed, religion, national or ethnic origin, sex, disability, age, marital status, status with regard to public assistance, or any other characteristic protected under applicable law in the administration of our educational policies, admissions policies, scholarship and tuition assistance, and athletic and other school-administered programs.

As a Roman Catholic religious institution, the school also has the right and duty to conduct its school, programs, and activities in a manner consistent with the Catholic faith and doctrine. Accordingly, nothing in this handbook precludes the school's ability to act in conformance with its Catholic beliefs and identity, including taking appropriate actions with respect to students, parents, or volunteers, whose actions are inconsistent with the religious teachings of the Catholic faith. This applies to actions on school grounds, at school functions, or off school grounds if such actions interfere with or obstruct the mission or operations of the school.

OFFICE & STUDENT RECORDS

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

Telephone Calls

The office telephone is for business and emergency use only. In case of an emergency (illness or injury), the school secretary will place a call to the parents/guardians. Students will not be called to the office to receive phone calls. A message will be taken and given to the student. Classroom phones are for staff/faculty use only.

Lost and Found

The lost and found boxes are located near door S4. Please write your child's name on all clothing items so they can be returned if found.

Student Records

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

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

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

In accordance with state and federal laws, parents/guardians are entitled to see their children's records. An appointment with the principal should be made in advance to facilitate this process. The principal is to respond to such a request within a reasonable length of time.

Withdrawal From School

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

PEACE SITE

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

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

- protecting the environment

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

- participation in service activities
- multicultural events and celebrations
- practicing the skills of self-discipline
- practicing conflict resolution skills

PERSONAL PROPERTY

Personal property items may interfere with the integrity of the day and get in the way of learning. The school is not responsible for lost, stolen, or damaged items. Generally, students should bring to school only what they will need for the learning day.

SALE OF ITEMS AT SCHOOL

Students may not sell, trade, advertise, or distribute goods or services on school property without prior approval from school administration.

Unauthorized sales may result in confiscation of items and disciplinary consequences.

REASONABLE SUSPICION

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

RECESS

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

REPORT CARDS

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

STANDARDIZED TESTING

Risen Christ Catholic School administers a variety of assessments to monitor student progress and evaluate instructional programs.

Students are expected to:

- Participate in all required assessments.
- Follow testing directions.
- Use the secure browser for testing on a school device.
- Work independently.
- Refrain from using unauthorized materials or devices.

Families are encouraged to:

- Avoid scheduling appointments during testing periods.
- Ensure students receive adequate sleep and nutrition.
- Support student participation in testing.

Students who refuse to participate may be required to complete assessments at an alternative time and may be subject to school disciplinary procedures if refusal is intentional or disruptive.

RETENTION

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

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

SCHOOL CLOSING

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

SCHOOL NUTRITION PROGRAM

Risen Christ Catholic School participates in the Minnesota Free School Meals Program (MN-FSM), operating in accordance with the U.S. Department of Agriculture policy, which does not permit discrimination because of race, color, sex, age, handicap, or national origin.

ALL students can receive a free breakfast and lunch provided by the School Nutrition Program. Families who choose to send their children to school with a lunch may purchase milk for \$.25. **Please do not send pop/soda, energy drinks or flavored water or sports drinks with your child's lunch. Only single serving sized chips/snacks and cookies are allowed in students' lunches.** These items do not comply with the U.S. Department of Agriculture standards of nutrition. Pop/soda will be confiscated and returned at the end of the day. Please remember that we cannot refrigerate or heat home lunch items.

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

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

SCHOOL PROPERTY

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

SCHOOL RECORDING DEVICES

To promote the safety and security of students, staff, volunteers, and visitors, Risen Christ Catholic School utilizes audio and video recording devices on school property.

Students, parents/guardians, staff, volunteers, contractors, and visitors may be recorded by video or audio equipment while on School property or at a School event.

Recording equipment is used to:

- Enhance campus safety and security.
- Monitor building entrances, hallways, common areas, and school grounds.
- Assist in investigating accidents, disciplinary incidents, theft, vandalism, safety concerns, or violations of school policy.
- Support emergency response efforts.
- Other uses deemed appropriate by school administration.

Recordings are the property of Risen Christ Catholic School and may be reviewed by authorized school personnel. Recordings may be shared with outside parties when deemed necessary by school administration or required by law.

Recording equipment is not installed in areas where individuals have a reasonable expectation of privacy, including restrooms, changing areas, private offices, etc.

The school reserves the right to use recordings in student disciplinary proceedings, safety investigations, and other school-related matters.

This policy references *school* recording devices and does not authorize the use of recording devices by students at any time while on school property or at school events.

SCHOOL SUPPLIES

Parents/guardians will be provided with a school supply list and are expected to provide the requested supplies. Parents should contact the school if they have difficulties providing these supplies for their children.

SECURITY AND SAFETY

Risen Christ Catholic School students and staff have the right to a safe and secure environment.

1. Doors are locked and parents/guardians and visitors are admitted through Door S1 by office personnel. Persons not identifying as Risen Christ students or staff should only enter through Door S1.
2. Sign-In/Sign-Out Procedure: All visitors must sign in and obtain a visitor badge at the main office before entering the remainder of school premises. Similarly, they must sign out and return the badge when leaving the campus. This helps us identify authorized visitors and ensures accountability. To ensure child safety, those without a visitor badge will be escorted back to the office.
3. Photo Identification: We reserve the right to require visitors to present photo identification when signing in to help us confirm the identity of each visitor and further enhance security.
4. Appointment and Prior Notification: We encourage parents and visitors to make appointments before visiting the school. Additionally, it is essential to inform the school in advance about the purpose and expected duration of the visit.
5. Supervision of Visitors: Parents and other visitors are not permitted to wander around the campus without an authorized staff member. Our school staff will accompany visitors during their time on the premises.
6. Restricted Areas: Some areas of the school are designated as restricted and off-limits to visitors. These areas might include staff lounges, supply rooms, and any other areas specifically marked as restricted.
7. No Unauthorized Presence During School Hours: Visitors should not remain on campus during school hours unless they have official business or pre-approved activities. Loitering without a valid reason is not allowed.
8. Behavior and Conduct: All visitors are expected to conduct themselves appropriately and in a manner that does not disrupt the learning environment. Disruptive or inappropriate behavior will not be tolerated. If at any time a student, parent/guardian, or staff member feels insecure, unsafe, or concerned, they should immediately notify the school office.
9. Student Contact: Visitors are not allowed to have direct contact with students without the presence of a school staff member or permission from school administration.
10. No Unauthorized Photography or Recording: For the privacy and safety of our students and staff, unauthorized photography or recording is strictly prohibited on school premises.
11. Emergency Procedures: In the event of a lockdown or other emergency situation, visitors are expected to follow the directions of school staff and cooperate fully with emergency protocols.

12. Parking Guidelines: Follow designated parking areas and abide by all traffic rules when visiting the school. Do not park in areas designated for school buses or staff.
13. Reporting Suspicious Activity: If any visitor observes suspicious behavior or unauthorized individuals on campus, they should immediately report it to school personnel or the main office.

SEXUAL OFFENDER NOTIFICATION PROCEDURE

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

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

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

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

SPECIAL SERVICES/PROGRAMS

City Connects

To support learning at Risen Christ School, we have developed a comprehensive student support system to ensure that each and every student receives the support, services and resources s/he needs to be academically successful and healthy. Our school's student support program is facilitated by City Connects, a partnership among archdiocesan schools, Boston College and community agencies.

The purpose of our student support process is to ensure that each student has the support s/he needs to successfully engage in classroom instruction. To do this, we assess the strengths and needs of each child in the school and connect him/her to a tailored set of support services. **Please note that the student support process and the special education referral process are distinct and different.**

Each year, the school Site Coordinator partners with classroom teachers to review every student in the classroom to discuss student strengths and needs. As a result of this process, tailored supports may be recommended for each child. The School Site Coordinator and/or a school staff member will collaborate with the family to explain the recommended supports and secure services from within the school and/or community partners.

Another aspect of the student support process for some students involves convening a larger Student Support Team that may include the school administrator, school nurse, teacher, school social worker, before-school provider and/or other staff personnel. This meeting is facilitated by the School Site Coordinator. The purpose of this team is to discuss students in greater depth and develop a detailed student support plan that will be monitored over the course of the year. You will be contacted by the School Site Coordinator to discuss the plan and action steps to move

forward. The supports and resources of the student support process are available to you as the parent /caregiver. If you would like to initiate services for your child, or have any questions, please contact the School Site Coordinator at 612-234-8524.

Title I

The Title I program provides supplementary, remedial support in math and reading. Students in grades K-8 with the greatest educational needs are considered for service first, and services are provided during the school day. Title I services may also include participation in summer school. Parents/guardians whose children receive Title I services will be invited to attend Title I information meetings to learn more about the program and how it can promote their child's success.

Title III

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

Special Education

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

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

TECHNOLOGY & SOCIAL MEDIA ACCEPTABLE USE POLICY

All electronic devices used in school by students will be provided to the students by Risen Christ Catholic School and the devices will be managed by the school. The use of computer hardware, software, and school networks is a privilege and not a right. Students may not remove asset or identification tags on the devices or attempt to repair a device. **Parents and students will be required to sign off on this policy before devices are released to students.**

- All students and parents must sign the acceptable use policies and follow accordingly or risk the loss of access. Students will not receive a school-issued device until both the student and a parent/guardian sign

the agreements. Students that damage or lose their school-assigned device(s) will be charged for the repair or replacement of these items.

- Students agree that they will not violate any local, state or federal statute, vandalize, damage or disable property of another individual or the school, access another individual's materials, information, or files without permission, gain access to the server information not open to students or the public, use private or free email services, use chat rooms or instant messaging, access political or commercial purposes, allow others to access or use their school account, reveal self identifying information or information about another person, engage in any use of technology that disrupts the educational or administrative goals of Risen Christ Catholic School.
- It is the user's responsibility *not* to initiate access to inappropriate materials. Risen Christ Catholic School expressly disclaims any obligation to discover all violations of inappropriate Internet access. Be aware that students will be held accountable for any activity that is contrary to State or Federal law; including distributing or obtaining copyrighted software or information without proper authorization from the copyright holder.
- The school has taken precautions to restrict access to inappropriate content through a filtering and monitoring system. However, it is impossible to control everything that a user may discover on the global Internet. Students may accidentally come across material that is controversial, offensive, or inappropriate. If a student comes across this type of material they should immediately report it to their teacher, who will in turn contact the IT administrator with the site information.
- The school staff or administration may view the contents on any device at any time. If a student is asked to show or turn over a device, they will do so immediately.
- Personal use of electronics for game playing, apps, access to inappropriate websites, etc., will lead to confiscation of the electronic device.
- Students may not listen to music via a media player/headphones during the school day except as required by a teacher.
- Producing, exchanging, and retrieving information electronically presents valuable opportunities for students. It is the responsibility of the students, parents, and staff to ensure that these information systems are used in an efficient, ethical, and lawful manner. This includes copyrighted materials and in accordance with the law.
- Students may not use technology or other items to transport, transfer, distribute pornographic, obscene or sexual material, abusive or sexually explicit, racist, political, hate propaganda, or threatening language.
- Students may not access or download software to any of the school equipment.
- Parents and family members may not use a school provided device that is intended for student use.
- Students are responsible for good behavior and appropriate internet etiquette on school devices.
- Students may not download screensavers or use screensavers other than those provided in the default settings of the computer.
- Students may not send viruses, illegally visit (hack) or otherwise damage computers or works of others. They may not use the school devices to promote or use them for commercial purposes.
- Students will bring the devices to school each day, fully charged. Students will transport the device in the carrying case provided by the school. Students will not take their device on vacations or places other than school, home, or the library.
- Students will immediately report to their parents and to the school officials within 24 hours if a device is lost or stolen.

SOCIAL MEDIA POLICY

Risen Christ Catholic School students and parents/guardians represent the school on social media. When posting to a social media account, students and parents/guardians are expected to use good judgment and behave in a way that will make the student/parent/guardian proud and will reflect well on the school. Students and parents/guardians are asked to share and interact in a way that will enhance their reputation, the reputation of others, and the reputation of the school, rather than damage them. The school requests that discussions remain positive and pertain to a student/parent/guardian direct experience.

- Pictures posted on social media should not identify students by name or be tagged to a minor. If posting, you must seek permission from the parent/guardian of the minor child to use a student's likeness if they are not your child.
- Regardless of your privacy settings, assume that all of the information shared on a social media platform is public information.
- Photos, videos, and audio files that may defame, damage, degrade, or harm any individual, group or entity, or those showing or mentioning alcohol, drugs, smoking, illegal behavior or any content deemed inappropriate for the school community will be removed from the site. This includes material that is threatening, illegal, harassing, obscene, defamatory, slanderous, or hostile toward any individual or the school/parishes.
- Adults should be open about their affiliation with the school and the role/position that they hold if they are posting about the school, students, activities, or events. Students and adults may not post material that violates the privacy of others or their intellectual property. Students and adults may not promote or advertise commercial products, solicit business, memberships, or seek financial gain through the school's sites.
- Students and parents/guardians should not make friend requests of school staff or accept requests from school staff.
- Posts made under multiple names, an alias, or false identity will be removed from the site. Allowing others to post under your name is not allowed.
- Post images with care, including brand, trademarks, copyright information, and images of the school, students, parents/guardians, and staff. Do not caption photos with the names of students.
- Do not post details about time/locations or travel itineraries related to field trips or sporting events.
- Students may not access social media accounts using school devices at any time.
- Students are not allowed to create digital still photos, video, or audio recordings of Risen Christ staff or community members either on or off campus unless with the express permission of the person in the picture or recording.
- Students are prohibited from posting pictures, videos, songs, and audio clips that may be protected by copyright laws. Risen Christ is not responsible for students who do not follow copyright laws when posting.
- If a student's use of social media outside of school hours interferes with the learning environment at school, the administration may request that the parent/guardian deactivate the social media accounts.

TRANSPORTATION

Transportation to and from our school attendance area is provided by Minneapolis Public Schools. **Riding the bus is a privilege, not a right.** Students must behave appropriately, or bus-riding privileges may be revoked or suspended and families will be responsible for transporting their student(s). The State of Minnesota requires annual bus safety training and sets minimum standards of behavior on school buses. The bus driver is responsible for discipline on the

school bus and will report all children who misbehave to the principal. The following procedure is in place at Risen Christ Catholic School:

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

TUITION AND FEES

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

Tuition Assistance

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

VISITORS

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

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

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

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

VOLUNTEERS

Volunteers are one of the many keys to the success of Risen Christ Catholic School. All Risen Christ families are encouraged to provide volunteer service during the school year and to complete the Family Volunteer Interest form. Throughout the school year volunteer opportunities will be emailed to families or posted on social media.

Parents/guardians may also learn about volunteer opportunities by contacting the Director of Community Engagement (612) 234-8531 or ext. 106.

Application Process

Risen Christ Catholic School is grateful for the assistance of its volunteers. Anyone wishing to volunteer at Risen Christ Catholic School should contact the Director of Community Engagement.. A volunteer application and other paperwork must be completed.

VIRTUS Training and Background Checks

In accordance with Archdiocesan policies, VIRTUS training and background checks or two references are required for all school volunteers who work directly with children on a regular basis.

Code of Conduct

All volunteers must sign and abide by the volunteer Code of Conduct for Risen Christ Catholic School.

Sign-in Procedures

Volunteers must sign in and out each time they visit the school. For security reasons, and in case of an emergency, it is important for the school to have a record of who is in the building, for what reason, and for how long. ALL visitors are required to sign in.

Identification

Volunteers must wear a volunteer name tag while in the building. These name tags must be visible to staff and students and must be obtained at sign in and returned at sign out.

Important Limits on Volunteers' Responsibilities

Volunteers are not permitted to provide curriculum, evaluate achievement, counsel, discipline students, discuss student progress with parents, or reveal any information obtained from student records. The professional staff is responsible for decisions regarding the instruction of students and school management.

Child Abuse Reporting

Child abuse is strictly prohibited and is against the law. Volunteers who suspect abuse or neglect are directed to report such abuse or neglect to law enforcement and to the school administration.

Fire Drills, Severe Weather and Emergency Procedures

From time to time, a volunteer might participate in fire drills, lock down drills, and tornado drills. Volunteers are required to follow the instructions of staff members during such drills and other emergency procedures.

WEAPONS POLICY

Risen Christ Catholic School strictly prohibits the carrying or possession of weapons on its premises, including firearms for which a permit has been issued. For the purpose of this policy, the term "weapon" shall include but not be limited to, firearms, rifles, pistols, guns, knives, devices, instruments, materials, substances or their respective components or ammunition, that are used for, or readily capable of, causing death or serious bodily injury or any other object that can reasonably be considered a weapon (including replicas).

WELLNESS POLICY

Risen Christ Catholic School promotes a healthy school environment for students and staff through education and awareness, and by providing and promoting healthy options and opportunities.

I. Risen Christ Catholic School will provide organized health and physical education curricula and related programs.

The physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of physical activities so that students develop the knowledge and skills to be physically active for life. The school has adopted curriculum standards and learner outcomes for physical education that include an emphasis on physical fitness and lifetime activities. Physical education is taught by state licensed physical education teachers.

The health curriculum will educate students to develop the knowledge, attitudes, skills and behavior for lifelong healthy eating habits and physical activity. The school has adopted curriculum standards and learner outcomes for health education that include an emphasis on good nutrition, disease prevention and healthy lifestyles.

Health education is taught at each grade level, kindergarten through grade eight. Elementary students (kindergarten through grade 5) will be provided with an average of at least 20 minutes of physical activity daily. Students will not lose opportunities for physical exercise (recess /physical education) due to incomplete class work.

Risen Christ Catholic School provides additional opportunities for physical development and fitness through after-school sports, and will work cooperatively with other agencies to promote additional programming for students.

II. Risen Christ Catholic School will practice and promote good nutrition within the school setting.

The school's food service program will provide a quality lunch program for students and staff. Three goals of the food service program are:

Goal 1. To provide students with well-balanced nutritional choices of food and beverages. To meet this goal, Risen Christ Catholic School continually expands and explores menu offerings based on nutritional content and student preferences. The food service program strives to exceed the minimum nutrition guidelines required by the National School Lunch Program.

Goal 2: To assist students in making healthy choices. The food service program will work with students, staff and parents to educate consumers about proper nutrition. The food service program will offer, promote and display food items deemed high in nutritional value. The program will not offer candy, food or beverages of minimal nutritional value.

Goal 3: To encourage and promote participation in the school lunch program. The food service program will work with school administration, staff, parents and students to provide information and incentives to promote participation in the school lunch program. Risen Christ Catholic School will provide a clean and pleasant eating environment for students and staff, with adequate space and appropriate time for eating (20 minutes minimum for student lunch).

III. The total school environment will reflect Risen Christ Catholic School's commitment to student and staff wellness.

Risen Christ Catholic School will take a lead in limiting student access to unhealthy snacks and beverages.

No beverage or candy vending machines will be available to students. Parents are encouraged to send only water, fruit juice, or milk substitutes to the school. Soda, artificially sweetened drinks, candy, and other food items of minimal nutritional value will only be available during concession sales at public events such as athletic contests, catered events, and non-school related events held outside of school hours. Candy and other food items of minimal nutritional value and intended for student consumption during the school day or on buses may not be sold as a fundraising activity.

Risen Christ School Student/Parent Handbook Acknowledgement



I, [student's full name _____], and my parent/guardian, [parent/guardian's full name _____], have received and reviewed the Risen Christ Student/Parent Handbook for the 2026-2027 school year. We understand the importance of the safety protocols, guidelines, and policies outlined in the handbook and agree to comply with them during our time on campus.

As a student at Risen Christ, I will:

1. Abide by the school's rules and policies, both inside and outside the classroom, and digitally in accordance with the **Technology & Social Media Acceptable Use policies**.
2. Treat all staff, teachers, and fellow students with kindness, respect, and consideration.
3. Follow the safety guidelines provided in the handbook to ensure a secure learning environment.
4. Report any unsafe or concerning incidents to a teacher, staff member, or the main office.
5. Be punctual and attend school regularly to make the most of my educational experience.

As a parent/guardian of a student at Risen Christ, I will:

1. Review and reinforce the safety protocols, guidelines, and policies outlined in the handbook with my student.
2. Communicate with teachers and school staff regarding my student's academic progress, concerns, and any changes in contact information.
3. Support the school's efforts to maintain a safe and inclusive learning environment.
4. Comply with the school's visitor protocols and procedures when visiting the campus.
5. Encourage and assist my student in adhering to the school's code of conduct and behavior expectations.

Teachers at Risen Christ will:

1. Implement and uphold safety protocols and guidelines outlined in the handbook within their classroom and during school activities.
2. Foster a positive and respectful learning environment for all students.
3. Communicate regularly with parents/guardians regarding all student's progress and any relevant classroom information.
4. Be vigilant in ensuring the safety and security of all students under their care.
5. Report any concerns related to student safety or well-being to the appropriate school authorities.

We understand that failure to comply with the rules and guidelines in the Student/Parent Handbook may result in disciplinary action. We also acknowledge that the school reserves the right to amend or modify the handbook as necessary, and accordingly, we will be informed of any updates.

By signing below, we affirm that we have read and understood the contents of the Risen Christ Student/Parent Handbook and agree to abide by its policies and procedures.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____