

ST. EDWARD SCHOOL
FAMILY HANDBOOK



2019-2020

St Edward School exists to provide a comprehensive academic foundation teaching Catholic values while encouraging stewardship.

Welcome to St. Edward School!

David Vitter wrote: “Catholic schools prepare every student to meet the challenges of their future by developing their mind, yes, but also their body and their soul and spirit.”

Here at St. Edward School, we strive to do just that. Our mission at St. Edward School is to provide a comprehensive academic foundation teaching Catholic values while encouraging stewardship.

Students learn to **serve** God and others daily. We seek out opportunities to teach this quality not only to our students, but to all those whom we serve.

First Thessalonians 5:17 says, “Pray without ceasing.” Students learn to **pray**. Our daily routine includes various forms of prayer which teaches students to reach out for God for their needs and to praise him.

We **learn**. We all learn together. Of course there are standards and curriculums and spelling words and math problems and science theories that are taught with the aid of various technologies, but more importantly, we learn together.

We **live**. Perhaps we learn to live. Perhaps we live to pray. We live to serve God and others. It is all interwoven and cannot be taken apart.

God created the world. We **create** friendships, art projects and memories, all with the backdrop of God’s love.

And we **play**. Play is essential to learning. Researchers agree that children and adults need to play in order to learn.

These six qualities make up the circle of the St. Edward School logo. They are all essential to who we are and how we live.

May God Bless!

St. Edward School Staff

Rev. Craig Timmerman	Pastor
Mrs. Jaci Garvey	Principal
Ms. Claren Novotny	Grades 5-8 Social Studies, Math & Science
Mrs. Mary Ann Horner	Grades 5-8 LA/Religion/Math
Ms. Robin Traen	3 rd & 4 th Grade
Mrs. Jackie Skillings	1 st & 2 nd Grade
Ms. Mary Kampa	Kindergarten
Mrs. Katherine Rybinski	Music
Mrs. Emily Hennen	Physical Education/Health
Mrs. Margrit Rabaey	Spanish/Science
Mrs. Nancy Nordquist	Title I
Mrs. Trudy Banks	Admin Assist & Hot Lunch Auditor
Mr. Dan Sik	Custodian
Mrs. Cynthia Beisler	School Cook
Mrs. Janice Bot	Librarian
Mrs. Sara Gorecki	School Nurse
St. Edward School	872-6391
Fax	872-5263
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EDUCATION COMMITTEE

Shannon Gossen - Term expires July, 2022

Michael Ludwikowski – Term expires July, 2021

Teresa Myhre - Term expires July, 2022

Erika Gorecki – Term expires July, 2021

Paula Sterzinger – Term expires July, 2020

This committee meets every 3rd Tuesday of the month at 6 pm in the school. Its purpose is to guide the principal, school and church in the education for all. Representatives of other church committees report to this committee.

P.E.A.C.E

Emily Hennen

Nikki Traen

Sara Gorecki

MARKETING COMMITTEE

Neal Bot

Parent participation in any and all committees is highly encouraged.

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ADMISSION POLICY

Updated May 28, 2013

ADMISSION IN THE CATHOLIC SCHOOL

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

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

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

STUDENTS NOT OF THE CATHOLIC FAITH

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

As such:

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

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

- a) Siblings currently in the school,
- b) Students whose parents are parishioners within the Catholic Area Faith Community,
- c) Siblings of students, who have completed the school program,
- d) Catholic students outside the Area Faith Community, and
- e) All other interested students.

NON-DISCRIMINATION CLAUSE

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

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

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

PARENTAL ROLE

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

Parents are expected to annually sign the school's Handbook Agreement Form as acceptance of the school's policies as set forth within the handbook.

While present on the school campus be it for academic related activities or extra-curricular events, every adult has the responsibility of appropriate conduct in order

to support the school's mission and provide positive role models to our students. A coherent witness to Catholic moral teaching is expected at the school and during any school-related activities.

ADMISSION DOCUMENTS

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

ADMISSION/ENROLLMENT DECISIONS

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

The staff of St. Edward looks forward to the opportunity of being part of the development of your children. Working together we are preparing young people to understand and accept Christ's special message of love.

We welcome and encourage your involvement at St. Edward School. This is your school and your contribution maximizes its potential. It is only through continual communication between parents and teachers that our children will realize our mutual effort.

On Wednesday at 10:30 AM of each week, family as well as the larger community are invited to participate in the Mass. Teachers and students plan the Mass on a rotating basis. Together we pray that we will have the strength and courage to accomplish our goals and objectives.

VISION STATEMENT

We anticipate a mature, knowledgeable person who is spiritual, respectful, and uses his / her God given talents toward a global citizenship.

MISSION STATEMENT

St Edward's school exists to provide a comprehensive academic foundation teaching Catholic values while encouraging stewardship.

ST. EDWARD SCHOOL PHILOSOPHY

Our Catholic education includes the development of the whole person.

We believe that a peaceful and happy environment promotes educational achievement.

We believe that diversified teaching methods stimulate students to develop their God-given abilities, self-esteem and promote the understanding of Christian justice in the community and world.

We strive to provide the foundation for teaching others to live the good news of Jesus through ministry and service.

GOALS AND OBJECTIVES

FAITH COMMUNITY

Goal I: To build a foundation of faith in Christ.

Objective: To develop spiritually vigorous Catholics in an environment where Christian community can be experienced.

Activities: Group and reflective prayer, religion classes, participation in Mass and other special liturgies such as the Living Rosary, Stations of the Cross, Adoration, and confessions, singing, bulletin boards, stories, videos, visiting the Senior Citizen Center, visiting the St. Edward Parish shut-ins, participating in the adopted grandparents program at the Minneota Manor, mission activities, respect for environment, recognize birthdays, respect for school property, religious reading, art projects, plays, prayer services, and observance of Catholic Schools Week.

POSITIVE SELF CONCEPT

Goal II: To enable all students to recognize their self-worth and to develop their physical, emotional, mental, and spiritual talents.

Objective: To provide all students the opportunities to grow in a positive self-image.

Activities: Be positive towards all students, compliment children on their work, recognize each individual by calling them by name, and display children's work. Involve every child in all activities, listen to the children's personal experiences (Student of the Week), create opportunities for student leadership, provide opportunities to share talents, encourage respect for individual differences, stress courtesy and cooperation, develop appropriate response to negative situations, and provide challenges for all students.

EDUCATION

Goal III: To provide for the intellectual, physical, spiritual, moral and psychological development of all students.

Objective: To provide a curriculum which promotes individual growth.

Activities: To have a well-developed curriculum of studies is the major cognitive goal, involve students in service projects, utilize volunteers, make use of audio-visual and technological materials, library, field trips, guest speakers, self-enrichment programs, departmental teaching, and mastery of curriculum skills and concepts according to the capability of the individual child.

SERVICE TO THE COMMUNITY

Goal IV: To develop an open communication between staff, parents, students and community.

Objective: Provide opportunities for oral and written communications among staff, parents, students and community.

Activities: Weekly Mass, open house, a column in the local paper, parents and teachers meetings and conferences, Christmas and spring program, marathon, faculty meetings, joint sports program, parents invited to lunch with students, social events with teachers of neighboring schools, pastor visits with students, open communication within the classroom, midterm grades and quarterly report cards, honor roll, participation in community celebration, St. Edward Education Committee minutes and school notices published in the church bulletin and on back of monthly calendar, local poster and writing contests, letters to the parents and intra-class activities.

SCHOOL ACCREDITATION

St. Edward School is a member of the Minnesota Non-public School Accrediting Association (MNSAA). MNSAA has established performance standards and criteria that member schools must meet and maintain to be an accredited institution.

An annual report is sent to MNSAA at the end of each school year based on the goals, strategies, and action plan. The report is evaluated, and recommendations for continued action are given. This process is vital to the continued high standards, which St. Edward School enjoys.

DAILY SCHOOL SCHEDULE

7:40 AM	Playground Supervision Begins
7:55	First Bell
8:00	School Day starts
10:00-10:15	Recess
11:40-12:25	Grades K-5 Lunch & Recess
3:00 PM	Dismissal (Wednesdays 2:50)

On early release days and snow days, St. Edward School is out 10 minutes before the time stated for the public school.

10:00 AM **School Day start for Snow Days.**

SCHOOL POLICIES

ATTENDANCE POLICY

Please make every effort to have your child maintain regular attendance at school. Parents are asked to telephone the school when a student is going to be late or absent. When a child is late/absent and parents have not called, the school will telephone the parents. A written note of explanation should be given to the teacher when the student returns to school. After three days of absence due to illness, a doctor's note is required. If a child is absent, it is the responsibility of the child to make arrangements for making up work. Any student arriving at school after 8:10 AM will be considered tardy. If a student misses 90 minutes of the school day, they will be considered absent for 1/4 of a day.

To be considered an excused absence, the school secretary or principal must be notified by the student's parent (guardian) of their child being absent. An unexcused absence would be an absence in which the school secretary or principal was not notified. The principal will make the final judgments in regards to excused or unexcused absence issues.

ATTENDANCE LAW

"Any school person refusing, willfully failing or neglecting to comply with the compulsory attendance law shall be guilty of a misdemeanor; likewise, any person with legal control of a child who fails or refuses to send or to keep the child in school daily is guilty of a misdemeanor." Persons with such misconduct will be reported to the proper authorities.

***Children are expected to stay on the school grounds during the noon hour and recess. When a parent wishes a child to be excused before official dismissal, a written note to the teacher or a phone call to the office from the parent is required. **Students must sign in and out if they are arriving late or leaving school early.** A sign in/out sheet will be in the office.

LYON COUNTY HUMAN SERVICES SCHOOL TRUANCY PROCEDURES

Lyon County Human Services, in collaboration with schools and Lyon County Courts, have developed this truancy procedure protocol, to be incorporated into the policies and procedures of local schools. We have worked together to develop this procedure because we believe it is the best interest of the child to attend and be academically engaged in order to be successful in school.

- *Unexcused absences are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools within Lyon County.*
- *According to Minnesota Law, "habitual truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.*

- *After five unexcused absences (as defined above), a meeting will be scheduled by the school with the truant child, parents, school personnel, and Human Services. An Attendance Plan will be developed to address the current issues.*
- *If the Attendance Plan is not followed and the student continues to be truant, at seven unexcused absences, the matter will be referred to Lyon County Attorney's Office to be reviewed with Human Services.*
- *Human Services will offer voluntary services to the family to assist in improving the student's attendance. Human Services will also outline possible outcomes that may take place after the matter is referred to the county attorney's office, they include:*

***A child in need of Protection of Services (CHIPS) petition may be filed with Lyon county court by Human Services. The student and his/her parent(s) will need to appear before a Judge regarding the truancy petition. At that time, the CHIPS petition may be granted or a trial will be scheduled to determine the basis of the petition. **Judges can consider the following recommendations in a CHIPS hearing regards to truancy:*

- *A child may lose their driving privileges until he or she is 18 years old.*
- *That any necessary evaluations, treatment, and counseling services be completed by the child or the family.*
- *That attendance at summer school is mandatory.*

ATTENDANCE RULES FOR COMMON COMMUNICABLE DISEASES

IS MY CHILD WELL ENOUGH TO GO TO SCHOOL? Please keep your child home if:

- Your child has had an oral temperature of 100 degrees or higher in the past 24 hours.

Your child has vomited 2 or more times in the past 24 hours.

* Your child has diarrhea and/or they are not feeling well and need to use the bathroom frequently.

* Your child has a rash for which the cause is unknown; see your healthcare provider before sending them to school.

* Your child has an illness that prevents them from participating in routine activities.

Parents are asked to please NOT send their children to school when they are sick. Not only can they not function properly in school when they are sick or running a fever, but they can also expose many other children to infectious diseases. Parents are asked to notify the school nurse/office immediately if their child contracts the below mentioned communicable diseases so we can work toward preventing further outbreaks.

Fever:

Students are to be excluded from school if his/her temperature is 100 degrees or more. Students must be fever free for 24 hours without the use of fever reducing agents (Tylenol, Advil/Motrin, etc.) before returning to school.

Colds:

Students should be excluded from school (especially for younger children) for the one or two days while they feel the most ill (earache, sore throat, runny nose, watery eyes, fever, etc.).

Influenza:

Students with influenza or influenza-like-symptoms which is a fever with a cough or sore throat should be excluded from school immediately. Students should not return until the fever has been gone for 24 hours and healthy enough for routine activities. Please notify school nurse/office if your child has been diagnosed with influenza or has influenza like symptoms.

Pink Eye:

Students are to be excluded if there is thick white or yellow drainage, redness of the eye and eye pain. Your child may return after being examined by his/her health care provider and approved to return with a note from his/her healthcare provider.

Fifths Disease:

Call the school nurse or office if your child is diagnosed with Fifths Disease. Students do not need to stay home from school if other rash-causing illnesses are ruled out by a health care provider. Persons with fifth disease are unlikely to be contagious once the rash appears.

Chicken Pox:

Students with chicken pox are to be excluded from school until ALL blisters have dried into scabs. This is usually about six days after the rash began. (Notify school nurse/office immediately.)

Impetigo:

Students with impetigo are to be excluded from school immediately. Your child may return after being examined by his/her healthcare provider and 24 hours after treatment is started. It is recommended to cover lesions. Please notify school nurse/office if diagnosis was made by healthcare provider.

Scabies:

Students will be excluded from school immediately. Your child may return after being examined by his/her healthcare provider, been on treatment for 24 hours and have a note from the healthcare provider with approval to return to school. Please notify school nurse/office.

Ringworm:

The infected child will be excluded from school until they have been examined by his/her healthcare provider and treatment has been started. Any child with ringworm should not participate in gym and other close contact activities that are likely to expose others if the lesions cannot be fully covered or until 72 hours after treatment has begun. Please notify school nurse/office.

Head Lice:

Students with head lice will be excluded from school immediately. Any student with live lice or nits must be treated with approved methods (discuss with school nurse). 24 hours after treatment, the student may return to school if approved by school nurse. If any live lice are seen, the student will be sent home. Please notify the school nurse/office immediately so other students may be observed for head lice and treated if needed.

Rashes:

Students will be excluded from school immediately when a student has an undiagnosed rash or rash attributable to a contagious illness or condition. Some rashes are highly contagious (such as measles, if measles is suspected consult your physician immediately). Notify school nurse/office with questions.

Strep Throat:

Students with strep throat should be excluded from school until at least 24 hours after an antibiotic treatment has begun and fever is gone.

**Whenever you have a question about your child's health, please feel free to contact the school nurse, school office or your physician.

BAND Band is provided for students in grades 5-8 in cooperation with the Minneota Public School. Students are responsible for any missed schoolwork while gone for band.

BEHAVIOR It is essential in the education of children that they are able to learn in an environment which maintains respect for people and property. Christian education implies the development of responsible students whose values are founded upon Christian principles. A Catholic school is unique in that spiritual growth can be nurtured and the Gospel can be fully discussed and witnessed. We strive to be partners with parents in their children's education. We will notify parents of concerns about student life or behavior, even when off campus.

BIKES All bikes must be put in the bike rack. Please instruct your child in bike safety, such as, one on a bike and driving down the right side of the road. St. Edward School is not responsible for loss or damage done to bikes brought to school.

BOOK DAMAGE Book covers are required for all textbooks; paper book covers are available at school. Appropriate fees will be assessed for books that have been damaged. Lost or irreparable damaged books will be charged replacement cost.

LIBRARY BOOKS St. Edward School has a library available to all students and staff. Most library books are Accelerated Reader (AR) which assists students to achieve AR goals. Students make weekly library visits. They are allowed to have a total of three books checked out at a time. Parents are encouraged to have a designated place at home for library books, to prevent lost books. **There is a \$10 per book charge for books not returned in a timely manner, or returned damaged.**

BUS Students are to ride the bus from St. Edward School to the Public School after dismissal. They must have a note or phone call if they are not going to ride the bus as usual. Students without notes will be sent on the bus as usual.

MISBEHAVIOR ON BUS Riding the bus to and from school and for field trips is a privilege for students. Students must follow bus rules established by the bus company. Failure to follow bus company rules may result in school x according to St. Edward School discipline policy which is outlined on page 6 of this handbook.

CHEATING/PLAGIARISM In keeping with the school's Christian Philosophy, students who are caught cheating or plagiarizing will be subject to discipline. The following discipline policy will be used for any student caught cheating or plagiarizing:

First Offense: Zero credit for the assignment with a chance to redo the assignment within two days for 90% credit. Parents will be notified.

Second Offense: Zero credit for the assignment with no chance to redo the assignment. Parents will meet with teacher, student, and principal.

Third Offense: Zero credit for assignment with no chance to redo the assignment and possible expulsion.

CONFERENCES St. Edward School has parent/teacher conferences in the fall and spring. We also encourage parents to visit with teachers as the need arises. Appointments should be obtained for additional conferences by contacting the student's teacher.

DESK DAMAGE All school property should be treated respectfully. Any student causing damage to their desk will be charged for required repairs.

DIRECTORY INFORMATION POLICY St. Edward School understands and respects the right of parents to the privacy of personal information. In accordance with the Family Education Rights and Privacy Act, St. Edward School considers the following to be "Directory Information": Student and parent names, addresses, phone numbers and e-mail addresses.

It is the practice of St. Edward School to use rosters of student names, addresses, phone numbers, etc. only for school business. Directory information is not shared with outside groups. However, directory information is utilized and stored within RenWeb making this information retrievable by other St. Edward School families. If families wish to keep any part of their information private, they will need to log on to their RenWeb account and opt out of applicable school directory pieces.

DISCIPLINE POLICY There are different types of mischievous conduct that occur during school. This may include: throwing damaging snowballs, offensive language, disrespect, vandalism, etc.

Normally, classroom behavior is handled by the classroom teacher. If necessary, the administrator may also become involved. The following procedure will be used:

LEVEL ONE—Student will confer with teacher and stay in at the next recess.

LEVEL TWO—Sent to office, student will confer with the principal and stay in the next 2 recesses.

LEVEL THREE—Student will confer with the principal and the parents will be contacted. The student will lose all recess privileges for one week and may not be allowed to participate in class field trips or Field Day.

LEVEL FOUR—Student will be suspended until he/she returns to school with their parents for a conference with the principal, teacher, and priest. Student will not be allowed to participate in class field trips or Field Day.

LEVEL FIVE—If there is no evidence of improvement - - expulsion.

*Physical violence, threats, serious harassment, or related incidents toward students or adults will result in immediate notification of parents and possible removal from school. When necessary, public authorities will be contacted.

**All discipline cases will be treated on a case by case basis to determine the severity and the most appropriate type of consequences determined by the teacher and/or principal.

*** We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus.

****Gum is not allowed during the school day by any student. \$1 is charged for these offences.

BULLYING Created in the image and likeness of God, each child shares a fundamental human dignity. St. Edward School provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, virtues. The highest virtue is charity, which God both requires and makes possible. "Here is my

commandment,” says Jesus, “that you love one another as I have loved you.” As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and retaliation are not to be tolerated.

Definitions

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

“Aggressor” means a person who engages in bullying or retaliation.

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

- Causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the target or places the target in reasonable fear of such harm;
- Causes damage to the target’s property;
- Places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of target at school, including defamation and invasion of privacy;
- Materially and substantially disrupts the education process or the orderly operation of a school.

For the purpose of this policy, whenever the term “Bullying” is used, it is to denote either bullying or cyberbullying.

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

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

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

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

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

“Target” is a person against whom bullying or retaliation has been perpetrated.

Prohibition against Bullying and Retaliation

St. Edward 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 the school;
- at any school-sponsored or school-related activity, function or program whether on or off school grounds;
- at a school bus stop;
- on a school bus or any other vehicle owned, leased or used by the school; or,
- through the use of technology or an electronic device owned, leased or used by the 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 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 any staff member, 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 anyone solely on the basis of an anonymous report.

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

Retaliation

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

Response and Investigation

St. Edward School takes seriously all reports of bullying.

Upon receipt of a report of bullying, the principal will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying.

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

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

Violations

Anyone 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/guardians of the aggressor;
- Notifying the parents/guardians of the target, the aggressor and any other affected persons about available community resources.

Training

Training on this policy shall be provided for staff and relevant volunteers at least once every three years.

DISMISSAL Students not riding the bus or staying for the after school program are required to be crossed by school staff. Any student not taking their usual way home must have a note or phone call from an adult caregiver. If your child does not have a note or if no phone call is made to the school, your child will be sent home their usual way. Please call before 2:30PM with any changes of dismissal for your child.

DRESS CODE POLICY A student's appearance should reflect confidence, modesty, self-respect, and respect for others. Appearance and dress contribute toward establishing a positive learning environment, promoting respect for authority, and protecting the health and safety of its students. Modesty, language and chastity are all connected in that our bodies are sacred creations made in the image of God. Therefore respecting this sacred gift means covering our bodies appropriately in dress and using language about the body that is always uplifting. When we show respect for our bodies in this way, we can qualify to have the benefits of having the Holy Spirit with us.

This dress code at St. Edward School is designed to allow for student comfort while maintaining an appropriate and positive learning environment. The following dress code applies to all students and will be enforced at school and school sanctioned activities. Exceptions to the enforcement of this dress code may be made under certain circumstances (i.e. student dress-up days). Exceptions are subject to administration approval.

MASS DAYS Students are asked to dress nicely and appropriately (dress pants/khakis, dress/polo shirt/St. Edward collared shirt, skirt or a dress) for Mass and special celebrations. St. Edward collared shirts will be available for purchase throughout the school year.

Normal School Day Required Dress:

- Shirts must be modest with no visible undergarments. Shoulder straps must be at least three fingers wide. No skin should show in the midriff area.
- Dresses/skirts/shorts must be fingertip length if worn with legging/tights or knee length if bare legged.
- Hats and other head coverings are allowed inside the building only on student dress-up days.
- Shoes must be worn except for student dress up days.

Dress Restrictions:

- Clothing should not have holes, rips, or tears.
- Coats and backpacks must remain in the hallways, unless approved by administration.
- Clothing must not include words or visuals that are sexually suggestive, profane, abusive, degrading or discriminatory.
- Underwear must not be visible.
- Any clothing, hairstyles, cosmetics, or jewelry which could be distracting or disruptive to the faith educational process may not be worn.

Children should be dressed according to the **weather conditions**. Winter clothing (hats, gloves, boots, and snow pants) should be worn by all students in

snow or cold weather. If snow is on the ground, students without snow pants or boots must remain on the blacktop where snow has been removed.

Students who are dressed inappropriately will be subject to the following discipline policy:

- First infraction: Student will receive a warning, parents will be notified, and student will borrow clothing from the school office for the school day.
- Second infraction: Student will receive a second warning; parents will be notified and asked to bring their child the proper clothing.
- Third infraction: Student will be suspended for the day, and parents will be asked to pick their child up from school.

EIGHTH GRADE HONORS PROGRAM Students who receive an A- or better grade average during their eighth grade year are considered “honor students.”

PRINCIPAL’S EDUCATION AWARD An eighth grade student must have an A- or better average for Junior High and obtain an 85% or better in math or reading on a standardized test.

E LEARNING DAYS St. Edward School may be utilizing up to three E Learning days during the school year for reasons of inclement weather only. These days are counted as instructional days and will not be made up.

All students at St. Edward School receive some form of blended learning instruction throughout their week. E Learning days will be a continuation of that blended learning.

- Parents will be notified of an E Learning day by 6:10 am on the E Learning day.
- E Learning plans will be shared with parents and students at the beginning of the school year. They will also be listed on RenWeb.
- Teachers will be available via e-mail between 8 am and 3 pm on E Learning days.
- E Learning work will be due the day students return to their normal school schedule.
 - If students are not able to complete their E Learning work at home due to internet, hardware or software issues, they will be given three school days to complete their work or will be allowed to complete work at various times at school at the teacher’s discretion.

ELECTRONIC DEVICES Personal Cell phones, head phones, or other electronic devices are not allowed to be turned on within school grounds during the school day. The school day shall be considered from the time the student arrives in the morning until they depart in the afternoon.

All personal electronic devices shall remain turned off and in the students backpack on their hooks or turned in to the teacher. Teachers may provide time throughout the day for students to check for messages from parents. This policy will remain in effect when students are off St. Edward property for school reasons (field trips, etc.).

St. Edward School is not responsible for any lost or damaged items brought to school or other school functions. Failure to follow the policy for Electronic Devices will result in the following steps:

- Warning
- Device kept in principal's office for a day and parents need to pick it up.
- Device kept in principal's office for a week and parents need to pick it up.

St. Edward School provides various electronic devices for student educational enhancement. See Internet Guidelines on p. 27 for regulations regarding these devices.

EXTRA CURRICULAR / ATHLETIC RULES Students who are involved in school athletics are asked to follow these rules.

1. Each student must have a physical examination according to the policies of the Minneota Public School and MSHSL. The policies of the Minneota Public School can be found at http://minneota.schoolwires.net/181610102020958847/lib/181610102020958847/Activity_Handbook.pdf. The MSHSL guidelines can be found at www.mshsl.org.
2. Respect to peers and adults is essential.
3. Use of foul language is prohibited.
4. Academic excellence must be attained according to the ability of the student. If a student does not complete their homework, they may be reported to the coach.

**One of the main purposes of school athletics is to create good sportsmanship in both athletes and spectators. Any unsportsmanlike conduct will not be tolerated.

FIELD TRIP & SCHOOL RELATED ACTIVITIES POLICY Field trips are privileges and students can be denied participation if they fail to meet academic and/or behavioral requirements. In following proper liability protocol, a permission form with the field trip date and destination will be sent to parents prior to all field trips. This form MUST be returned to school prior to departure. Students who fail to turn in the proper permission form(s) will not be allowed to

travel with their class. Telephone calls are not considered proper permission and will not be accepted in lieu of written permission.

Parents must be VIRTUS trained to chaperone field trips and help with school related activities.

FLASH DRIVES Students in grades 4-8 may be issued a Flash Drive to save work done on the computers at school. Each student is responsible for the content placed on the Flash Drive. The policy for Internet Guidelines also applies for the Flash Drive. Flash Drives can be checked out from the classroom teacher to bring home to work on the assignment or project saved on the student's Flash Drive. This Flash Drive will be passed on to the next classroom teacher at the end of the school year. The Flash Drive will become property of the student upon graduation in eighth grade. Each student is responsible for their Flash Drive and will be expected to pay \$10 to replace a lost or damaged Flash Drive.

GRADING SCALE

GR. 3-8

	A	100-95
	A-	94-92
	B+	91-89%
	B	88-85
	B-	84-82
	C+	81-79%
	C	78-75
	C-	74-72
D+		71-69%
	D	68-65
	D-	64-62
	U	61% or below

HOMEWORK POLICY Homework is assigned to help and encourage students to reinforce basic skills, pursue individual talents and interests, supplement classroom experience, and develop independence and responsibility for all grade levels. Parents should check with children and assignment notebooks on a daily basis about their homework. Time spent on homework should be approximately 10 minutes times the grade the student is in (10 minutes for grade 1, 20 minutes for grade 2...) Concerns by parents about the amount of time spent on homework should be discussed with the classroom teacher first and then the principal.

Students who miss classtime because of band or band lessons and piano lessons are responsible to complete any work missed during that time. Teachers will try to accommodate as much as possible, but students are responsible to ask what was missed during those times.

MAKE-UP WORK POLICY Make-up work is the responsibility of each student after being absent from school. The policy for make-up work is one day for a missed day of school plus one additional day. (Example: A student missing two consecutive days of school will have three days to have homework completed for full credit.) If you know you will be absent, please get homework from your teacher ahead of time if possible. (Not more than a week.)

LATE WORK POLICY Any homework or make-up work not turned in on time for students in Grades 3-8 will result in a loss of 10% credit per day the homework or make-up work is late.

HOMEMADE TREATS In keeping with the Wellness Policy, snacks or treats brought to the classroom to be shared with other classmates (i.e. Birthday treats) cannot be homemade. Due to food safety, please consider the following for classroom treats: fresh fruit, fruit snacks, or commercially prepared treats. Homemade treats will not be distributed in the classrooms.

HOT LUNCH PROGRAM At St. Edward School we have the “offer versus serve” plan as part of our hot lunch program. “Offer versus serve” is designed to decrease plate waste and reduce food cost while maintaining the nutritional integrity of the lunch. Under the “offer versus serve” provision, students must be offered at least five food items. They must take at least three of the five food items offered. The five food items include: meat/meat alternative, fruit, vegetable, bread/bread alternate and milk. These five food items were designed specifically to provide a lunch consisting of one-third of the child’s daily needs; therefore, selecting all five food items daily should be encouraged.

Because younger children are in the process of learning to make good food choices, they need help in choosing what they eat. We encourage you to review the school lunch menu with your children to help them decide what to select. If there is an unfamiliar or unpopular food item on the menu, children should be encouraged to try a “taste” rather than refuse it totally.

St. Edward School will provide Lactose Reduced Milk if requested by parent. A Special Diet Statement must be obtained from a physician or medical authority should a special diet be necessary. This form is available in the school office.

The cost of the noon lunch at St. Edward School for the current school year is \$2.50 for Grades K-8 students. Extra cartons of milk may be purchased for \$0.35. Seconds may be purchased for \$1.00. Meals will be billed at the end of each month. For any account falling more than 30 days past due, students will be served an alternate meal that meets federal and state requirements. Seconds or extra milk will not be allowed for students with an overdue balance. The school will make all reasonable efforts to notify families of negative balances. Families will be encouraged to apply for free and reduced meals. Unpaid meal charges

are designated as delinquent when the account becomes more than 30 days past due. This is considered collectable and efforts will be made to collect it. Monthly lunch bills should be paid to the St. Edward School office. Checks should be made out to St. Edward School; please put Hot Lunch in the memo line.

If a student chooses to bring their lunch, the school secretary must be made aware of this decision by 8:30 am on the day the lunch is brought to school. If this will be occurring for an extended period of time, the written note must indicate this time period. Those days your child is absent will not be added to your hot lunch bill. **If parents plan to eat with your child, please let the school office know by 8:30 am that day.** Adult/guest meals are \$3.95.

- All students are required to eat noon lunch. On a day that your child will not be eating a **note** must be given to the teacher or school office. If this will be occurring for an extended period of time, the written note must indicate this time period.

Please fill out the application for free and reduced lunches and return it to school office as soon as possible. Applications for free or reduced meals are available at the school office upon request at any time. Your completed application also helps our school qualify for additional educational funds and discounts.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-94010 or call 202-720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer and this institution is an equal opportunity provider.

LUNCHROOM RULES

- No sharing of food from other students or trays.
- Hang coat on back of chair.
- Put playground equipment in appropriate places upon entering the lunch room.
- NO running - Walk carefully with trays.
- Keep hands, feet, and objects to yourself.
- Speak quietly - especially on funeral days.
- Use good table manners and visit quietly.
- Second helpings are served after everyone is served once and the cook puts up the sign for seconds. Please bring your tray with you.
- Scrape trays correctly and completely.
- No lunchroom food leaves the lunchroom.
- Exit through back doors to go to recess unless otherwise directed by your teacher.

INTERNET POLICY Using the Internet at school is a privilege and is meant for educational purposes only. The Internet at St. Edward School is intended to allow Internet access to students and staff to further educational goals and learning. St. Edward School believes that the benefits of Internet use greatly outweigh the disadvantages and wants to allow Internet access in an environment that is safe and appropriate for children. St. Edward School has a server with a firewall installed and utilizes GoGuardian protection software to block sites that contain inappropriate content, but with all technology, it cannot be relied on for a 100% guarantee. It is the intention of the administration and staff to provide education and training on proper Internet usage, but parental involvement at home is also necessary to demonstrate proper Internet usage. The following guidelines are in place to allow the students the best educational experience while using the Internet at St. Edward School.

The following are NOT allowed by students while on the Internet at St. Edward School:

1. Sending or receiving personal email or instant messages.
2. Sending or displaying offensive messages or pictures.
3. Using obscene language.
4. Harassing, insulting, or attacking others.
5. Damaging computers, computer systems, or networks.
6. Downloading programs or games to computers.
7. Accessing another person's materials or files without permission.
8. Violating Copyright laws or plagiarism.
9. Revealing personal identification or information.

**St. Edward School is not responsible if set guidelines are not followed by students.

***Administration and staff may review files and Internet history to maintain that students are following the set guidelines.

Violation of Internet Guidelines will result in any or all of the following:

1. Loss of Internet privileges.
 - 1st Offense—2 weeks
 - 2nd Offense—Remainder of School Year
2. Additional disciplinary action consistent with the discipline policy.
3. Referral to appropriate law enforcement agencies if necessary.

MEDICATION POLICY THE SCHOOL CANNOT LEGALLY DISTRIBUTE MEDICATION, PRESCRIPTION OR OVER-THE COUNTER (including cough drops), TO ANY STUDENT WITHOUT WRITTEN PARENTAL PERMISSION FOR EACH MEDICATION. THIS APPROVAL MUST INCLUDE SPECIFIC INFORMATION.

PLEASE respect the staff of St. Edward School. Do not ask them to give any medication without filling out the correct form; this form includes all information

which is required by law. Help us teach the children respect for all “pills” by taking the extra time and effort to see that all medication is given as needed. A copy of the medication form is included within the handbook, on the school website, sent with the registration packet and/or is available by contacting the school.

Students who are in the sick room will be monitored for 20 minutes. If they do not improve, are vomiting or running a temperature, parents will be notified.

MORNING ARRIVAL Playground supervision will begin at 7:40 AM. All students, including junior high, should report directly to the playground. School children will be allowed in the building at 7:55 am unless the weather is too cold or rainy for them to be outside.

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

(In Accordance with M.S. 123B.575, 1-14)

Our School District personnel may apply pest control materials inside or on school grounds as needed. Pesticide applications are typically done during the summer months when school is not in session. 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.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the parish office. 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. If you would like to request this, please send a written note to the parish office. If an application is to be made during the school year, notification will come home to you prior to the application.

ASBESTOS NOTIFICATION

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we began performing inspections of our school building for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the parish administrative office since that time.

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

good condition and we will continue to manage them in place, as recommended by the accredited Management Planner.

The results of the re-inspection are on file in the Management Plan in the parish administrative office. Everyone is welcome to view these anytime during normal parish office hours. We are intent on not only complying with, but also exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a safe and healthy environment in which to learn and work.

PHONE We ask the children NOT to use the phone unless it is an EMERGENCY. Students must obtain a phone pass from their classroom teacher to use the phone.

PHYSICAL EDUCATION All students participate in Physical Education on Monday, Tuesday, and Thursday. Tennis shoes must be worn to participate. It is recommended that your child has an extra pair of shoes to leave at school for Physical Education. If a student misses a PE day/class, they can participate in their choice of physical activity at home for a total of 30 minutes per day/class of PE missed to get their participation points from the class they missed. Forms can be found on page 28 and online.

PLAYGROUND EXPECTATIONS

1. Footballs, soccer balls, kick balls, and softballs are allowed in grassy area only.
2. Do not play in the Knights of Columbus yard or in Father's yard.
3. Show respect for other people and equipment. No destroying snow sculptures or forts.
4. Play softball on assigned diamonds and stay behind backstop. No climbing backstops.
5. No playing by dumpster, on large snow piles (over 5 feet tall), or on ice.
6. Play stops when bell rings – NO EXCEPTIONS.
7. Use garbage cans.
8. Enter and exit the school through the east gray doors between church and school.
9. Stay off gym steps and away from back door.
10. No wrestling or tackling.
11. Students must ask teacher on duty to re-enter the building during recess.

PLAYGROUND EQUIPMENT

1. **NO TAG** or chasing each other on the playground equipment or pea rock.
2. Take turns on all play equipment. No pushing, shoving, or rough play.
3. Do not walk up or climb on slides. Slide, feet first, one person at a time down the slide.
4. No other sports equipment (balls, bats, etc.) or food (candy or beverage) is allowed on playground equipment.

5. Do not climb on or over safety rails, walls, barriers, or roofs.
6. Do not run on, jump off, or dive off playground equipment.
7. Do not walk or climb on top of overhead ladders (monkey bars) or tubes. Do not run under the monkey bars.
8. Pea rock stays on the ground. No throwing or putting on playground equipment.

*The consequences for failing to meet the playground expectations, including throwing snowballs, will follow the same procedures as the discipline policy levels stated on page 14.

SCHOOL ACCOUNTS Tuition for the 2018-2019 school year is \$1995 per student. The textbook/supply fee is \$75 per student. Sixth – eighth grade students will pay a \$65 technology fee.

First Student	\$1995 + \$75 textbook/supply fee = \$2070
Second Student	\$1745 + \$75 textbook/supply fee = \$3890
Third Student	\$1545 + \$75 textbook/supply fee = \$5510
Fourth Student & On	\$1545 + \$75 textbook/supply fee = \$7130

The textbook/supply fee will be deducted with the first tuition payment made to the school. Tuition is collected by FACTS Management Solutions; please refer to them for any tuition collection questions.

Knowing that the cost of educating a child for one year at St. Edward School is \$6850 per student, the Parish Council and the Education Committee recommend that parents give what they can in additional support. This can be done by increasing your parish contribution, direct payment to the school or by supporting our fundraisers. Payment of tuition and the textbook/supply fee may be considered a tax deduction. Parents may also be eligible for tax credits. For more complete information, contact your tax preparer.

St. Edward School offers scholarships and work study opportunities for families. A tuition application form will be used to help determine the amount of scholarship granted. This application can be found within ParentsWeb in your FACTS account. (www.renweb.com – ParentsWeb)

The tuition application process is confidential, and all students in need of scholarships will receive them.

SCHOOL CLOSING/LATE STARTS In the event that school will be closed or starting late, School Reach will notify parents via the phone numbers provided on registration papers. The change will be announced on KMHL, KKCK, WCCO, and KBJJ radio stations or on www.marshallradio.net under cancellations. When school is closing early during the day, St. Edward School will dismiss 10 minutes earlier than the announced time for Minneota Public School so the students can

be bussed to the public school. When school is two hours late for Minneota, St. Edward School will begin at 10:00AM.

SCHOOL HEALTH PROGRAM Vision, hearing, and scoliosis screening are routine checkups as part of the health care program. Certified nurses and volunteers will administer this program.

CATHOLIC CASH/SCRIP St. Edward School offers the Catholic Cash/Scrip program as an avenue of helping lower tuition costs while supporting the school as well as area and national businesses. By pre-purchasing gift cards and certificates that are usable just like cash, the scrip funding can be applied to designated tuition accounts. Please contact Caren at the rectory office with any questions regarding Scrip.

SEXUAL HARASSMENT/MISCONDUCT POLICY St. Edward School will follow the guidelines of the Diocese of New Ulm and the Minnesota state laws regarding sexual harassment and/or sexual misconduct. Sexual harassment of any employee or student by any other party will not be allowed. If an investigation of a complaint of sexual harassment proves that harassment has taken place, appropriate disciplinary actions will be taken.

Some examples of conduct which may be classified by law as sexual harassment are:

1. Use of any offensive or demeaning terms which have a sexual connotation.
2. Objectionable physical closeness or contact.
3. An expressed or implied indication that a person's classroom or employment status may depend on the granting of sexual favors.
4. The deliberate or careless expression of jokes of sexual nature to, or in the presence of anyone, who may find such jokes or remarks offensive.

Following the teachings of Jesus and the Catholic Church, it is important that all students and staff treat each other with respect and consideration. Any student or staff member who feels he or she may have been subjected to sexual harassment /misconduct should report this to parents, a staff member, principal, priest or the Diocesan Director of Personnel at the Catholic Pastoral Center, New Ulm, Minnesota. Any personnel who knows or has reason to know of an incident of sexual harassment/misconduct shall comply with any applicable reporting or other requirements of State and local laws and shall report to the Catholic Pastoral Center - Diocesan Director of Personnel, an immediate verbal report followed by a written report. Sexual harassment by students may result in a conference with principal, or a student/parent/administrator conference, suspension, possible expulsion or referral to law enforcement officials.

*This policy has been developed following the guidelines of Sexual Misconduct Policy of the Diocese of New Ulm and Minneota Public Schools Policy against Sexual Harassment/Violence.

STUDENTS ACCIDENT INSURANCE St. Edward School does not provide any type of health or accident insurance for injuries incurred by your child at school or while participating in extracurricular activities. Supplemental insurance may be purchased voluntarily on an individual basis.

SUPPLIES A list of necessary supplies is sent home with the students at the end of the school year. All students in grades 3 – 6 will be given an assignment book that will be used daily. Parents are encouraged to utilize the assignment book as a communication tool, checking it frequently for homework assignments.

TESTING The Northwest Evaluation Assessment (NWEA) will be given to students in grades K-8 in the spring and in the fall. A primary version of the test will be used for students in grades K-1 in the fall and the spring. Test scores will be made available to parents only after the teachers have reviewed all test scores. This may take two to three weeks after all testing is completed. Test scores will be sent home with students.

VIOLENCE PREVENTION AND WEAPONS POLICY It is the policy of St. Edward School to maintain a learning and working environment that is free from threats of harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors. We are committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It is a violation of this policy for any pupil or staff member to possess a firearm or dangerous weapon when in the school building, on school grounds or on any school related activity. St. Edward School will refer to the local law enforcement agency any person who brings a firearm to school in violation of the “Gun Free Schools Act of 1994.” In accordance with this law any student bringing a weapon to school may be expelled for 365 days, and this expulsion may be modified on a case-by-case basis.

*** A dangerous weapon is defined by law as any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm.

***This law also applies to “replica weapons” which would be any device or object that is not defined as a dangerous weapon and that is a facsimile or toy version of a dangerous weapon.

Diocesan Safe Environment and Background Check Statement

(In Accordance with M.S. **123B.03**)

The diocese has a safe environment program in accord with the United States Council of Catholic Bishops requirement. All clerics, employees, and those volunteers who are unsupervised or have regular contact with children must

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

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

As part of the ongoing effort in the Diocese of New Ulm and St. Edward School to provide a safe and secure environment for your child, we hereby inform you of the following when your child attends/participates in a non-Diocesan/Parochial class, activity, tutoring, or rides a school bus. The Diocese of New Ulm and St. Edward School holds no real or implied legal responsibility or jurisdiction over the employees/volunteers of Minnesota Public School or 4.0 School Services.

Therefore, Minnesota Public School or 4.0 School Services is responsible for the conduct of its employees/volunteers, and in all cases where the conduct of an employee/volunteer of that school is in question; Minnesota Public School or 4.0 School Services shall be liable. While public school employees are bound by Minnesota law to have a recent criminal background check on file at the public school, their employees are not subject to the requirements of the Diocesan Safe Environment Program.”

BCA Criminal History Background Checks.

The Minnesota Bureau of Criminal Apprehension background check is mandated by state statute. This check is processed on all individuals who are offered employment in a school, and on all individuals except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. The following positions are subject to a mandatory BCA background check at St. Edward School:

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

VISITORS Parents are always welcome visitors at St. Edward School. In efforts to maintain a safe and healthy learning environment for all students, St. Edward School does not allow other student visitors or children in the classrooms for a day. The school principal may grant student visitors an opportunity in the classroom for educational purposes only. (Example: SMSU students doing clinicals.)

WEBSITE The St. Edward School website can be found at www.stedscatholicsschool.com. The website includes policies, forms, calendars, lunch menus, email addresses, etc. that can be easily accessed. Updates to calendar changes, upcoming events, and schedules will be posted on the website as well as sent home. Student pictures may also be posted on the website. All parents must sign the release form to allow teachers to post student pictures. Student safety is always a priority on the website. Student names will not be posted in conjunction with photos.

WELLNESS CART According to the St. Edward School Wellness Policy, students are encouraged to have healthy snacks when eaten during the school day; the Wellness Cart provides those options to students. The Wellness cart provides students with a mid-morning snack before 10:00am recess. In keeping with the Wellness Policy, we do not encourage students to bring snacks from home.

WELLNESS PLAN In accordance with the Child Nutrition and WIC Reauthorization Act of 2004, all school districts that receive funding from the federal school lunch program must have a **Wellness Plan** that includes nutrition guidelines, goals for nutrition education, physical activity to promote student wellness and other school-based activities that are designed to promote wellness. St. Edward's School Wellness Plan includes these components. School staff and personnel will follow the guidelines as required. With the implementation of this policy, please do not send mid-morning snacks. Snacks for the students will be provided on the Wellness Cart and made available to all students before 10:00am recess.

**ST. EDWARD SCHOOL
MINNEOTA, MN**

**WELLNESS PLAN
Updated Spring 2017**

Wellness Policy:

The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). It requires each local educational agency participating in the National School Lunch Program to develop a wellness policy. The final rule expands the requirements to strengthen policies and increase transparency.

1. PURPOSE

The purpose of this policy is to ensure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

GENERAL STATEMENT OF POLICY

St. Edward School is committed to providing a healthy school environment because:

- A. The Education Committee and Staff recognize that nutrition education and physical education are essential components of the education process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and the ability to learn by encouraging healthy eating and physical activity.
- C. The school encourages the involvement of students, parents, teachers (Grades K-8, physical education, health and science teachers), food and nutrition services staff, education committee, school administrator, the school nurse and the general public in implementing, monitoring, and reviewing school nutrition and physical activity policies. A Wellness Committee shall be formed to plan, implement, and improve the school's nutrition and physical activity in the school environment.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, thrive, and to achieve academic success.

- E. All students (grades K-8) will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food and nutrition services personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings.

III. GUIDELINES

A. Foods and Beverages Served/Sold During the School Day

{The Act requires that schools have nutrition guidelines, selected by the school, for all foods sold on the school campus during the school day with the objective of promoting student health and reducing student obesity.}

- All foods and beverages made available on campus will be consistent with the current USDA Dietary Guidelines for Americans.
 - a. Food and beverages sold over the course of a school week will be nutrient-dense, including whole grain products and fiber-rich fruits and vegetables to provide students a variety of choices to maintain a balanced diet.
 - b. Foods and beverages sold during the school day will include a variety of healthy choices that are of excellent quality, appealing to students, and served at the proper temperatures.
 - c. Foods and beverages sold during the school day minimize the use of trans and saturated fats, sodium and sugars as defined by the Dietary Guidelines for Americans.
 - d. The Food and Nutrition Department will approve and provide all food and beverage sales to students in grades K-8. Given young children's limited nutrition skills, food in elementary schools will be sold as balanced meals. Food and beverages will not be sold individually to students except low-fat milk.

Foods:

- Foods and beverages sold during the school day will minimize the use of trans and saturated fats, sodium and sugar as defined by the Dietary Guidelines for Americans.
- A choice of at least two fruits and/or non-fried vegetables will be offered at meals.
- Such items will include, but not limited to, fresh fruits and vegetables at least once a week; 100% fruit and vegetable juice; cooked, dried, or canned fruits (canned in fruit juices or light syrup); and cooked, frozen and canned vegetables. St. Edward School

participates in the farm to school program and gladly accepts locally grown fruits and vegetables.

Portion Sizes:

- Food and beverages will be offered in modest portion sizes, age appropriate for elementary and junior high students, respectively.
- Food and nutrition service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal and state guidelines.
- Food and nutrition service personnel shall adhere to all federal, state, and local food safety and security guidelines.
- The school will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price school meals. The school will promote the availability of school meals to all students.

{Note: The Act requires that the school's wellness policy provide an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulation and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1771 et seq.) and sections 9 (f)(1) and 17 (a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 (f)(1), 1766(a), as those regulations and guidance apply to schools.}

- The school will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
- The school will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day. St. Edward's School:
 - a. Will provide students with at least 15 minutes after sitting down for lunch.
 - b. Should schedule meal periods at appropriate times, i. e., lunch should be scheduled between 11:00-12:45, and
 - c. Dining areas should be attractive and have enough space for seating all students.
- The school will discourage meetings or activities during mealtimes, unless students may eat during such activities.
- The school will discourage students from sharing their foods or beverages with one another during meals or snack times, given concerns about spreading germs, allergies, and other restrictions on some children's diets.
- The school will encourage all children to have breakfast at home ~~or at school~~ in order to meet their nutritional needs and enhance their ability to learn.

10. **Snacks.** Snacks offered during the school day will make a positive contribution to Children's diets and health, will emphasize serving whole grains, fruits, vegetables, and dairy as the primary snack items. Examples include the following: apples, bananas, whole grain crackers or bread, raw vegetables such as carrot sticks, and milk or cheese. The school will distribute a list of healthful snack items.

11. **Field Trips.** When planning a field trip that will occur during the scheduled lunch periods the classroom teacher will, to the extent possible, collaborate with Food and Nutrition Services to provide a healthy lunch.

12. **Rewards.** The school will limit the use of foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan), and will not withhold food and beverages (including food served through school meals) as a punishment. Rewards and incentives will be used that do not undermine the health of students and/or reinforce unhealthful eating habits. Non-food rewards and incentives will be used as the first choice to encourage positive behavior.

13. **Celebrations.** Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Classroom celebrations, especially in the elementary schools, should encourage healthy choices and portion control. The celebration should take place during the last hour of the school day so it will not interfere with school meals.

14. **Fundraising.** To support children's health and school nutrition-education efforts, our school will encourage fund raising that promotes the sale of non-food and nutritional food items; being mindful of food safety. Our school will encourage fund raising activities that promote physical activity.

15. **School-sponsored Events.** Concession sales can be a great opportunity to provide and promote healthy choices. Concession sales can be profitable and contribute to the health and well-being of students. Research shows that students will buy and consume health foods and beverages when the options are tasty, accessible, and affordable. To the extent possible, healthy choices will be made available.

16. **Promotional Activities.** Promotional activities will be limited to programs that are requested by school officials to support teaching and learning. All promotional activities in school will be connected to activities that encourage physical activity, academic achievement, or positive youth development.

17. **Classroom Treats:** Treats brought to the classroom to be shared with other classmates (i.e. Birthday treats) cannot be homemade. Due to food safety, please consider the following for classroom treats: fresh fruit, fruit snacks, or commercially prepared treats.

B. School Food and Nutrition Program/Personnel

1. The school will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations. Smarter Lunchroom techniques are utilized by school food and nutrition personnel.
2. The Director of Food and Nutrition Services and food services personnel shall be responsible for the school meal programs, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages served in the cafeteria during the day to ensure food and beverage choices are consistent with current USDA Dietary Guidelines.
3. The Food and Nutrition Services program will be financially self-supporting. However, the program is an essential education support activity. Budget neutrality or profit generation will not take precedence over the nutritional needs of the students. Food and Nutrition Services will ensure that all students have affordable access to the varied and nutritious foods they need.
4. As part of the school's responsibility to operate a food and nutrition service program, the school will provide continuing professional development for all food and nutrition service personnel. Staff development programs will include appropriate certification and /or training programs for the Director and staff according to their level of responsibility.

C. Nutrition Education and Promotion

{Note: the Act requires that wellness policies include goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the school determines is appropriate.}

- The school will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. Offered as a part of a sequential, comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. Integrated into other areas of the curriculum such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. Enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contest, promotions, taste testing, and field trips.
- The staff responsible for nutrition education will be adequately prepared and participate regularly in professional development activities to effectively deliver an accurate nutrition education program. Preparation and professional

development activities will provide basic knowledge of nutrition, combined with skill practice in program specific, evidence based activities and instructional techniques and strategies designed to promote healthy eating habits.

- The Director of Food and Nutrition Services or a Registered Dietitian (R.D.) will encourage nutrition education in the classroom and when available will provide nutrition education information, upon request. The month of March will be designated Nutrition Awareness Month.
- The school cafeteria may serve as a “learning laboratory” to allow students to apply nutrition skills in the classroom. The promotion of healthy foods, including fruits, vegetables, whole grains, and low fat dairy products will be encouraged.
- The school will provide information to families that encourage them to teach their children about health, nutrition and the importance of daily physical activity. The school promotes marketing and advertising during the school day only of food and beverages that are consistent with school nutrition standards.

6. **Staff Wellness** St. Edward School highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The school staff should act as role models for good nutrition and physical activity behaviors.

D. Physical Activity

- **Physical Education** All students in grades K-8, including students with disabilities and special health care needs, will receive regular physical education (or its equivalent of 90 minutes per week) for the entire school year. All physical education will be taught by a certified physical education teacher. The physical education curriculum should be coordinated with health education curriculum. Physical education will be in an environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills, and knowledge. Student involvement in other activities involving physical activity will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

- **Integrating Physical Activity into the Classroom Setting** For students to receive the nationally recommended amount of daily physical activity (i.e. At least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward the end:

- * Classroom health education will reinforce the knowledge and self- management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;

- * Opportunities for physical activity will be incorporated into other subject lessons (such as science, math, and social studies), where appropriate; and Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

3. **Daily Recess** All students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity. The school will discourage extended periods of inactivity.
4. **Physical Activity Opportunities Before and After School** All students have 15-20 minutes of physical activity, preferably outdoors, before school starts each day. In cooperation with the Minneota Public School and Community Education, elementary and junior high students are offered extracurricular physical activity programs such as football, basketball, track, and wrestling after school. Minneota Public School will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health care needs. Non-school related activities will be scheduled through the office.
5. **Physical Activity and Punishment** Teachers and other school personnel will discourage the use of physical activity (i.e. Running laps, push-ups) or withhold opportunities for physical activity (i.e. Physical education) as punishment. The school will discourage tutoring, club or organizational meetings, or activities during recess or physical education class times.

E. Communication with Parents via Website/Email

- The school recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
- The school will support parents' efforts to provide a healthy diet and daily physical activity for their children.
- * The school will provide information about physical education and other school based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

F. Food Safety and Security

- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illnesses in schools.
- For the safety and security of the food and facility, access to the Food and Nutrition Services operations are limited to Food and Nutrition Staff and authorized personnel.

IV. IMPLEMENTATION AND MONITORING

{Note: The Act requires that the wellness policy establish a plan for measuring implementation of the policy, including designation of at least one or more persons

within the school as appropriate, charged with operational responsibility for ensuring that the school meets the requirements of the wellness policy.}

- The Presidential Physical Fitness Challenge will be used to assess the physical activity needs of students. Assessments will be repeated annually to help review policy compliance, assess progress, and determine areas in need of improvement. The physical education teacher will be responsible for coordinating the challenge and reporting results to the principal.
- To satisfy the requirement of the Healthy, Hunger-Free Kids Act of 2010, the Wellness Committee will monitor and evaluate the school's implementation of the Wellness Policy. The Wellness Committee will meet annually in the spring to review and update the policy. The principal will ensure that the Wellness Committee provides an annual report to the Education Committee and the public on the implementation of and compliance with the school wellness policy. The principal will ensure that a copy of the current wellness policy and assessments are available to the public via the school website. The principal will ensure the Wellness committee maintains records of the local wellness policy triennial assessments and updates.
- After approval by the Education Committee the Wellness Policy will be implemented throughout the school.
- The Director of Food Service and the school principal are designated to ensure that the school meets the requirements set forth in this Wellness Plan.
 - The Wellness Policy will be distributed to parents annually to inform them of the policy and any changes made in the policy.
 - The Director of Food Service will monitor the breakfast and lunch menus to ensure the proper variety of food choices are provided daily and that proper portions are used during meal service.
 - The Director of Food Service along with assistance from the Wellness Committee will assess, update and modify the local school wellness policy once every three years. The assessment will include compliance with the wellness policy, how the local wellness policy compares to model wellness policies and a description of the progress made in attaining goals. The results of the assessment will be made available to the public via the school website.
 - Teachers will report to principal if any students are not following the classroom treats or snack policy set forth in the Wellness Policy. The principal will make proper notifications to parents.

- The physical education teacher will monitor the physical fitness of students based on the Presidential Physical Fitness Challenge and report any concerns to the principal.
- The Director of Food Service and the principal are jointly responsible for monitoring and implementing all other areas set forth in the Wellness Plan.
- Staff responsible for the areas outlined within this policy will ensure compliance and will report to the Wellness Committee as appropriate. An annual report of the school's compliance with the policy will be given to the Education Committee.

Legal References:

- 42 U.S.C. # 1751 *et seq.* (Richard B. Russel National School Lunch Act)
- 42 U.S.C. # 1771 *et seq.* (Child Nutrition Act of 1966)
- P.L. 108-265 (2004) # 204 (Local Wellness Policy)
- 7 U.S.C. # 5341 (Establishment of Dietary Guidelines)
- 7 C.F.R. # 210.10 (School Lunch Program Regulations)
- 7 C.F.R. # 220.8 (School Breakfast Program Regulations)

Local resources:

Minneota, MN. Public School Wellness Policy
 Minnesota Department of Education, www.education.state.mn.us
 Minnesota Department of Health, www.health.state.mn.us
 Lyon County Health Department
 Action for Healthy Kids Minnesota, www.actionforhealthykids.org.

Additional References and Associations:

- American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD)
- American Association of School Administrators (AASA)
- Council of Chief State School Officers (CCSSO)
- National Association of Elementary School Principals (NAESP)
- National Association of Secondary School Principals (NASSP)
- National Association of State Boards of Education (NASBE)
- National PTA
- National School Boards Association (NSBA)
- School Nutrition Association (SNA)
- Centers of Disease Control and Prevention (CDC)
- National Food Service Management Institute (NFSMI) Eating at School Summary
- United States Department of Agriculture
- United States Department of Health and Human Services
- Possible websites for information include: eatright.org, kidshealth.com, mypyramid.gov

Adopted: Spring 2006

Updated: Summer 2017

St. Edward School Calendar 2019-2020

August	19	School Kickoff: Open House: 5-7 pm, Parent meeting 6:15 pm, Mass 7 pm
	20	School starts for 1st - 8th grades
	21-23	Kindergarten Assessments
	27	School starts for Kindergarten
September	3	School Starts for Preschool
	11	School Pictures
	15	St. Edward's Fall Festival
October	4	Marathon
	7	No School/Staff Faith Formation Day
	15	End of the 1st Quarter- Dismiss at 12:10pm
	16-18	No School (MEA)
	24	Parent Teacher Conferences 3:30-7pm
	31	All Saint's Day Costume Contest
November	28-29	No School/Thanksgiving Break
December	4-18	Scholastic Bookfair
	11	Christmas Concert (18th Back-up day)
	19	End of the 2nd Quarter/1st Semester
	20-Jan. 2nd	No School/Christmas Break
January	2	School Resumes
	20	No School (JSD)
	26-Feb 1	Catholic Schools' Week
	31	Mardi Gras
February	1	CSW Parent Event
	5	Parent Teacher Conferences 3:00-6pm
	17	No School (Snow Make Up Day)
March	6	End of 3rd Quarter - 12:10 Dismissal
	16	Early Dismissal - 12:10 Dismissal
April	9-13	No School - Easter Break
	29	Grandparent's Day Spring Concert -7pm
May	13	Eighth Grade Graduation - 6:30 p.m.
	15	Last Day of School/End of 4th Quarter

**All dates are subject to change at any time throughout the school year. See www.stedscatholicschool.com or your RenWeb account for a current calendar.



**St Edwards
PE Make-up Activity Form**

Name: _____ Date of missed class: _____

**Make-up Activity
Participated**

Example: Bike Ride

Amount of Time

30 minutes

Student's Signature

Date

Parent's Signature

Date

**St. Edward Catholic School
Request to Administer Medication in School
2019-2020 School Year**

Student Name: _____ Date of Birth: _____ Grade: _____

Name of Medication: _____

Diagnosis/Reason for Medication: _____

Dosage: _____

Route: _____

How Often: _____

Time of Day: _____

Beginning Date: _____

Ending Date: _____

Known Allergies: _____

**REQUIRED FOR ALL PRESCRIPTION AND OVER-THE-COUNTER
MEDICATIONS**

Parent Authorization:

1. I request that the above medication can be given during the school day.
2. I release school personnel from any liability in relation to this request when the medication is given as directed.
3. Medications must be brought to the school by parent/guardian in its original container with the appropriate label. If medication is not properly labeled, it will NOT be given.
4. Over-the-counter medication will not be given for more than three consecutive days without a doctor's order.
5. Each student will need to have a form filled out for each medication that is to be given throughout the school day.

Parent/Guardian Signature

Date

REQUIRED FOR ALL PRESCRIPTION MEDICATIONS

Physician Signature

Date

NOTE: Prescription medication may be given for two days without a signed physician order if it is brought to school in a properly labeled container from the pharmacy or physician. After two days, the medication will NOT be administered at school.

I have read and discussed the Internet guidelines on page 27 in the handbook and agree to the set guidelines for Internet use at St. Edward School. I understand that failure to follow these guidelines will result in the loss of Internet and other electronic device privileges at St. Edward School.

Parent Signature(s) _____ Date _____

Student Signature _____ Date _____

We have read and agree to the policies found in the
2019-20 St. Edward School Parent & Student Handbook.

Parent Signature(s) _____ Date _____

Student Signature _____ Date _____