To Live our Mission We Are
“Learning to grow, love and live within a Christian community.”

To Live our Philosophy We Are a Community
“Where school and family come together to educate the whole child in a Christian community blending learning with faith and faith with daily life.”

Schedule of a normal school day (K-6)

7:45 am Supervision on playground begins
7:54 am Whistle blows for students to line up
7:55 am Students enter the building and attendance is taken
     Students put away items and hand in homework
8:04 am Students in desks or sitting on carpet area
     Daily announcements
     Instruction begins
8:15 am Parents called if student not in classroom and no message from parent

Note: On mass days instruction begins at 8:55 am
11:00 am Lunch
11:30 am Recess
12:00 pm Recess ends
2:38 pm End of Day announcements
2:40 pm Students released

Schedule of a normal school day (pre-school) – Monday / Wednesday/ Friday

7:40 am Supervision on playground begins
7:54 am Whistle blows for students to line up
7:55 am Students enter the building and attendance is taken
     Students put away items and hand in folder / cold lunch
8:04 am Students in desks or sitting on carpet area
     Daily announcements
     Instruction begins
8:15 am Parents called if student not in classroom and no message
10:30 am Recess
11:00 am Bathroom and story time
11:15 am Lunch
12:45 pm Rest time (30 minutes)
2:35 pm Students released

Schedule of a normal school day (3K) – Tuesday / Thursday

7:40 am Supervision on playground begins  
(Enter at parking lot door so kids go directly into school)

7:55 am Attendance is taken  
Students put away items

8:04 am Daily announcements / Free Play

8:15 am Parents called if student not in classroom and no message

8:30 am Sharing / Snack / Bathroom

10:15 Recess

10:45 Students released

Note……3K students picked up on playground. During inclement weather students will be at parking lot entrance.

**Parent Agreement** When you register your child at Crucifixion School, you have agreed to be bound by our Parent-Student Handbook. A paper and/or electronic copy of this handbook is available on our website at www.crucifixionschool.org.

**Parent-Student Agreement** Registration of a student at Crucifixion School constitutes an expressed agreement on the part of the student and the parents to comply with all of the rules of the school and the Diocese of Winona, and to accept, in good part, disciplinary actions administered by the school authorities. Corporal punishment is never used at Crucifixion School. The school reserves the right to dismiss any student whose conduct or effort is unsatisfactory.

**ACCREDITATION**  
Crucifixion School is accredited through MNSAA—Minnesota Non-public Schools Accrediting Association. Copies of our Strategic Plan and yearly report to MNSAA are available upon request in our school office.

**ADMISSION**  
For a child to begin kindergarten, he/she must be 5 years old on or before September 1st of the year that he/she is entering school. Pre-registration is held in the spring in conjunction with the public school in order to supply the necessary information for the ordering of supplies and arrangement of classes for the following September.

**Nondiscrimination Guidelines:** Crucifixion Catholic School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. It does not discriminate in administration of its educational policies, admissions policies, and services offered to our students.

Based on pre-enrollment data information supplied by the parents, other agencies or our own assessment, the child’s needs will be determined. Any child whose needs are so extensive that we don’t have staff or resources to serve, we will not agree to accept. In such a case, we will try to direct the parent toward agencies or institutions which can meet that child’s very special needs.

Sometimes the discrepancy between a child’s needs and our ability to meet them does not become apparent until after a child has been in the program for awhile. In such cases, reevaluation of the child’s continuation will be made at that time.

**Enrollment:** Anyone may enroll their child or children at Crucifixion School anytime there are openings in the grade level they are seeking. In the event there are not enough openings prior to the acceptance date of enrollment, parishioners will take precedence over non-parishioners. Catholics will take precedence over non-Catholics. Parents enrolling their child for grades K-6 will take precedence over parents enrolling their child for K only. Enrollment is subject to screening by teachers and principal.

Once the child has been enrolled and accepted, they are enrolled through 6th grade and are promised a place, whether Catholic or non-Catholic.

**ATTENDANCE (and Tardiness)**  
Strict attendance and tardiness records are kept by the school as mandated by Minnesota State law. School attendance and tardiness records are legal documents. Habitual tardiness or absence will not be tolerated and parents will be called to account for it.

If your child is to be absent from school, please call the office by 7:55am. When you call, give the child’s name, grade and nature of illness. If you do not call, the school will be calling the parent or guardian. This policy has been
decided upon for the safety of your child. If contact is made between school and parent, no follow-up note is needed unless you need to give more detailed information to the teacher or the school nurse.

Make-up work, as assigned by the teacher, is required after a child has been absent. It is the child’s parent’s responsibility to request make-up work. See Homework Policy in the event of a planned trip.

Two other policies to keep in mind:
1. Youngsters may not be withdrawn from school during school hours for any reason without a note or phone call from the parents informing the school.
2. In case of illness at school, the child can only be released to someone designated on the emergency card by the parents. An exception can be made if parents would give us temporary permission by telephone to release the child to someone else.

The following is the morning procedure to account for all students.

1. Teachers will take attendance at 7:55 am and send a note to office about any students that are not accounted for.
2. At 8:00 am, office will check attendance phone messages.
3. For any students not accounted for at this point, the school office will be calling the parent or guardian immediately.

Student is considered tardy if they started school between 7:55 am – 9:30 am. After that, they are considered absent for half day or full day accordingly.

BACKGROUND CHECKS AND VIRTUS TRAINING
For the safety of our students and peace of mind of our parents, all employees and regular volunteers have criminal background checks on file. Also, all employees and regular volunteers must attend VIRTUS training, an educational program for preventing, and recognizing signs and symptoms, of physical and sexual wrongdoing. Go to virtusonline.org for more information.

BAND
When students reach fifth grade they may participate in band. They will be bussed to the Public School where they are taught by a specialist.

BICYCLES
Please be advised that students who bring their bikes to school are doing so at their own risk. Bike locks are suggested.

BULLYING PREVENTION POLICY ADOPTED JANUARY 1, 2016
Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, virtues. The highest virtue is charity, which God both requires and makes possible. “Here is my commandment,” says Jesus, “that you love one another as I have loved you” (John 13:34). As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and Retaliation are not to be tolerated.

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

Definitions. For the purpose of this Policy the following definitions shall apply, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying.

“Aggressor” means a student who engages in Bullying or Retaliation.

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

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Targeted Student or places the Targeted Student in reasonable fear of such harm;
- causes damage to the Targeted Student’s property;
- places the Targeted Student in reasonable fear of harm to him/herself, or of damage to his/her property;
creates a Hostile Environment at school for the Targeted Student;

• infringes on the rights of the Targeted Student at school, including defamation and invasion of privacy; or

• materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, photographs, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

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

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

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

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

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

Prohibition Against Bullying and Retaliation. The school expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Bullying, including cyber-bullying is prohibited:

• on School Grounds owned, leased or used by a school;

• at any school-sponsored or school-related activity, function or program;

• at a school bus stop;

• on a school bus or any other vehicle owned, leased or used by the school; or,

• through the use of technology or an electronic device owned, leased or used by a school;

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

Reporting Any Staff or volunteer who has witnessed or become aware of any instance of Bullying or Retaliation must report that act to the Principal.

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

Anyone with general questions or concerns about bullying or the school’s policy should address those questions or concerns to the Principal.

Reports may be made confidentially when requested.

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

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school’s discipline policy.
Retaliation. Retaliation against a Targeted Student, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is prohibited. Every effort will be made to keep the identity of the reporter confidential.

Response and Investigation. The school takes seriously all reports of bullying. Upon receipt of a report of bullying the Principal or designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying. Due to unforeseen circumstances, if three school days is not feasible to investigate, the targeted student must be provided a time-line when the investigation will take place.

The School reserves the sole discretion to determine the scope and adequacy of the investigation. The investigation may be reported to local law enforcement.

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

Violations. A student who violates this policy shall be subject to discipline in accordance with the School’s disciplinary policy. The School retains the sole discretion to determine whether Bullying has occurred and what the response should be.

Depending on the circumstances, the School’s response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the Aggressor of the determination;
- notifying the parents or guardians of the Targeted Student, the Aggressor, and any other affected persons about available community resources: Social Services, family service worker, social worker, counselor, Catholic Charities.
- notify law enforcement if circumstances warrant notification

Training. All staff will receive initial training of this policy, followed by an annual review here after, and, at the discretion of the Principal, for volunteers who have significant contact with students.

Publication and Notice. The Principal shall provide written or electronic notice of this Policy to the Staff, and include this policy in the school handbook.

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

BUSSING
Parents will make direct arrangement with the Ready Bus Company for bus transportation for their children. Bussing for Crucifixion School students is provided by Ready Bus Company through ISD #300. We follow bussing policies established by ISD #300 and Ready Bus.

If our calendar varies from the public school’s parents are responsible for transportation to and/or from school. These dates will be clearly marked on our yearly calendar.

“The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes Sections 1238.88 and 1238.92 when applicable. (Minn. Stat. § 1238.86, subd. 1)”

BUS POLICY AND REGULATIONS _LA CRESCENT-HOKAH PUBLIC SCHOOL DISTRICT #300 POLICY FOR STUDENT BEHAVIOR ON BUSES
Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district’s transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district’s discipline procedures are to be followed. Consequences are progressive and may
include suspension of bus privileges. It is the school bus driver’s responsibility to report unacceptable behavior to the school district’s Transportation Office/School Office.

2. Rules at the Bus Stop
   a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
   b. Respect the property of others while waiting at your bus stop.
   c. Keep your arms, legs and belongings to yourself.
   d. Use appropriate language.
   e. Stay away from the street, road or highway when waiting for the bus.
   f. Wait until the bus stops before approaching the bus.
   g. After getting off the bus, move away from the bus.
   h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
   i. No fighting, harassment, intimidation or horseplay.
   j. No use of alcohol, tobacco or drugs.

3. Rules on the Bus
   a. Immediately follow the directions of the driver.
   b. Sit in your seat facing forward.
   c. Talk quietly and use appropriate language.
   d. Keep all parts of your body inside the bus.
   e. Keep your arms, legs and belongings to yourself.
   f. No fighting, harassment, intimidation or horseplay.
   g. Do not throw any object.
   h. No eating, drinking or use of tobacco or drugs.
   i. Do not bring any weapons or dangerous objects on the school bus.
   j. Do not damage the school bus.

4. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student’s ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

- 1st offense: warning
- 2nd offense: 3 school-day suspension from riding the bus
- 3rd offense: 5 school-day suspension from riding the bus
- 4th offense: 10 school-day suspension from riding the bus/meeting with parent

Further offenses individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

**CALENDAR**
A calendar for each school year is sent out shortly before the beginning of the school year. Due to bussing schedules and for the convenience of parents who have older children in the public school, we follow the public school calendar as much as possible. The calendar is also available on our website www.crucifixionschool.org

**CARE OF SCHOOL BOOKS AND PROPERTY**
School books, library books, papers and supplies, are to be carried to and from school in a water tight, waterproof bag. Concern and cooperation of parents is needed in the care of school books and property. Prompt return of library books is important. Loss or damage of school books or property may necessitate financial remuneration on the part of the parents.

**COMMUNICATION ENVELOPE**
Communication envelopes will be sent home to each family on Wednesdays. Please check through the envelope and return it by the end of the week with any paperwork that needs to be sent to school.

**CURRICULUM**
The school uses a diagnostic approach to each child’s individual academic needs. Standardized testing, individualized testing, psychologists, and teaching personnel from Crucifixion School and the public school, pool our resources to give the most thorough analysis and help to each individual child as is possible in the field of education today. Results of any testing are always made available to parents. Extensive individual testing is not done without prior parental approval.

The religious curriculum, because of its importance, will be discussed separately.

The basic core academic curriculum is Reading, Writing and Arithmetic. In addition, we thoroughly cover the other basic core subjects - Science, Social Studies, English, Spelling, Art, Health, etc. Our Physical Education, Music, Art, and
Computer programs are also well developed important parts of our curriculum. In all areas of our curriculum, study skills, organization, perseverance, hard work, and concentration are emphasized by all teachers.

Plenty of outdoor Physical Education, recess and recreation time is something the children will appreciate. We believe in regular daily exercise which is held out-of-doors whenever possible. Besides the regular P.E. classes and recess periods, there are various sports and physical action games that are sponsored or encouraged by the school.

Every child in K through six, participates in our P.E. program. Classes meet several times per week. All children participate in the program. In case of physical disability, the extent of the disability and the degree of which it will inhibit the child's participation in P.E. must be explained in writing by a physician. A note from the parents will excuse a child for one day from P.E. in case of a minor injury or temporary illness. Clean, decent play clothes are the most suitable for P.E. For student safety gym shoes are required.

The Music Department puts on two (2) full school music and dramatic productions each year. These are usually at Christmas and spring time. Individual teachers sometimes put on additional smaller dramatic or music programs during the school year. Regard for and the development of appreciation of the fine arts is a high priority at Crucifixion School. The best way to appreciate the arts is to participate in them.

All children will be included in the Christmas and spring concert productions. A youngster will only be excluded for reasons of health or lack of cooperation with the supervisors.

Religion Curriculum  The goal of our religious program is a thorough early introduction to Jesus Christ and the Catholic religion. This begins in our Kindergarten and First Grade. It continues to grow and develop into a solid foundation of inner strength and moral courage to face the world as Christ did and testify to our Christianity by our daily behavior.

The religion program at Crucifixion School is more than just one subject a child takes. The Christian attitude is part of every subject wherever possible and appropriate. No subject is strictly secular.

A specific number of classes per week are devoted to religion alone. In addition, all children attend weekly Masses. One Mass per week is especially prepared by the students - a different class participating in the planning each week. Students participate in each Mass as much as possible as readers, petitioners, servers, singers, and gift bearers. Every child has a turn at these duties, besides participating in the responses and singing as members of the congregation. Kindergarten students will attend Mass once a month during the first semester, and twice a month during the second semester.

Giving the children a solid spiritual and Catholic foundation to function in a society that is largely secular and sometimes anti-Christian is an important aspect of our religious educational philosophy.

A thorough preparation for the sacraments is part of our religion program. Catholic doctrine and morals are taught throughout the entire religion curriculum appropriate with the age level and understanding of most children.

Non-Catholic students attending Crucifixion Elementary School DO NOT have to participate in religion classes. It is suggested that they be taught by approved teachers of their denomination.

DISCIPLINE

Philosophy of Discipline  Our school's philosophy calls for the spirit of mutual respect, order and responsibility on the part of all who comprise Crucifixion Elementary School, i.e. faculty, staff, students and parents. We strive to be more like Jesus in our hearts and in our actions.

Students are to obey the rules and policies governing school behavior, respect the authority of school personnel, and act in a morally responsible manner so as to bring credit to themselves. Courteous, polite, kind, considerate, friendly behavior is expected in every aspect of school life. The Ten Commandments, the Eight Beatitudes, the rights of others (students and teachers), and Christ's own example of himself, are guidelines to behavior in a Catholic School.

The staff at Crucifixion believes in fostering good behavior by example and the positive encouragement of Christian virtues in all children. We prefer a gentle, positive nurturing approach to child development. However, this should not be interpreted as being permissive. Children are to be held accountable for their behavior.

The teacher on duty is expected to handle discipline problems. He or she will decide what, if any action is warranted. Steps in the discipline procedure are:

1. Verbal correction
2. Teacher - Student conference
3. Parent-Teacher conference and/or child sent to the Principal
4. Parent-Principal contact. Repeated misbehavior or misbehavior of a more serious nature can result in Steps 5 or 6
5. Out of school suspension
6. Expulsion

In general, as the seriousness of the offense increases or the number of repeated offenses increase, the nature of action taken by the school will increase in the severity of its consequence.

If a child has already passed through several steps of the discipline procedure, but then has maintained acceptable behavior for several weeks, he/she may possibly be exempt from advancing to the next step in case of a future transgression, credit having been earned for the period of good behavior.

Consequences of bad behavior:

a. warning
b. verbal reprimand
c. revoking of privilege
d. time-out (separation from the group)
e. detention (for bad behavior or missing work)
   1) Missing work: work will be completed at time of detention
   2) Inappropriate behavior: the child will write a letter to parents explaining their behavior and how they will attempt to improve. This may also include writing a letter to a teacher, staff person, volunteer, etc., if the behavior involved someone else. The child is expected to apologize to the person or persons offended. This action, it is hoped, will have the effect of allowing the child to start anew with a clear conscience.

Suspension and Expulsion – Definitions “Suspension” means the exclusion of a student from attending classes and participating in school activities for specified and limited period of time. “Expulsion” means the exclusion of a student from attending school and participating in school activities for the remainder of the school year.

Grounds for Suspension and Expulsion The following shall be grounds for suspension or expulsion according to our Philosophy of Discipline and the discretion of the Principal and Pastor:
   1. Actions gravely detrimental to the moral and spiritual welfare of other students.
   2. Incorrigible or disruptive behavior which impeded the progress of the rest of the class.
   3. Damage to or theft of school or private property.
   4. Habitual infliction of or threatened physical injury to another person.
   5. Possession or sale of weapons.
   6. Possession or sale of drugs, including controlled substances.
   7. Possession or sale of intoxicants.
   8. Possession or use of tobacco in violation of school rules.
   9. Commission of obscene act(s) or engagement in habitual profanity or vulgarity.
  10. Habitual disruption of school activities.
  11. Habitual defiance of school authorities.

Probation is the supervision and evaluation of the pupil’s conduct or work for a specified period of time, at the end of which a determination is made as to whether the pupil has overcome his/her problem or is in need of further measures. Probation is ordinarily imposed in conjunction with counseling and can be for academic, disciplinary, or special needs.

A student may be placed on probation by the principal or principal’s designee for a relatively serious offense, for continuing serious academic deficiency, for continued inability to adjust to the school’s expectations, or for continued misconduct after a warning, when the misconduct does not require more serious action.

Withdrawal for Disciplinary Reasons A parent may be asked to withdraw his/her child from school for disciplinary reasons. This shall not be entered as an expulsion on a child’s cumulative records. The record should indicate that the child was withdrawn by the parents.

Student Rights and Responsibilities It is imperative to always remember that with every right there is a responsibility. No student has the right to interfere with the education of his fellow students. It is thus the responsibility of each student to respect the rights of all who are involved in the educational process.

Every member of the school community, including students, parents, and school staff, has the responsibility to promote regular attendance at school, orderly conduct, freedom from fear of insults, harassment or injury, and maximum opportunities for learning for each student.

Therefore, while on the school grounds, facilities or at school sponsored events, the responsibilities of students shall be:
   1. To help maintain an overall atmosphere conducive to learning and to respect the principle that no student shall engage in an activity which disrupts or shows clear and convincing evidence of threatening to disrupt the school operation and/or interfere with the public or private rights of others.
   2. To respect the staff by obeying all reasonable requests with equanimity and avoiding the use of profanity or obscene gestures.
   3. To practice and encourage honesty in academic work and in all other transactions.
   4. To promote the physical safety and personal security of all others, exercising in the pursuit, a high degree of self-discipline.
   5. To respect the property of the school by caring for it and protecting it from theft, at the same time respecting the individual property of staff and students in the same manner.
   6. To attend classes, be on time and attempt to complete his/her course of study as prescribed by Crucifixion School.
   7. To refrain from using, possessing, buying or selling alcohol, narcotics, or other dangerous drugs and controlled substances.
   8. To personally refrain and discourage others from possessing or transmitting any kind of weapon.

Due Process and Conflict Resolution
Informal Conflict Resolution: Wherever possible, a grievance should be raised informally, by speaking directly with the staff member. If after meeting with the teacher, some concerns still exist, parents may contact the Principal. Where the informal process fails or is inappropriate, the formal procedure should be invoked.

Formal Conflict Resolution:

Step 1: Schedule a formal meeting with the teacher. Parents should submit concerns in writing within 2 weeks of incident. Parents and teacher will agree on an action plan to address the issue. Progress will be monitored. Parents will receive a written response within 2 weeks after submitting concern. If the issue is resolved, no further action will be taken.

Step 2: If the parent or staff member is not satisfied with the outcome of step one, they can schedule a formal meeting with the Principal. The complaint should be submitted, in writing, to the Principal within 2 weeks of completion of step 1. The principal will meet with parents and staff to review action plan and make necessary changes to resolve conflict. The principal will continue to monitor progress of action plan until the issue has been resolved. Parents will receive a written response within 2 weeks after submitting concern. MOST ISSUES SHOULD BE RESPONDED AT THIS LEVEL.

Step 3: If a parent is not satisfied after meeting with the teacher and principal as described in steps 1-2, then they may express their concerns to the Pastor. The pastor will consult with the principal and other appropriate persons to reach a decision.

Search of Students and School

The Principal may conduct a reasonable search of a student on the school premises if he/she has probable cause to believe that the student has in his/her possession an item, the possession of which constitutes a criminal offense under the laws of this state. The search must be made in the presence of a third party.

The Principal may conduct a search of the physical plant of the school and every part thereof, including lockers and desks.

Lockers and desks are school property. A student assigned a locker or desk has exclusive use but not proprietary rights versus the school.

School principals or designated officials have the rights and duty to protect the health, welfare and safety of students against drugs, weapons, and other contraband materials. All searches must be reasonable and related to the school official’s duties.

DRESS CODE (K-6)

The purpose of the dress code is to ensure that the students have a clean, well-groomed, modest and neat appearance. Students are to comply with the dress code throughout the school day, in the building and on field trips unless specifically excused by administration. The administration reserves the right to determine whether or not a student’s appearance is acceptable.

Each Student’s appearance must be appropriate to a Catholic School setting.

Benefits of dress codes for the school:

- School dress codes promote a single standard of dress. Therefore, school environments become less competitive. Sets us apart from other schools in the area.
- Research finds that students are more respectful when they are in clothes that conform to a dress code. Just as when adults put on their work clothes, students that wear dress code appropriate clothing are automatically in work-mode and ready to begin their schoolwork. Educators also tend to have higher expectations of students that are dressed for success. As a result, students work harder to live up to these expectations.
- Helps to build a sense of community within the school. Dress codes create an atmosphere of belonging. This feeling of unity can positively affect a child’s attitude toward school and can lead to better learning and improved attendance. School dress codes promote a safe, healthy learning environment!
- It simply looks nicer. When visitors come into our school they will see clean, well-dressed, ready-to-work students. The same goes for when they see our children in church, out at recess, or on walking field trips.
- A streamlined dress code makes it easier to enforce the dress code.
- Helps to create a safer school environment. Dress codes make it easier for school officials to identify non-students while promoting a safe and comfortable atmosphere.

For the students:

- School dress codes make mornings easier! Dress codes eliminate the need to argue over what to wear to school every day. Through simplicity, dress codes promote time efficiency, organization, and neatness.
- Dress codes are cost effective.
- Dress codes minimize socioeconomic status differences between students by removing the option for different types of clothing.
Students who will eventually be attending Aquinas will be expected to wear clothing that adheres to a dress code, making this transition easier.

Cold Weather.....all children should have mittens, boots, caps and scarves before they come to school during cold weather. If the children want to play on the snow hills or in the very deep snow, they must have snow pants. When the outside air temperature is at or above 0 degrees wind chill the students will be outside during their normal recess times. If the actual or apparent wind chill temperature drops below 0 degrees, the normal outside recesses will be held in their classrooms or gym. The teacher will determine the length of stay outside as they will be on the playground with the students.

Concerns
Cost….the cost of dress codes is most often cheaper than a school wardrobe. Dress code items can be purchased at most major stores including Target and Walmart. For those parents still concerned about the initial cost of switching over to dress codes, the Aquinas school system has offered us access to their school store where families sell dress codes that no longer fit at a discounted rate. Once our dress codes are in place we can start our own school store as well as making dress code sales part of our family fun fest garage sale.

Individuality….students are still able to express their individual fashion sense through accessories but more importantly we will encourage our students to express their individuality through arts, academics, sports, etc.

What you may wear on a regular School Day.

- Shirts.....any solid colored shirt or turtleneck with sleeves. Shirt must have collar and buttons.
- Pants.....any solid colored non-denim dress pants (ex: khaki’s, cargo pants, dress pants, etc.)
  o No bib overalls, jeans, wind pants, or sweatpants.
- Skirts/Jumpers/Dresses - Solid colored
  o No shorter than 3” above the knee.
  o No split skirts.
  o In the interest of modesty, leggings, tights or shorts are to be worn under dresses and should be a solid color
- Shoes.....any shoes secured to the foot.
- Sweatshirt/Sweater.....any solid colored sweatshirt/sweater.
  o Crucifixion logo sweatshirt over your shirt is allowed
- Accessories are allowed but please use modesty (ex: scarves, jewelry, hair)

Additional items you may wear for 1st and 4th quarter.

- Shorts/Capri/Skorts.....any solid colored non denim dress shorts no shorter than 3” above the knee
- No athletic shorts

What you may wear on a Spirit Day (KC marathon and 2nd Friday of every month). You may also intermix regular school day attire on Spirit Day.

- Shirt.....any Crucifixion School top with school logo
- Pants.....any clean solid colored denim pants with no holes or tears
- Shoes.....any shoes secured to the foot.

What you may wear on a Charity Dress Down Day (couple days during Lent) or Dress Down Day (end of quarter). You may also intermix regular school day attire on Charity Dress Down Day.

- Shirt.....any modest top with sleeves
- Pants.....any solid colored jeans with no holes or tears, athletic shorts or pants
- Shoes.....any shoes secured to the foot.

What you may wear on Sports Day. You may also intermix regular school day attire on Sports Day.

- Shirt.....any modest shirt reflecting your favorite team or sport with sleeves.
- Pants.....any solid colored jeans with no holes or tears, athletic shorts or athletic pants
- Shoes.....any shoes secured to the foot.

What you may wear on a Dress-Up Day (Special Mass, school pictures, Grandparents Day).

- Shirt.....any dress shirt or blouse (tie or scarf allowed)
- Dresses.....
  o Jumpers allowed if skirt goes no shorter than 3” above the knee
o Any dress with sleeves or skirt that is no shorter than 3" above the knee
• Pants.....in addition to pants allowed on regular school day, any solid colored dress pants
• Shoes.....any shoes secured to the foot.

Note.....students should wear field trip t-shirts on field trip days

What isn’t permitted on any School Day.

• No hats or head gear in school
• No leggings without a skirt or dress, jeggings, sweatpants, or wind pants
• No stretch or spandex clothing
• No sleeveless, strapless or backless clothing

Good rule to live by is ‘reach for the sky, touch your toes, anything shows, change your clothes’. :)

DROP OFF & PICK UP
In the morning, Eagle Care will put cones at the alley entrance into the parking lot and the alley entrance by the school.

Buses will drop off kids at Eagle Care doors. Kids who arrive to school on the buses before 7:45 will go down to Eagle Care (free of charge). They will join the rest of the students at 7:45. All bus students will enter thru the Eagle Care doors and go thru the gym out to the parking lot.

Parents are allowed only to park in the parking stalls to drop off kids. They are not allowed to drive on the parking lot.

On heavy attended mass days, there will be a red flag outside and kids will be sent down to the gym.

When picking up your child/children at school dismissal time, please pick them up on the east side of school (church parking lot). This helps to relieve congestion on S. 2nd St. when the buses are pulling up.

Only parents or authorized people listed on the registration form are allowed to pick up your child(ren). If they are not listed on the authorization form, the school office or classroom teacher must have verbal or written permission from the parent stating who is picking up their child(ren) on that day. Teachers will not release child(ren) unless they have been directed otherwise by the parent.

ELECTRONIC DEVICES
Personal Electronic Devices include, but are not limited to: cell phones, ipods, tablets, mp3 players, electronic games, smart phones, etc. Use of these personal devices at school is a privilege, not a right. Students are permitted to possess personal electronic devices on school property so long as the devices are not activated, used, displayed, or visible during the school day. From morning bell until dismissal bell, personal electronic devices must be powered off and stored out of sight in a locker or backpack.

Students causing disruption by use of personal electronic devices, or using the device in a prohibited manner, will have their device taken away by the supervising teacher or staff until the end of that school day or after-school activity. If the student continues to use their device inappropriately, parents will be contacted to retrieve the device. Continued problems may result in that student being prohibited from bringing his/her device back to school. Students and parents will be given a full copy of the electronic device policy that must be signed and returned at the beginning of each year.

EMERGENCY INFORMATION
The emergency information data located on your registration form is one of the most important records requested by the school. Current information is vital to the proper care of your child in case of illness or injury during school hours. Emergency contacts should be someone who is available with transportation during the school day and has a cell phone.

Extracurricular Activity Code of Conduct
Crucifixion School has academic and behavior requirements for participating in extracurricular activities. These activities are a special privilege for our students. As a school, our first priority is education. Please review and discuss these guidelines with your child, sign the form and return it the school office. Once we receive this form your child will be eligible for extracurricular activities.
• Students are expected to maintain a grade of ‘C’ or above in all classes. Teachers will review overall grades every Friday to determine if your child is meeting this criterion. Students who fail to maintain a C average will be de-activated from all extracurricular activities for the following week.

• Students are expected to do work in a timely fashion. On Fridays, students with three or more missing assignments across all classes will be de-activated from the next week’s activities. They may use that week to catch up on assignments and will be re-activated at the end of the week if they completed their work in an acceptable manner.

• Students are expected to be respectful in school, at practice and during sporting events. If disciplinary action must be taken due to behavior during school or at an extracurricular activity, the student will be de-activated from their activity. When the behavior has been addressed and corrected they will be allowed to rejoin their activities upon the Principal’s discretion.

• Parents will be notified immediately if their child fails to meet any of these expectations.

EXTRACURRICULAR PARTICIPATION
Crucifixion School has academic and behavior requirements for participating in extracurricular activities. These activities are a special privilege for our students. As a school, our first priority is education. Please review and discuss these guidelines with your child, sign the form and return it to the school office.

• Students are expected to maintain a grade of ‘C’ or above in all classes. Teachers will review overall grades every Friday to determine if your child is meeting this criterion. Students who fail to maintain a ‘C’ average will be de-activated from all extracurricular activities for the following week and be reassessed on Friday.

• Students are expected to do work in a timely fashion. On Fridays, students with three or more missing assignments across all classes will be de-activated from the next week’s activities. They may use that week to catch up on assignments and will be re-activated at the end of the week if they completed their work in an acceptable manner.

• Students are expected to be respectful in school, at practice and during sporting events. If disciplinary action must be taken due to behavior during school or at an extracurricular activity, the student will be de-activated from their activity. When the behavior has been addressed and corrected they will be allowed to rejoin their activities upon the Principal’s discretion.

Extracurricular activities are offered to students at Crucifixion Catholic School and St. Peter’s Catholic School. If we don’t have enough participants for a particular activity to form a team, it is the Crucifixion School Principal’s discretion to form the team with students from outside these two schools. In this case, the majority of students still must be from Crucifixion Catholic School.

FINANCIAL SUPPORT
Since tuition accounts for only a small portion of our school budget, parent/legal guardian support and participation in other fund raising activities is needed. Our most vital fund raising activities are: 1) Weekly Church donations, 2) Marathon, 3) Mardi Gras, 4) Gala, 5) Football Mania and 6) Summer Rummage Sale. Without these activities and a large parish subsidy, we could not exist. If you cannot afford to contribute financially, your help as an organizer or worker at one or more of the fund raising events is always greatly appreciated and much needed.

GUM
Chewing gum is not allowed at Crucifixion School.

HALLOWEEN
Please use the following guidelines when choosing a costume to wear at school.

• Nothing with blood or anything that symbolizes blood.
• No weapons of any kind (swords, guns, blasters, etc.).
• Nothing that makes noise.
• No masks allowed for safety reasons……we need to see their faces. We also want to take pictures.
• Costumes should be appropriate to wear at school.
• Children come to school in regular dress code. They will change into their costumes sometime during the day.
• Do not send any treats with peanuts or peanut butter.

Please contact your classroom teacher if you want your child to be in their Halloween outfit at 2:40 pm so you can take them trick-or-treating downtown.

HEALTH
Immunization Requirements (Minnesota Statutes, Section 123.70) Your child is required to receive the proper immunizations as mandated by law to ensure the health and safety of all students. Proof of immunization must be on file in the school office on the FIRST DAY OF SCHOOL.

Exemptions from Immunization Requirements
Students will be exempt from the foregoing immunization requirements under the following circumstances:

A. The parent or guardian of a minor student or an emancipated student submits a physician’s signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or

B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

Emergency Data Please keep your child’s Home and Emergency forms updated as changes occur. It is extremely important that the school have these changes as soon as they occur.

HEALTH INFORMATION
Illness/Injury The following guidelines are to help determine when your child needs to stay home. The main goals of these guidelines are to protect your child’s health and to prevent the spread of illness to others.

Your child should stay home if he/she:
• has had a fever greater than 100 degrees within the previous 24 hours
• has been vomiting within the last 24 hours. May return to school 24 hours after the last episode.
• has a rash with a fever greater than 100 degrees
• has a rash, without a fever, that is open and draining
• has strep throat and has not been on medication for 24 hours. May return to school after being on medication for 24 hours.
• has pink eye and has not been on medication for 24 hours. May return to school after being on medication for 24 hours.

If your child is ill, please call school to inform of the absence and what the illness is.

If you child has a special health concern, please notify the school office and/or the school nurse. These conditions may include asthma, diabetes, seizure disorders, allergies to bee stings, food, or medications, or other chronic health conditions.

Vision Screening is done annually for all grades (color vision test also.)

Hearing Screening is done annually in for all grades.

Scoliosis Screening is done annually for grades 5 and 6.

Other health related programs such as dental health, puberty, growth and development education, are presented to the appropriate grade levels throughout the year.

Medication
If a child requires PRESCRIPTION MEDICATION during the school day, it is necessary to have:

1. Written instructions from the doctor.
2. Written consent from the parent for the school to give the medication.
3. Medication has to be in a properly labeled prescription bottle.

If a child requires NON-PRESCRIPTION MEDICATION during the school day, it is necessary to have:

1. Written consent from the parent for the school to give the medication.
2. Medication must be in the original labeled container.

Additional Information:
1. All medication must be delivered to and from school by an adult.
2. Students may not carry medication to or from school (this includes cough drops).
3. If a child with asthma is to carry his/her inhaler, the doctor must state this on written instructions.
4. Medication should be given at home whenever possible.
5. Doctors' offices and the school have the Medication Consent forms for medication to be given at school.
6. All Medication Consent Forms must be renewed annually and at any time a medication is changed.
7. If the medication is to be taken for an extended period of time, please send no more than two weeks supply of medication. This will lessen the loss of the medication if stolen from the school.

Notice Concerning Use of Pest Control Materials: Our school personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

HOMEWORK
Homework should be a meaningful learning experience. The nature and amount of homework should not be a hardship to students or to family life. Generally speaking, the higher the grade level, the greater the amount of homework that can be expected.

When children must be kept out of school for an extended period of time, students or parents will communicate with teachers if there is homework that can be completed while they are absent. Remaining homework will be given to the child when they return; it is in the best interest of the child to receive teacher assistance to complete it correctly. Students may complete the homework at home, over recess time, or at homework club. Our goal is to provide students the best opportunity to learn the material correctly so they don’t miss any important concepts.

INVITATIONS
Party invitations are not to be given out at school unless all the boys and/or girls are invited in their class. This will eliminate hurt feelings for those children not invited.

LIBRARY
The school has a well-stocked, attractive library. In order to maintain the best library service to our students, the following rules are in effect.
• Library books may be checked out for a period of two weeks.
• All library books are to be returned on or before the date due which is stamped in the back of the book.
• Late books will have a one week grace period to be returned. If books are not returned after the one week grace period, they will be considered lost. If after two weeks the lost book is not found, a bill for the replacement of the book will be sent to the parents. Meanwhile, the student will still be able to check out books without penalty.
• If books are damaged beyond repair, the parents will be sent a bill for the replacement of the book.

LICE
Crucifixion School has adopted the head lice policy in accordance with the Center for Disease Control, American Academy of Pediatrics and the National Association of School Nurses which is that kids with live bugs and/or nits are allowed to stay in school after they have been treated. The child will be sent to the office if lice is discovered at school where the parent will be called and an over the counter shampoo, such as Nix or Rid, should be used to treat the child’s hair before returning to school.

The following are additional procedures....

1. The teacher will be notified when a student in their class has lice. Any “soft item” articles in the class that are communal or shared will be bagged for a minimum of 2 weeks or until all students have been lice free for 2 weeks. The custodial staff will be informed of the issue and vacuum any carpeting or chairs/cushions that cannot be removed from the room daily.
2. An email will be sent to the class parents after the first case is discovered to encourage vigilance and checks at home.
3. Random checks of a student’s hair may be performed after diagnosis to encourage continued treatment or confirm the eradication of lice. This is also an opportunity to continue to check in with parents and see that they are doing what they can from an environmental standpoint at home to prevent another infestation.

LEGAL CUSTODY
Please inform Crucifixion School in writing of any change in legal custody of your child.

**LUNCH**
Households may apply for free/reduced meals anytime during the school year. Applications are mailed to all households prior to the school year beginning. In addition, applications are available on our school website.

We strongly encourage all children to eat a healthy lunch including milk. Students may bring a water bottle to fill at the fountain across from the lunch line. The water bottle must be clear. We highly recommend you purchase a clear Crucifixion water bottle for use at school.

Our monthly menu is posted on our website at www.crucifixionschool.org

We strongly encourage all parents to consider applying for free or reduced lunches for your child(ren.) These records are kept completely confidential and they help our school receive federal funding for educational services.

This facility is operated 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.

Lunch accounts are to be pre-paid. Parents will be notified when their child’s hot lunch account falls below $10 so they can make a payment to their school lunch account. If no payment is made and the balance falls below ($25.00), we ask the parents to have their children bring cold lunches.

Note…..ACH form will eliminate any issues with hot lunch payments. Parents are notified via email when an ACH will occur and you may specify the amount of the ACH payment when the lunch balance falls below a specific dollar amount (ex: $10.00).

**Daily Lunch Procedures…..**

1. 8:00 am….teachers take a lunch count to see who wants hot lunch or has brought their cold lunch. Teacher sends the lunch count to the school office. Office accumulates the hot lunch counts and informs the kitchen on how many hot lunches to prepare by 8:15 am.
   a. If cold lunch, kids have the option of receiving milk (milk is included in hot lunch fee).
   b. Parents…..if you would like to have hot lunch with your child, please contact the school office at 507-895-4402 by 9:00 am so the cook makes enough food. Fee is $3.75 for each adult meal and $2.88 for child meals.
2. 10:55 am…..lunch starts in the order of Kindergarten thru 6th grade, 4K, and then Eagle Care
   a. School secretary will be at the end of the line to verify students receiving hot lunch have a reimbursable meal. Every hot lunch meal will have the following….  
      i. Protein
      ii. Fruit
      iii. Grain
      iv. Vegetable
      v. Glass of white milk
   b. School secretary will verify students with cold lunch receive milk if they requested it.
3. 11:15 am….  
   a. Hot lunch students may receive seconds on salad bar for free.
   b. All students may receive seconds on milk for $.35. Choices are white or chocolate milk.
   c. Due to Minnesota Department of Education guidelines, seconds on the main course are only allowed if the parent chooses to pay for another meal.
      i. We need a written note from the parent if they want their child to make the decision to receive seconds on the main course and they will be billed accordingly.
4. 11:30 am…..students are released for recess
5. 1:00 pm…..school secretary enters the data into a spreadsheet so parents are billed accordingly.

**Fees…..**

1. Hot lunch fee is $2.88 per meal per child.
2. Extra milk is $.35. Students can choose white or chocolate milk.
3. Parent meals are $3.75 per meal per adult.

Hot lunch statements are sent home in the family folder mid-month by the school office. Parents who choose not to make payments will be asked to send a cold lunch with their child.
Gluten Free

If you have gluten free dietary needs, we need to receive documentation of the disability so we can make the appropriate accommodations. By Minnesota Department of Education guidelines, we can’t supply alternative lunch unless the child is diagnosed with a disability.

Food Intolerance

It is impossible to monitor all the food intolerances children have with the hot lunch program. If you have a food intolerance, we ask that your children bring a cold lunch. You can email our cook (Amy Witt) at awitt@crucifixionschool.org if you have questions about food intolerances.

Milk Intolerance

Please supply a written request for alternative milk. Crucifixion School provides white milk or Soy as alternatives for hot lunch. If Soy milk is requested, an additional $0.50 (daily) will be added to your morning milk invoice.

Morning Snack

Grades K-6 receives morning snack for a cost of $60.00 per year. Parents will be invoiced before school starts in September. We need a note from the parent if you don’t want your child to receive morning snack. In this case, you will not be charged the annual morning snack fee. Children can choose milk if they don’t want a snack.

MASS

Students have mass at 8:05 am during the week for grades 1-6. Kindergarten and pre-school will attend mass on a periodic basis. Please check church bulletin or principal weekly email for mass schedule.

PARENT/TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization has been established to help both the home and the school in the education of every child. Since schools are an extension of the home, parents have a right to know, understand and assist the school whenever possible. The Parent Teacher Organization is an effective means to coordinate the educational activities of parents and teachers. It affords an opportunity to express ideas and opinions on the functioning of the school. Ordinarily there are 3 meetings per year. All parents are invited and encouraged to attend.

PARENTAL INVOLVEMENT:

It is because of parent involvement that our school is so successful. We encourage parents to be part of their child’s education. Take time to volunteer in your child’s classroom, chaperone a field trip, take a day and have lunch with your child, these are just a few examples. We love to see parent involvement; it brings our school and family together as one community. Crucifixion follows the Diocese of Winona Safe Environment Policies in regard to volunteerism which includes, but is not limited to, personal interviews, background checks and VIRTUS training.

A background check must be completed before any person can volunteer inside the school. In addition, they must be scheduled for Virtus training before volunteering. Any person that rides a bus on field trips must have a background check completed before they are permitted to ride the bus.

PE RULES

Soft soles or tennis shoes for safety reasons. Students will be asked to sit off to the side if proper PE shoes are not worn.

Rules will be established by the PE teacher at the beginning of the year. Behavior issues will be addressed by the PE teacher. Discipline procedures will be followed when behavior issues occur.

PLAYGROUND RULES

All playground rules are established to help keep all children safe.

- All accidents (injuries) must be reported to the supervising adult immediately.
- Good manners - no swearing or spitting.
- Play in assigned areas. No playing around cars. No play around dumpsters or window wells. Quiet play only around north side of school.
- No rough playing (pushing, shoving, hitting, kicking, pinching, biting). No kissing.
- One person on a swing at a time. After ten swings, give up the swing if someone is waiting and you can get in line again. Stand back away from the swing to wait your turn. No twisting - swing straight only.
Keep your hands on the chain. Don't hold hands with another person on a swing. No bouncing on the swing. No running between the swings. Sit on the swing.

- Take turns using the equipment.
- One on slide at a time—one on ladder at a time. Move away quickly after your turn. No tricks. Remain in a sitting position, feet first. No sitting on top of slide. Use the ladder—no climbing/walking up the slide.
- No throwing objects such as sand, rocks, sticks, woodchips, walnuts or snowballs.
- No food or gum chewing on playground.
- No jumping off equipment.
- No playing on the grass anywhere except North Field.
- No swinging on the fence around the front of the school or east entrance.
- Stay on school grounds at all times. Permission is needed from the respective teacher and Principal if necessity requires a child to leave the school grounds during the day.
- NO TACKLE FOOTBALL - only touch football.
- Stay away from school windows.
- No one may go into the neighbors' yards at any time. If a ball goes onto someone's property, please report to the teacher or other adult supervising. They will take care of retrieving the ball and will bring it back to the play area.
- hard ball playing of any kind.
- No throwing balls at each other on woodchip area.
- Stay out of the mud and puddles.
- No climbing on ball field fences.
- Please line up immediately when whistle is blown.

SNOW RULES
- No sleds without special permission.
- No pushing/playing King-of-the-Hill.
- Boots and snow pants are required for recess in the snow.
- No throwing ice/snowballs.

Rules and maps of play areas should be posted in the classroom for all the students to see.

PRESCHOOL and 4K
Our preschool and 4K programs are fully licensed by the State of Minnesota. Guidelines for preschool and 4K are outlined in a separate Preschool Handbook given to all families of preschool and 4K students.

PROMOTION AND RETENTION
Cases of retention in the grade will always be treated individually. A child will be retained only when there is positive hope that he/she will profit by such retention. The pupil's own welfare will be the final consideration in determining retention or promotion. Parents will be informed and consulted in due time if there are indicators of retention. Pupils in need of special instruction will be given appropriate tests by experienced psychologists to aid in determining psychological or mental handicaps. If results show that the child would profit by special instruction, a conference will be held with the parents and proper recommendations will be made.

RECORDS/FILES—Parent Rights
Permanent student records are kept on file in the school office for each child enrolled at Crucifixion School. Only faculty and staff authorized by the principal may have access to these records. As canonical administrator, Crucifixion School’s pastor has access to all records. Parents or guardians may authorize other parties to have access to their child's records as the need arises. Parents or guardians may also deny the release of their child's records to a third party. Parents also may request to see their child's record and they have a right to expect that these records be kept accurate and up to date.

REPORT CARDS
Regular progress reports are made at quarterly intervals during the school year. The first report is given in a parent/teacher conference for all grades. At these times the parents will be informed of the child's progress in attaining his/her learning goals. In this way, parents and teachers will be working closely together toward the attainment of the educational objectives and continued growth of the child at this time of basic formation. The last three report periods will be by means of a report card sent home. In March, special conferences will be held only for those students who need special attention by their parents and teacher. This may be done by parent request or teacher request. These are not all school conferences as the first ones are.

At any time throughout the year, a special conference may be requested by either the parents or the teacher. Progress reports or teacher notes are occasionally sent out by teachers between report card periods when deemed appropriate by the teacher.

SAFE ENVIRONMENT
Fire, Tornado and Lockdown drills are conducted in accordance with Minnesota law.
We adhere to the Diocese of Winona Safe Environment Policy. A copy of this policy is available upon request.

All students receive personal safety training through the Circle of Grace curriculum adopted by the Diocese of Winona.

All staff and volunteers receive training in protecting children from child predators through VIRTUS Protecting God’s Children. This program is also open to parents and other adults in our community.

All visitors who enter our school are required to sign in and out of the school office.

**SAFETY PATROL**
Crucifixion School has street and bus patrols, and flag and barricade guards which are composed of 5th and 6th graders. All these activities are to be considered both an honor and a duty for the students who participate. It is important that the students fulfill their duties in accordance with these regulations. Rules and schedules are sent home to the students involved. This activity helps to create a sense of responsibility and builds a stronger self image.

**SCHOOL CLOSINGS**
Crucifixion School uses Remind software which allows parents to receive text messages. This software allows us to send mass text messages in a short period of time. Please contact the Principal for the Remind software instructions if you want to receive these text messages.

The following are the procedures for school closings or late starts.

1. Principal will notify channel 8 and 19 that Crucifixion School is closing.
2. Eagle Care will remain open from 6:30 am - 6:00 pm (or when last student leaves).
3. Principal will send a text message to everyone that has signed up for Remind software.
4. Principal will send out email to parents notifying them that Crucifixion School is closing.
5. For early school closing, we will follow the Emergency Early Dismissal Plan that was specified on the registration form.
   a. The following is the Emergency Early Dismissal Plan verbiage……
      i. In the event of unexpected school closings (ex: weather change during the day or any other unexpected emergency), we need to know your child’s emergency plans for out-of school care. **There will not be time for teachers to call parents and students will not be allowed to use the phone system**, so please be specific about where your child should go and how he/she is to get there.
      b. Emergency dismissal options are bus, walk, picked up or Eagle Care. If children are specified as being picked up, we will wait 10 minutes before staff will send them to Eagle Care. If Eagle Care is utilized, parents will be billed accordingly.

**SCRIP**
SCRIP is a growing fundraiser for our school and it’s easy to use.

**Tuition Credit Policy:** Scrip credit earned this year toward Crucifixion School tuition will be applied to this year’s tuition. Scrip credits will have a once-a-year payment in April. Families of K to 6th grade children agree to use scrip enough to generate $100 profit for Crucifixion School between March 15th, and March 14th. If $100.00 profit for the school is not generated, families agree to pay the difference between the $100 and what is generated. Monies earned (after the required $100) is split 50/50, with 50% going to the school’s general fund and the other 50% going to the family’s tuition.

**SPECIAL DAY ‘TREATS’**
At Crucifixion School, we enjoy honoring students on their birthday. We enjoy many Crucifixion traditions that go along with acknowledging birthdays or half birthdays (if students have a summer birthday). We announce the birthday child’s name on the morning announcements, classes sing the “Happy Birthday” song, and families have always had the option of bringing in treats for their classmates. Please know that you don’t have to send treats or gifts with your child on his or her birthday. Teachers take great pride in making your child feel special on their birthday. If you do feel the need to send something for your child to enjoy with her or his classmates, please follow the guidelines below.

**FOOD IN CLASSROOMS (for parties and treats)**
If your child wants to bring a birthday treat, it must be **store bought** so the teacher can confirm the ingredients will not cause any issues with food allergies. Teachers will account for all allergies prior to distributing food in their classroom. Approved snack lists are located on classroom teacher webpages. **Please get pre-approval from classroom teacher if your treat is not on their classroom webpage approved treat list.**
Lastly, please only bring enough treats for the child’s classroom. It is very nice to include other teachers and staff but to be honest, having a 140+ treats spread out over the school year really has an impact on the waist line. :) 

Even better, encourage your child to bring an item for the classroom so everyone can enjoy it. :) Some examples could be…..

- A board game or playground item (kickball) for the classroom.
- A classroom book (a nice touch would be having your child pick it out, sign it, and date it).
- A classroom set of items for each child to keep such as pencils, pens, erasers, markers, etc
- Teacher webpages will list other items they could use in their classrooms.

Thanks in advance for your support of this policy and for helping promote healthy snacks.

**SPEECH, SPECIAL LEARNING DISABILITY & SPECIAL TESTING**

All students at Crucifixion School are eligible for and entitled to speech services, special education services, and special testing as provided to all students in ISD #300.

**TEACHERS**

Classroom teachers and administration members of Crucifixion School are practicing Catholics. Some are parish members. All meet church and school requirements in religious education. All faculty members must meet state teacher certification requirements and Minnesota Non-public Schools Accrediting Association (MNSAA) guidelines. All classroom teachers hold valid teaching licenses in the area in which they are teaching.

Title I Teachers. Title I services are provided by teachers from the La Crescent public school system. Parents can request the professional qualifications of their student’s teacher. These areas include: area of licensure, degree of major and graduate work, and field of discipline. Parents can request information about the paraprofessional qualifications. Please contact the district office in writing when requesting this information.

**TECHNOLOGY**

We believe that to more effectively prepare our students for the future we must educate them in the use of the computer, computer terminology, and the associated hardware and software. Students must be confident in their ability to incorporate computer skills in all aspects of their education. We will strive to clearly communicate to the students the importance of the computer and how it affects our modern life. We will reinforce the ideas of the “computer age” while nurturing our students’ Christian upbringing and overall value system. To this end, all parents and students will be required to sign a technology policy that reviews rules and expected conduct of students using the computers as well as accessing the internet. Students will not have access to the internet until the policy is signed and returned. Copies of the technology policy can be requested at any time in our school office.

**TELEPHONE CALLS**

Neither teacher or students will be called to the phone from their classes except in cases of emergency. We discourage the use of the phone by students when matters could have been taken care of before the student came to school. Should an event be canceled before the end of the school day and parents need to be contacted, we will allow phone calls.

**TEXTBOOKS AND LIBRARY BOOKS**

Each student is responsible for textbooks issued to them. Textbooks are to be covered at all times. Lost books must be replaced through payment for a new book. Damaged books must be replaced or repaired. Likewise, library books that a student checks out must be returned or the cost of the book must be paid.

**TIMES (Start and Dismissal)**

Crucifixion School starts at 7:55am and dismisses at 2:40pm each day for grades 4K-6. Morning supervision begins at 7:40am. Supervision at dismissal continues until students are all picked up. If parents are going to be quite late picking up students the students will be sent to Eagle Care and parents will be billed.

**TUITION**

Payment Agreement. Crucifixion School has a tuition payment agreement form which must be completed and signed by the parents or guardians each year by May 10th for the coming school year or at the time of registration, if a new student. This is to guarantee enrollment of the child/children in Crucifixion School for the new school year.

In April of each school year, these forms will be sent out to all presently enrolled students at Crucifixion School, to be completed, signed and returned within 30 days to the school office.
Overdue Payments and Late Fees  Crucifixion School relies on tuition collection for 35% of the budget to provide quality Catholic education to our students. Therefore, when tuition payments become delinquent, it affects the successful operation of the school system. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact Crucifixion School Principal to make alternate payment arrangements.

When tuition payments are not made as scheduled, the following steps will be taken.

1. **30 days past due** – The family account is considered past due when the account is 30 days beyond the scheduled payment due date under the agreement established with Crucifixion School. It is the responsibility of the family to contact the Crucifixion School Principal to correct the situation or make an acceptable alternate plan for payment.

2. **60 days past due** – When the family account is 60 days beyond the scheduled payment due date under the agreement established with Crucifixion School, the following steps will be taken:
   a. Family shall receive written notification that their account is past due with a copy of this policy.
   b. If the family has not made a payment or contacted the Crucifixion School Principal to make alternate payment arrangements, a $25.00 late fee will be added to the family account balance.

3. **90 days past due** – When the family account is 90 days beyond the scheduled payment due date under the agreement established with Crucifixion School, the following steps will be taken in addition to the above steps.
   a. Report cards will be withheld until payment in full is received, or an acceptable alternate payment plan is implemented.
   b. Students will not be permitted to pre-register or to return for the following academic year until balance is paid in full or an acceptable alternate payment plan is in place.

Tuition Assistance  If you are in need of tuition assistance, tuition grants are available on a limited basis for those who need help in paying their tuition. Tuition Grant Applications are reviewed by members of the Board of Education and all information is held in complete confidence. Tuition grant family names are not given to the review committee. Only the financial data is given for review on the coded form. The Principal and the School Secretary will be the only ones to know the family names which will be kept strictly confidential. If you would like a Tuition Assistance Grant Application, please contact the school office.

Preschool registration requires a registration fee:
   All families--$50

Multi-child tuition rate will apply to 4K and preschool.

A substantial amount of your child's/children's tuition comes from parish fundraisers and subsidy. That is why it is very important that all of our parents help by giving of their time, talent, and resources to support our various church and parish fundraisers throughout the year.

**VACATIONS**
If at all possible, family vacation should be arranged not to conflict with the school calendar. If this cannot be done, parents should contact the school well in advance to see if special arrangements can be made. This is the responsibility of the parents.

**VISITORS**
Administration and Staff of Crucifixion School welcomes visitors in our school. We ask that you stop at the school office prior to visiting the classroom and other areas. If you are picking up your child for an appointment, please come to the office and the child will be sent for.

**VOLUNTEERS**
It is because of incredible school and parish volunteers that Crucifixion School prospers. The actual dollar cost for each student’s education is approximately $6,050. This means that after you have paid your tuition approximately $4,100 per student must be raised through our Crucifixion Parish subsidy, fundraising and donations. Part of this comes from several special fundraisers during the year, including Football Mania, Mardi Gras, Summer Rummage Sale, Marathon, Gala, and Chicken Q. These events are only successful because of incredible parent support. In addition to volunteering at these events and others, we ask that parents help by joining the planning committees. This allows us to run successful events that parents can feel proud of. Crucifixion follows the Diocese of Winona Safe Environment Policies in regard to volunteerism which includes, but is not limited to, personal interviews, background checks and VIRTUS training.

**WITHDRAWING A STUDENT**
Prior to leaving Crucifixion School (other than graduation), we request that parents meet with the student’s teacher and the principal to give input on how Crucifixion School can better meet the needs of all students.

**Late Entry / Early Withdrawal:** Students who begin attendance at Crucifixion School will be billed the full annual tuition rate. After the 2nd week of classes, late enrollees will be billed on a prorated basis. Tuition for early withdrawals will be prorated on the same basis. If a family has overpaid, a refund check will be issued. Other fees will not be reimbursed (ex: field trip, snack, milk break, etc.).

*The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.*