

**St. Theodore Catholic Elementary School
Student Handbook
Kindergarten - 5th Grade**



**ST. THEODORE CATHOLIC SCHOOL
323 East Clark Street
Albert Lea, MN 56007-2955
Phone: (507) 373-9657**

MISSION STATEMENT

St. Theodore Catholic School promotes excellence through a well-rounded academic curriculum in a Christ-centered environment for children of all faiths.

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St. Theodore Catholic School promotes excellence through a well-rounded academic curriculum in a Christ-centered environment for children of all faiths.

Philosophy Statement

We promote faith formation to help students develop a closer relationship with God. We strive to instill an individual sense of service to others.

We promote strong academics in all curricular areas, including faith formation, which will allow for lifelong learning.

We expect our students to be respectful, caring members of our school, parish and community.

We strive to instill a sense of self-worth in each student.

Goals

1. To accept as central and spread the Gospel message of Jesus Christ.
2. To build a community of love.
3. To provide a quality academic program which will motivate and educate the whole person.
4. To promote a faith-centered environment through a variety of religious experiences.
5. To foster an awareness of opportunity to serve others in the school, community and world

Re-approved June 2025
Revised & approved 7-10-2023;
Adopted 9-16-1997

School Website: www.sttheo.org

Find us on Facebook:

St. Theodore Catholic Elementary School

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St. Theodore Catholic School welcomes all students and their parents/guardians.

Please read and discuss all the information in this handbook as a family. Children, along with their parents/guardians are being asked to sign the documentation form at the end of this handbook confirming that they have read and agree with the contents. Parents/guardians of younger children are asked to thoroughly explain all aspects of the handbook to their children.

ENROLLMENT, REGISTRATION, TUITION, UNIFORM INFORMATION

Enrollment Policy, Registration Procedure

All students of any race, color, nationality or ethnic origin, sex, religious conviction or non-prohibitive disabilities are welcome to attend St. Theodore Catholic School.

According to the school laws of Minnesota, a child who is five years of age or will reach five years of age on or before September 1st are eligible for Kindergarten. Similarly, a child who is six years of age or who has successfully completed Kindergarten, or who will reach six years of age on or before September 1st are eligible for grade one. (Minnesota Statute 120A.20 Subdivision 1 Section (b) on Age Limitations.)

Students from the parish will have the first opportunity to enroll. After in-parish registration is completed, St. Theodore Catholic School will accept students from outside the parish, when space is available. Students from outside the parish, who have siblings in attendance, will have first priority for any openings.

A \$50 registration fee and enrollment contract is required for each child attending St. Theodore Catholic School.

Re-approved June 2025



Tuition Policy

Tuition Costs

Tuition will be set yearly by the St. Theodore Catholic School Board no later than April 1st.

Tuition Discounts

1. All children of St. Theodore School staff working an annualized 25 hours/week or more are entitled to a 25% discount on annual tuition.
2. All children of St. Theodore School Teachers with a valid teaching Licence working an annualized 25 hours/week or more are entitled to a 50% discount on annual tuition.
3. All children of St. Theodore Parish employees working an annualized 25 hours/week or more are entitled to a 10% discount on annual tuition.
4. Tuition for children of outside clergy will be the same as the St. Theodore Parish tuition rate.

Tuition Assistance

Tuition assistance may be available depending on need.

THE SCHOOL'S REMEDIES IF TUITION AND FEES ARE NOT PAID. All families will be required to sign an enrollment contract at the beginning of the year which will state their tuition rate. Therefore, the School reserves the right without prejudice to recover tuition and fees owed by you and to deny all privileges of enrollment to your child/children in the event tuition and fees are not paid in a timely manner. This may include, but not be limited to withholding of a progress report, report card, transcript or participation in School sponsored events. The School shall be entitled to recover all cost of collection, including 8% interest from the date of non-payment, all court costs, reasonable attorney fees and administrative costs. Legal action to recover such costs may be initiated if tuition or fees remain unpaid as of June 30, 2026.

Re-approved June 2025
Revised 6-12-2025

Tuition Procedure

Tuition Payments

1. Tuition may be paid yearly, quarterly, or in ten monthly payments.

Delinquent Tuition

1. Any unpaid tuition after the 5th of the month is considered delinquent.
2. After the 5th, the secretary sends a reminder note regarding the late tuition.
3. If the tuition is not paid by the 15th of the month, the Principal or Parish Administrator calls the family and asks for payment.
4. If a meeting with the parent/guardian is necessary, it is called by the Parish Administrator.
5. A review of delinquent accounts is done periodically by the Parish Administrator, and may be reviewed by the St. Theodore School Board.

6. Every effort is made to have all tuition paid by June 30 (end of the fiscal year).
7. Accounts that continue to be delinquent may be turned to an outside agency for collection.

Tuition Assistance

Tuition assistance may be available by contacting (TADS) at 1-800-477-8237 or online at www.tads.com. An online application is filled out and TADS. Assistance is available through the Adopt-A-Student, SCRIP, and Seeds of Faith Program.

Re-approved June 2025

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## **Uniform Policy**

All students Kindergarten through 5<sup>th</sup> Grade attending St. Theodore Catholic School are required to wear uniforms to school.

### **Uniform Purchase**

All uniforms may be purchased at the retailer of your choice. For Donald's Uniform, Old Navy, GAP, Target and Land's End are great places to find the uniform pieces required.

**Jumpers/Dresses/Skirts** must be worn with tights, leggings, or fitted knit shorts (cartwheel shorts) to cover undergarments. Cartwheel shorts, leggings, and tights may be white, navy, black, gray, or tan/nude. (Skirts must meet the fingertip test for length.) Skirts and dresses must be navy or khaki colored, plain with no design. (*No print, they must be a solid color.*) Plaid Jumpers and Skirt/Skorts can be ordered through Donald's, color is described as Donald's plaid #80. Plain navy blue or khaki drop waist jumpers are also ok. Dresses approved are the polo short or long sleeve dress, they must be plain navy blue or hunter green.

**Pants/Shorts/Skorts/:** in navy blue or khaki cotton, twill or corduroy, or jogger style. Front hip pockets are acceptable; back hip pockets must be flat, slit style opening; no flaps, ties, etc. No rivets. Stitching on pants must match the color of the material of the pants or shorts. (i.e. navy blue stitching on navy blue pants) No denim, knit or athletic shorts allowed with the exception of uniform cartwheel shorts worn under jumpers and skirts. (Shorts must meet the fingertip test for length.)

**\*Sweatpants and Cargo pants are not acceptable.**

**\*Leggings are not an acceptable form of pants. They must be worn with a uniform skirt or jumper. No print, they must be a solid color of navy blue, white, gray, or black.**

**Shirts:** All shirts, sweatshirts and sweaters must be free of appliqués and logos that are not St. Theodore's.

**Boys:** Solid white, navy blue or hunter green short or long sleeve polo shirt or turtleneck. Undergarments must not be visible. \*Polo shirts must have buttons on the shirts and the two bottom buttons buttoned up.

**Girls:** Solid white, navy blue or hunter green short or long sleeve polo shirt or turtleneck, or white Peter Pan collar blouse – short or long sleeve. Undergarments including tank tops and

camisoles must not be visible.

\*Polo shirts must have buttons on the shirts and the two bottom buttons buttoned up.

**Sweatshirts/Nylon Jackets:** Solid gray, navy blue or hunter green sweatshirts (No frills on the sweaters), zip-up or pull over fleece may be worn (school logo optional). Approved nylon zip up jackets with the school logo may also be worn. These jackets are available at 10,000 Custom Designs, they are a custom order for St. Theodore's. Students must wear a dress code shirt under the sweatshirt. Undergarments including tank tops and camisoles must not be visible.

**Sweaters:** Cardigan, crew neck, v-neck or vest style may be worn, they must be plain navy blue or hunter green. Students must wear a dress code shirt under the sweater. Undergarments including tank tops and camisoles must not be visible.

**Shoes:** Snug-fitting, non-slippery, non-marking shoes. No shoes with wheels or flip-flops, sandals and crocs must have secured backs. No open toe shoes allowed.

**Socks:** When wearing socks, they must be plain colored socks, especially when worn with shorts or skirts.

**Belts:** Belts are optional, but if worn, should be solid black, brown or navy blue.

**Jewelry/Hair Accessories/Make-Up:** Any jewelry, hairstyle, hair accessories, or make-up that draws undue attention or that is distracting in nature will not be allowed. Hair accessories must be in uniform colors.

**Out Of Dress Code Days:** Out of dress code days may be scheduled at the discretion of the school administrators/teachers. Students are expected to dress neatly and conservatively, keeping in mind the values and expectations of the Catholic School. The clothing outline below should be used as a guideline. The rules above in regards to shoes, undergarments, jewelry, hair accessories, and makeup must be followed.

Appropriate clothing includes, but is not limited to the following:

1. Clothing appropriate for the weather
2. Clothing that does not create a health or safety hazard (i.e. rollerblades, skates, or any shoes with wheels).
3. Clothing appropriate for the activity (i.e. phy. ed or the classroom).

Inappropriate clothing includes, but is not limited to the following:

1. "Short shorts", tank tops, tops that expose the midriff and any other clothing that is not in keeping with school standards.

2. Clothing bearing a message that is lewd, vulgar or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry, communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.

Students who are not in compliance with the uniform dress code policy will receive a notice from the school alerting them of necessary wardrobe changes.

Re-Approved 12-15-2022;

## **Uniform options**

### **Girls ~**



### **Boys and Girls ~**





## School Logo ~



### **Uniform Code Enforcement**

See St. Theodore Uniform Policy for details on acceptable clothing that meets the Uniform Dress Code.

#### Uniform Purchase:

All uniforms may be purchased at the retailer of your choice, except plaid jumpers, skorts, and skirts, which may be purchased through Donald's.

#### Enforcement Policy:

Teachers and staff will check for Uniform Code Violations.

Uniform Code Enforcements are listed below.

1. First Offense: A copy of the uniform policy will be sent home to the parent/guardian with the violation highlighted.
2. Second Offense: Parents/guardians will be called or given a verbal correction. Students will change into a uniform item provided by the school.
3. Third offense: The parents will be called to bring the student uniform items.

Revised & Re-approved July 2025

## GENERAL INFORMATION

### **Attendance, Absences & Tardiness (Policy)**

Students are expected to be in attendance every day school is in session. A student who frequently misses school experiences difficulty in achieving the maximum benefits of education. The first sign of school failure is often a poor attendance record. Future employers and college admissions personnel place great emphasis on regular attendance and satisfactory performance.

## PURPOSE

St. Theodore School believes regular attendance is relevant to academic success and social growth. It is also widely known that developing good attendance and positive work habits starts at the very earliest years of life. We want the goal of being in school every day and developing a sound education to be the practice. Regular attendance is a cooperative effort of student, parent, teacher, and administrator.

## PARENT RESPONSIBILITY

A good attendance policy works when students and parents assume the responsibility. In the event a student must be absent, **the parent needs to call (507-373-9657) or email (samundson@sttheoschool.org or kgarcia@sttheoschool.org ) or use our Flocknote to message the school before 8:30 a.m.** If it is a prearranged absence, a note may be sent in advance. The school will contact the parent if we do not receive a phone call. The student must bring a written note upon their return to excuse the absence. Parents must contact the school as soon as they know of absent days for their child.

## STUDENT RESPONSIBILITY

Even the youngest student is empowered with a positive attitude regarding their attendance at school. It is their job to be as honest as possible regarding their health. They will need to attend unless they are contagious or seriously ill.

## SCHOOL RESPONSIBILITY

Elementary parents and students will be notified with an attendance letter after **7** absences have occurred per trimester. Both **unexcused** and **excused** absences will be included in this total. The only absences that do not count toward a student's total of **7** are school activities. The purpose of this attendance letter is to make both parents and students aware of the number of school days missed and to help families develop a plan to improve attendance. Parents/Guardians and children **may** be asked to meet with the administrator.

Revised & Re-approved June 2025

## **Bicycles**

Bicycles may be left in the racks that the school provides. The school is not responsible for stolen bicycles. Locks are advised. Bikes, rollerblades and skateboards are not to be ridden during recess or during the noon hour.

## **Birthdays**

Each student's birthday is recognized and celebrated at school during their birthday month. Summer birthdays will be celebrated throughout the school year. Parents may send a small treat for the class. \*Please check with the classroom teacher to make sure there aren't any allergies in the classroom for any treats. Each student will receive a "birthday pencil" from the school.

## **Books**

The school supplies textbooks. Some money for textbooks is provided by the State of Minnesota. We urge students to be careful in handling them. If a student damages or loses a book or other school equipment, he/she will be expected to pay for the repair or replace the article at current cost. All books should be transported to and from school in a book bag.

## Bus Transportation

Busing is made possible through State funds for nonpublic schools. St. Theodore School follows the Albert Lea School District #241 policies. Students are required to cooperate with the bus driver and follow the rules and regulations on the bus. Parents will be contacted in the event of problems.

\*Smart Bus is available at a cost to the family. (Pick-up and Drop-off in town only)

## Cafeteria/ Breakfast/Hot Lunch/Milk

Students are to have a **good breakfast before coming to school**. This is very important for a student's healthy academic and physical growth.

Students will have the opportunity to receive hot lunch, Monday - Fridays. *(All hot lunches will include milk.)*

\*Milk is available for cold lunches during lunchtime for a fee. The lunch period is intended to be a relaxing time for our students and a time to socialize with friends while eating. This can be accomplished when students respect the following rules:

### Rules for the Cafeteria

- Manners Matter! Use them!
- Students will respect one another. This includes no name-calling.
- Students will respect the supervisors.
- Students will follow the directives given by the supervisors.
- Once seated in the cafeteria, students will remain seated.
- No throwing food.
- No pushing in line.
- Use quiet indoor voices.

Milk for snack break is available for a nominal fee for students.

\*We will need lunchroom volunteers to help serve the meals and clean-up the kitchen afterwards.

## Calendar

The school calendar is developed using the Albert Lea School District 241 as a basis due to busing. It will be posted on the St. Theodore website. Some dates may vary from District 241, please refer to school calendar.

## Catholic Schools Week

During the last week of January, St. Theodore School joins the National Catholic Education Association's celebration of Catholic Schools' Week. During this week, special school activities are scheduled which involve parents, students, and teachers. Activities to be determined.

## Communications

Teachers are to communicate with parents through emails, newsletters, notes and/or telephone calls. This is to inform parents of specific activities in each classroom, share specific accomplishments of students and discuss areas in need of improvement. The School office sends monthly activity calendars and menus home informing parents of activities that concern the general population of the school. These are also available on the website:

[www.sttheo.org](http://www.sttheo.org).

## Conferences

Formal conferences will be held twice a year. Final conferences are held on an as-needed basis.

## Conflict Resolution

St. Theodore School will maintain safe and respectful classrooms. While conflict is a part of everyday life, it is important to deal with conflict in a positive manner.

Students and staff will meet to resolve conflicts. We will use the Responsive Classroom approach in the classroom and on the playground. We will follow these guidelines:

- Calm down (walk away, count to ten, etc.)
- Explain why we are upset
- Discussion and resolution
- Some kind of acknowledgement (handshake, for example)

A teacher will attend or assist in the conflict resolution meetings as a “fair witness” to ensure safety and protocol, but should speak as little as possible. As the children become more adept to this process, they may choose to do it on their own.

We will use conflict resolution to help our students learn to be safe and respectful to each other as Jesus would want us to do. We will also incorporate the virtues as we learn to deal with various situations.

## Criminal History Background Checks

All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks.

## Field Trips

Field trips are part of the learning program. Each family will be asked to sign a permission slip at the beginning of the school year. A note will be sent home to parents/guardians prior to the field trip that briefly explains the location and purpose of the field trip. The note will include departure and return times, the means of transportation, and lunch or materials the student will need to bring.

\*Once in a while we may need a few parents to help chaperone a field trip. All volunteers and chaperones will need to be Virtus trained. Classroom teachers will notify parents if help is needed and then we will send out information to those chosen.

\*Rights to the field trips may be taken away if deemed necessary for poor behavior at school.

## Fire Drills

In keeping with state regulations, nine fire drills are held throughout the school year. Fire drill plans will be discussed with each teacher and he/she in turn will discuss information with the students during the first week of school.

## Grievance Policy

If there is a grievance with a student's classroom teacher, those concerns should be **discussed directly with the teacher**. The teachers want open communication with the student's parents/guardians. Please contact the

teacher for a meeting. The school secretary can assist in scheduling a conference between the parents/guardians and the teacher.

***\*If a concern is not resolved through the teacher, then the teacher or the parent/guardian can contact the Principal.***

***\*If a concern is not resolved through the principal, then the principal, teacher, or the parent/guardian can contact the Parish Administrator.***

***\*\*\*You must follow this procedure. Do not skip talking directly to the teacher first, if you have an issue.***

## **Homework**

Homework fosters responsibility and reinforces what has been taught in the classroom. It is carefully assigned to enhance the learning experience. The amount of assigned homework depends on the grade level and need of the students. Sometimes homework is the completion of class work that should have been finished in school. Homework will be reflected in the grade of the student and should be supervised by the parent.

## **Hours**

School hours are set in cooperation with the District 241 busing schedule. School begins at 8:10 am and dismisses at 3:00 p.m. If your child does not use District 241 buses, please make every effort to bring your child to school within ***ten minutes before school starts*** (preferably ***by 8:00 am***). Supervision is provided in the morning starting at 7:45 am. No supervision is provided after school.

## **Insurance**

The personal medical insurance policy of the parents/guardians will cover all student injuries incurred at St. Theodore Elementary School.

## **Library**

Every class has a scheduled library period each week at the Albert Lea City Library. Formal library skills are taught and students are held accountable for this learning time. **A student with an overdue book or a fine of more than \$1.00 may not withdraw more books from the library until the overdue book is returned and the fine is paid.** Students must pay for lost books. The money will be returned if the book is found within one month's time. These are the policies for both the Albert Lea Public Library and St. Theodore's School Library.

## **Lost and Found**

Missing items are left in a basket in the office. If lost articles are not claimed by the end of the school year, they are donated to needy families.

## **PAKET Day** (Parents **A**nd Kids **E**at **T**ogether.)

We have a PAKET Days every month from September until April. This is a day that parents/guardians can come enjoy lunch with their child. You may bring something to eat (i.e. fast food or something from home) or you may enjoy our lunch we serve at the school with your child.

\*A monthly sign-up link for you to choose your day will be sent out. Lunch is from 12:00 pm until 12:30 pm, please make sure you are here on or before noon. If you are unable to join your child for lunch, you may invite any family member or friend to have lunch with your child.

## **Parties (Halloween, Christmas, & Valentine's)**

Each class may have seasonal parties. Room Parents will plan games and refreshments. Teachers will be in the room to assist with supervision assistance. All adults helping must be VIRTUS trained.

## **Pictures**

School pictures are taken yearly in the fall. Parents will be notified regarding cost, date, and time.

## **Playground**

Safety of the children is the goal of the supervisors. Children are not allowed to go into the street for runaway balls. The supervisor must retrieve the ball.

**\*Supervision is provided in the morning before school starts, from 7:45-8:10 am.** (If the weather is inclement, the children will come into the gym.)

## **Promotion/Retention**

Parents, upon recommendation of teachers and the Principal, assume the responsibility of making the final decision in this area. In cases where parents disregard retention recommendations, a form is signed and filed in the child's cumulative folder, placing responsibility for future progress in the hands of the parents.

## **Parent Help Support Our School**

The parents help to promote the school in the community and help with fundraisers. Each family helps with fundraisers to offset school costs, which makes tuition more affordable. All parents/guardians of students are required to help. (Refer to Volunteer Policy)

## **Report Cards**

Report cards are given to parents/guardians and students three times each year.

## **School Supplies**

School supply lists can be found on the school website: [sttheo.org](http://sttheo.org) . The teachers provide the school secretary with updated supply lists for each year. Do Not Use Lists from any other website.

## **Special Education & Special Services (including Early Interventions and Referrals)**

If the parents are aware of any special needs, health or development, they will inform St. Theodore of this information. At this time a meeting will be called with the teacher, the director, and District 241, to assess and/or plan what will be needed to service this child. A plan will be formed to fulfill the child's needs and appropriate training will be given to the staff. This plan must be in place before the child is admitted. This plan will be evaluated at least annually.

If needed, our teachers, and Principal will work directly with District #241 when a Special Needs Coordinator is needed to observe, screen, or refer children for additional assessment. Individual planning, remedy strategies and implementation of goals are coordinated with the teachers, parents, Director, and Special Needs Coordinator. If it is deemed that St. Theodore cannot meet the child's special needs, health or developmental, they will be referred to District 241 to assist in meeting those needs.

## **Title I**

Title I services are available to students in Kindergarten through Third grade. (Any Fourth or Fifth Graders are added if time slots are still available in the Title I Teacher's schedule.) These services offer supplementary assistance in reading and math via teacher aides, time and materials. A student's needs are assessed each spring (also during the year if deemed necessary) through teacher assessment and achievement tests.

Parents/guardians of students who need Title I will be notified before services are provided. If a parent/guardian believes these services are necessary for their child, they must contact the child's teacher.

## Testing

The NWEA testing is utilized for Kindergarten through 5<sup>th</sup> Grade. These students are tested in the fall, winter, and spring. These tests determine a student's academic ability by comparing their test scores with those of their peers nationwide. The student's results are recorded yearly. Test results can reflect strengths and weaknesses within school programming.

## Screening for Speech, Hearing and Vision

Albert Lea School District #241 provides yearly screening for our students. For more information, contact the school office.

## Student Records

St. Theodore School will respond to a request to view educational records within 45 days and cooperate with a parent or student to correct any factual errors. If a parent wants to disclose a student's educational records to a third party, written consent will be required.

## Telephone...Cell Phones... I-Watches

The telephone is to be used for **emergency messages only**. Students need to make plans for after-school activities prior to coming to school. Children must ask permission from the office to use the phone.

**\*Cell phones and I-watches must be turned off during the school day and must be kept in backpacks.**

**\*\*If students are using them during the school day, the teacher will take and hold on to them till the end of the day.**

## Tornado Drills

A minimum of two tornado drills per year will be held. Tornado drill plans will be discussed with each teacher and he/she in turn will discuss the information with the class during the first week of school.

## Visitors

Visitors are welcome to the school. All visitors/volunteers must check in and out at the office.

One-day notice and permission from the office is required for those requesting to visit classrooms. Parents/guardians who have concerns regarding school activities, classroom curriculum, or other school concerns should contact the student's teacher.

## Volunteers

Volunteer participation is welcome and utilized whenever possible. St. Theodore Catholic School is grateful for those who volunteer. People willing to volunteer can contact the school office.

**\*All volunteers must be Virtus trained.**

## Weather

In case of delay or school closing, due to inclement weather, St. Theodore Catholic School follows the District #241 policy. **Please listen to KATE 1450 AM radio or KAAL Tv or app for information.** We will also send a message through **Flocknote**. All students will be sent to their home or the destination per the information sheet completed by the parent/guardian in the fall.

# HEALTH AND MEDICAL INFORMATION

## Health and Immunization Forms

**Kindergarten and New Students** - Parents are required to submit an immunization form prior to their child's attendance of the first program session. This form must be signed by a parent, physician or public health clinic, and must be kept up-to-date. Medical or legal exemptions to the immunization requirements must be submitted prior to entrance.

The signature of a physician or public clinic is required on the immunization form if the child has not received all the immunizations required by law for child care. A signature from a physician will also be required if the child has not had the chickenpox vaccine (Varicella), but has had chickenpox.

## Administration of Medications

All medications for students must be brought to the office and administered there, unless other arrangements have been made by the principal.

If a child requires medication during school hours, written instructions must be provided by a parent. Medications must be in their original containers bearing the original label with legible manufacturer's instructions, unless there are written instructions for their use provided by a licensed physician or dentist. All medication will be kept out of the reach of children and locked in the office.

\*We will follow the instructions on the label for correct dosage.

Arrangements must be made with the teacher or designee regarding the administration of medications while the student is on a field trip. Parents/guardians should provide bee sting kits.

## Child Injury

Each parent is asked to complete an Emergency Form for their child at the beginning of each school year. This form contains information for the school on what action should be taken in case of accident or illness. If there is an indication that the situation is serious, 911 will be called, and the parents will be contacted.

In case of non-threatening illness or injury, the child will be kept under supervision separate from classmates until parents have been notified and transportation can be arranged. Minor first aid will be handled by staff.

## First Aid

The teachers are trained in First Aid and CPR. A Red Cross first aid manual and first aid kit are available in the office area. If the injury or illness is minor, it will be handled by the staff or by calling the parents. If there is an indication that the situation is serious, 911 will be called, and the parents will be contacted.

## Child Illness

Parents must notify the school within 24 hours of diagnosis of lice, scabies, impetigo, ringworm or chicken pox. After we receive the notification, we will notify the other parents of children in that class by a letter sent home with the children.

If your child has a fever of 100 F. or higher they must stay home. The child may not return until he/she is **fever free for 24 hours without medication**. Please do not send a child if he/she has **vomited in the last 12 hours**.

Parents are often faced with making a decision to keep their child at home or send him/her to school. If a child remains at home and has the care he/she needs when first becoming ill, the length of their illness is often shortened. Staying home and resting permits the body to combat the illness more quickly. If your child is coming down with a communicable disease, remaining at home may prevent infection of the rest of the children.

It is required that children should remain at home if they have any of the following symptoms;

1. Severe colds, coughs, or sore throats.
2. Eye infections, especially if discharge is present.
3. New skin rashes, unless medical opinion states the rash is non-communicable.
4. Temperature of 100 degrees or more with or without symptoms.
5. Nausea, vomiting, diarrhea, or abdominal pain.
6. Any other signs of acute illness.

It is strongly recommended the child remains at home until throat culture results are known for the possibility of Strep Throat. Children must be on antibiotics for 24 hours following a positive culture.

A child with Chickenpox must remain at home until all blisters have dried into scabs, usually 6-7 days after the rash first appears.

Children may return to school when free of symptoms, when temperature remains normal for a 24 hour period.

#### **COVID-19 PREPAREDNESS GUIDANCE:**

#### **OPERATIONAL PRACTICES – ACTION PLAN FOR ST THEODORE ELEMENTARY SCHOOL**

##### **1. Training/Communication with Staff and Stakeholders –**

- The principal will be the Designated COVID-19 Point of Contact. If changes need to be made, the principal will meet with the teachers to discuss the action plan and changes that need to be made. This action plan will be shared with all staff. If concerns arise, the staff will meet to discuss them and to make any necessary changes. Changes will be shared with the School Board and then with the parents.
- The students will be trained by their teachers on the first day of school as to proper handwashing procedure and hand sanitizing. They will also be trained on expectations for the classroom, hallways, bathrooms, lunchroom, playground, and church.

##### **2. Adaptability –**

- Any changes that are needed will be discussed with staff and the school board, then relayed to the families, Diocese of Winona-Rochester, and stakeholders. This can be accomplished through letters, emails, or Remind messages.

##### **3. Entrance / Dismissal Protocols –**

- Entrance/ Beginning of the Day
  - The children will go outside as long as weather permits.
    - If weather does not allow them to be out they will sit in Marian Hall.
  - The front and back doors will be locked at 8:10 am and anyone who comes after that must buzz into the office to be let in.
- Dismissal - At the end of the day, students will get ready to go home in their classroom.
  - Bus riders will come down to Marian Hall to space out until buses arrive.
  - Students that are picked up will go down with their teacher to the parking lot after the bus riders have gone down. The principal or secretary will hold the door and watch the busses go out.

##### **4. Health Checks –**

- When students come in the morning, they will follow guidelines below:
    - If the weather allows them to be outside, they will go to the back parking lot to play until the adult supervisors have them line up to go in.
    - If the weather does not cooperate, they will proceed down to gym.
  - Pre-K parents will sign their child in at the door after parents have signed them in and the child uses hand sanitizer.
- 5. Communication and Signage –**
- Signs will be posted at entrance(s) to our building restricting entrance to COVID-19 symptomatic/exposed individuals.
- 6. Attendance Practices –**
- Upon review of attendance policies, the following considerations will be made:
    - We will act in accordance with the guidance from the CDC.
- 7. Assessment of Plan Compliance and Effectiveness –**
- The plan will be reviewed as new requirements or recommendations are made by the CDC. The staff will also discuss at staff meetings of any concerns that have come up or if parents have relayed concerns.
- 8. Consider how the operational procedures within this new reality allow for promoting the Catholic Identity and mission that guides the school -**
- We will continue to include prayers during our morning announcements, in the classroom, and at Mass.
  - We will strive to be caring and compassionate with our children and families as we work through these unprecedented times.
  - We will work to provide an excellent education for all students.

## HEALTH AND WELL-BEING – ACTION PLAN FOR ST THEODORE ELEMENTARY SCHOOL

### **1. Cleanliness and Disinfecting Processes -**

- a. Staff will work with the maintenance staff to ensure cleaning and disinfecting occur.
- b. We will provide appropriate PPE for individuals responsible for the disinfecting processes.
- c. Teachers are working to minimize sharing of high-touch materials to the extent possible to allow for time to clean and disinfect between uses.
- d. The head of maintenance staff will provide appropriate tools and supplies to effectively apply the procedures for cleaning or disinfecting of facilities.
- e. While the children are in the school, we will be using wipes, Lysol, or bleach/water solution to minimize exposure to cleaning chemicals.

### **Hand Hygiene and Respiratory Etiquette -**

- Signs showing proper hand washing etiquette will be posted by sinks in classrooms, bathrooms, and kitchen hand washing sink.
- Signs showing proper respiratory etiquette (covering coughs and sneezes) will be in the classrooms, office, and hallway.
- Students will be trained by classroom teachers for proper hand washing and respiratory etiquette.

### **2. Drinking Fountains -**

- Drinking fountains can be used. The children may want to bring a filled water bottle with them. Please check with the classroom teacher for preference of what is best to have at school if you plan to send one.

### **3. Facility Ventilation -**

- The school's heating and cooling system will help with ventilation. Maintenance monitors and changes filters. We will also use fans or open windows when possible to keep the air as fresh as possible.

### **4. Consider how the Health and Well-being can allow for promoting the Catholic identity and mission that guides the school:**

- The plan will help to provide a safe environment for the students and staff.

## CURRICULUM AND INSTRUCTION – ACTION PLAN FOR ST THEODORE ELEMENTARY SCHOOL

### **1. Approach to Curriculum Planning -**

- Teachers are communicating with other levels to help the classroom teachers be aware of areas that may need more attention.
- Teachers will use formative and summative assessments to assess student learning and we will use data from NWEA fall assessment to help in guiding where there may be greater needs.

- Curriculum will be planned as units rather than by week or by day ensures that the learning is building toward important outcomes (teach the concept, not limited to time constraints).
- Teachers will work to adhere to the curriculum planning alignment of standards.
- Teachers will review yearlong plans for each subject area to ensure a defined unit topic, standards/objectives, and formative/summative assessment exists.

## 2. Assessment -

- We will use data from NWEA spring assessment to help in guiding where there may be greater needs or learning gaps.
  - Teachers will Prepare to assist students with learning gaps and plan strategic interventions to re-teach and fill the gaps.
- Teachers will use formative and summative assessments to assess student learning to measure student learning and progress.
- Teachers will utilize formative assessment frequently during and after instruction.
- Teachers will align summative assessments with unit goals to measure student progress.
- In the event of distance learning, we will work to allow for flexibility including application of skills during that time.

## 3. Feedback and Reporting (Grading) -

- We will adhere to best practices in grading policies to best serve student academic progress.
  - Provide frequent feedback on priority objectives to students.
  - Use a variety of assessment measures to determine students' developmental levels and learning needs.
- We may consider if alternative grading metrics are reasonable for closure periods.

## 4. Supporting Unique Academic, Social, and Emotional Needs -

- Staff will strive to provide accommodations and modifications as necessary to meet student needs.
- The principal has been in contact and will continue to reach out to our LEA to discuss any services provided to your students through proportionate share.
- We will listen and work to respond to students' social and emotional needs, especially related to COVID-19 issues.

## 5. Addressing Students/Families on Distance Learning -

- In the event of temporary closure:
  - We will continue to monitor which families/students need technological support or devices.
  - Students and families will review our Acceptable Use Policy for Technology.
  - If it is for a day or two, teachers will have prepared packets to go home to continue the learning for the unit they are working on. Students/Families will check in for attendance through google classroom.
  - If the closure is for an extended period for a student or family due to illness or quarantine, we will work with the family to provide packets, instructions, and teacher contact.
    - Students are expected to complete the work so teachers can assess their learning.
  - If the closure is for an extended period for the whole school, we will be using packets, google classroom, google meets, videos, and other resources to help our students continue to learn.
    - Teachers will collaborate with students about their assignments
      - Teachers will give and help students to understand assignments being given, give a schedule of when things are due or when they will have scheduled meets, and provide off-line options if connectivity is a problem.
      - Older students can contact teachers with questions, while younger students may need parents' input to help ask questions when needed.
    - When you are on a google meet:
      - Your camera must be turned on so that we can see you.
      - Unless you are talking, please mute your microphone so it is easier to hear the teacher or other students.
      - You should not be playing video games while your teacher is teaching you a lesson or asking questions. Give them your full attention as you would in the classroom.
      - Please refrain from walking from room to room to show us your house.
  - When children are using technological devices, parents should be aware of what places they visit. Be alert of any sites they go on that ask for private information to make sure the site is following the Children's Online Privacy Protection Act (COPPA).

**6. Administrative Considerations -**

- Staff roles and responsibilities may shift. Administration of schools may need to devote time and training for staff to make these shifts.
- Administrators will work with teachers to focus on improving, designing, and delivering flexible instruction both in-person and remotely.
- Provide teachers opportunities for collaboration, adjustments, and peer coaching.
- Principal will work with teachers and maintenance to adjust supply and material lists as related to COVID-19.
- Consider modifications of teacher evaluations to support different models of instruction.

**7. Consider how the Curriculum and Instruction planning can allow for promoting the Catholic identity and mission that guides the school:**

- During these unprecedented times, we will work with each other and strive to show the compassion for each individual staff, student, and family. We need to be there to support each other and help whenever possible to make sure that all needs are met. (Physical, Social, & Emotional)

**CREATING AND MAINTAINING COMMUNITY – ACTION PLAN FOR SCHOOL**

**1. Internal Relationships -**

As Catholic schools, we are called to respect and honor the dignity of each individual person.

Our school will strive to create a “safe space” for staff and students to share and cope with fears, stresses, and anxieties, especially related to the pandemic.

|                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Students/Families (back to school events, marketing, etc)</b></p>  | <ul style="list-style-type: none"> <li>• Parents will receive a copy of our COVID action plan for reopening after the School Board approves.</li> <li>• Back to school paperwork will be mailed out to the parents to fill out along with a letter about returning them and taking care of payments.</li> <li>• Back to school pictures will be done in Marian Hall where there is plenty of space for social distance.</li> <li>• Parents can make appointments to see the principal or their child’s teacher on Tuesday, Aug. 17th.</li> <li>• Marketing committee will continue to meet as needed.</li> </ul> |
| <p><b>Staff orientation (in-services, meetings, expectations)</b></p>    | <ul style="list-style-type: none"> <li>• Since we have a very small staff, we will still be able to meet in person for our in-services and staff meetings. All staff have been vaccinated!</li> <li>• If a staff member is not able to attend a meeting, the principal will be in contact with them to make sure they receive all pertinent information.</li> </ul>                                                                                                                                                                                                                                              |
| <p><b>School Mass</b></p>                                                | <ul style="list-style-type: none"> <li>• Classes will be spread apart in the church for Mass. (5-6 students per pew)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Plan for maintaining connectedness in the event of closure</b></p> | <ul style="list-style-type: none"> <li>• Parents will be contacted by the school principal.</li> <li>• Teachers will keep in contact with students and parents.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**2. External Relationships -**

- For any closures, the principal will remain in contact with Sue Yost, Public Health Director and Community Health Services Administrator, who works with our local public health department.
- We will work to share what good things are happening through messages, emails, or by sharing on Facebook school page: <https://www.facebook.com/sttheodoreschool> :

**3. Consider how Creating and Maintaining Community can allow for promoting the Catholic Identity and mission that guides the school:**

- We will work to continue to provide a Christ-centered environment for all. It will be important to reach out to each other to build and maintain the bonds we have.

# SCHOOL POLICIES & RELATED PROCEDURES

## **Anti-Bullying Policy**

### **PURPOSE OF ANTI -BULLYING POLICY**

A safe and civil environment is needed for students to learn and attain high academic standards and promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of its students and is within the control of the school in its normal operations, it is the school's intent to discourage bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully discouraged from occurring. The purpose of this policy is to assist the school in its goal of discouraging and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### **GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is strongly discouraged on St. Theodore's property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.
- B. All teachers, administrators, volunteers, contractors, or other employees of St. Theodore's School shall discourage bullying.
- C. Retaliation against a victim, good faith reporter, or witness of bullying is also strongly discouraged.
- D. False accusations or reports of bullying against another student are strongly discouraged.
- E. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to the terms of this policy. The school may take into account the following factors:
  - 1. The developmental and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from St. Theodore's property and events or other appropriate action.

- F. St. Theodore's strives to investigate all substantiated complaints of bullying and will discipline or take appropriate action against the appropriate party or parties.

## I. **DEFINITIONS**

For the purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
  1. Harming a student;
  2. Damaging a student's property;
  3. Placing a student in reasonable fear of harm to his or her person or property;
  4. Creating a hostile educational environment for a student.
- B. "On school property or at school – related functions" means all school buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes, the area of entrance or departure from school grounds, premises, or events, and all school -related functions, school – sponsored activities, events, or trips. School property also may mean a student's walking route to or from school for purposes of attending school or school – related functions, activities, or events. While the school discourages bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.
- C. "Cyberbullying" is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum.

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## **Anti-Bullying Reporting Procedure**

### **REPORTING BULLYING**

1. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to a school official, including the School Principal or Parish Administrator. A student may report bullying anonymously. However, the school's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
2. The school encourages the reporting party or complainant to use the report form available from the principal or available from the school office, but oral reports shall be considered complaints, as well.
3. The School Principal or Parish Administrator is the person(s) responsible for receiving reports of bullying at the school.
4. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the School Principal or Parish Administrator immediately.
5. The school will make all reasonable attempts to keep any information confidential, but in conducting a thorough investigation, this may not be possible or reasonable.

### **SCHOOL ACTION**

1. Upon receipt of a substantiated complaint or report of bullying, the school shall take reasonable efforts to undertake or authorize an investigation by school officials or a third party designated by the school.
2. The school may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying.
3. Upon completion of an investigation, the school may take all reasonable actions necessary in the circumstances.

Re-approved June 20250

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Attendance Policy

*See General Information section

Attendance Procedure

Purpose:

St. Theodore School believes regular attendance is relevant to academic success and social growth. It is also widely known that developing good attendance and positive work habits starts at the very youngest years of life. The goal for every student is to be on time and in attendance every day that school is in session.

Responsibility:

It is the responsibility of the student and the parent to ensure attendance. Even the youngest student is empowered with a positive attitude regarding their attendance. He/she needs to attend unless he/she is contagious or seriously ill. Parents have the responsibility to ensure that their child(ren) make-up any missed educational work.

Procedural Steps:

1. In the event a student will be tardy or absent, the parent needs to call the school (507)373-9657 or email the school (samundson@sttheoschool.org or kgarcia@sttheoschool.org) or use our **Flocknote to message** before 8:30 am.
 - a. If it is a pre-arranged absence, a written note needs to be sent in advance.
 - b. The School Secretary or designee will call the parent if the student is not present.
2. Tardy arrivals and attendance are taken on a daily basis by the teacher and given to the School Secretary.
3. The School Secretary records the tardy or absence.
4. Parents and students will be notified with a written letter after there are 7 tardy arrivals and/or absences per trimester. (The purpose of the letter is to make students and parents aware of the number of school days missed.)
 - a. Both excused and unexcused absences are counted.
 - b. The only absences that do not count toward the total absences are school activities.
5. If the tardies and/or absences exceed 6 per trimester a plan may be needed to improve attendance.
6. Parents/guardians may be asked to meet with the Principal/Administrator.

Re-approved June 2025

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## **Behavior & Discipline Policy**

### Student Behavior

St. Theodore is a Catholic School that teaches students to follow the ways of Christ. Training and coaching is available to students in order to learn effective interpersonal skills, and to adopt peaceful methods to resolve conflict.

Each classroom has posted rules of behavior that are to be followed in the classroom, the cafeteria and on the playground. Violating those posted rules is unacceptable. Unacceptable behavior includes, but is not limited to:

- a. Physical misconduct: Any physical, mental, or threatened injury inflicted by a person other than by accidental means.
- b. Abusive language: Any language that insults a person or God; including the use of profanity.
- c. Bullying (See separate Anti-bullying Policy and Procedure )

Re-approved June 2025

## ***Behavior & Discipline Procedure***

In the event that a student exhibits inappropriate behavior as defined in the Behavior and Discipline Policy and/or the posted behavior guidelines, the following steps will be taken.

1. The student and teacher will discuss the inappropriate behavior.
2. The teacher will contact the student's parents/guardians.
3. The parents/guardians will have a conference with the teacher.
4. The student, parents/guardians, teacher and administrators will have a conference and an appropriate course of action will be determined at that time.

### Suspension

The Administration reserves the right to suspend a student for serious and/or repeated misbehavior.

The Administration will take the following action:

1. Notify the student of the inappropriate behavior that has resulted in the suspension.
2. Notify the student's parents/guardians of the inappropriate behavior that has resulted in the suspension, and a conference will be scheduled with the student, parents/guardians, and the Administration.
3. The Pastor will be advised of the suspension.

In cases of gross misconduct the Administration has the authority to immediately suspend a student and will follow such action with the steps listed above.

### Parent/Guardian Grievance

Parents/guardians who have a grievance are asked to follow these steps:

1. Meet with the teacher to discuss the issue. The teacher will document a summary of the meeting, including the steps to be taken to resolve the conflict.
2. If parents/guardians are dissatisfied with the process in Step 1, they will arrange to meet with the Principal. The Principal will document a summary of the meeting, and record action steps that were outlined.

3. If parents/guardians are dissatisfied with the process in Steps 1 & 2, they will arrange to meet with the Parish Administrator and/or an Executive Committee of Administration and School Board members.

### Expulsion

St. Theodore Catholic School is open to all students and dedicates itself to meeting the needs of the students. However, expulsion may occur for the following reasons:

1. A student has needs that cannot be met by the staff and teachers of the school.
2. A student has inappropriate behavior that disturbs the learning environment of other students.
3. The Administrators will examine and consider an alternative educational placement to better meet the student's needs.

NOTE: See Bullying Policy and Procedure to determine how instances of bullying behavior are handled.

Re-approved June 2025

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## ***Dangerous Weapons Policy***

For purposes of this policy the following definitions apply.

**Dangerous Weapon:** any firearm, whether loaded or unloaded, including, but not limited to rifles, pistols, BB guns, stun guns, pellet guns, knives, numb chucks, chains, replica weapons, any combustible or flammable liquid, explosives including, but not limited to snaps, firecrackers, chemical mace, tear gas or any other device or instrument that in the manner it is used or intended to be used, is calculated or likely to cause bodily harm or death.

**Prohibited Conduct** - No student shall knowingly possess, handle or transport a dangerous weapon on school district property or at any school activity, function or event. Prohibited conduct includes, but is not limited to, having a dangerous weapon on the student's person, backpack or locker.

Normal school supplies and sports equipment such as a pen, pencil, compass, ruler, baseball bat, etc. shall not be considered a dangerous weapon unless they are used in a manner or intended to be used in a manner that is likely to cause bodily harm or death.

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## ***Dangerous Weapons Violation Procedure***

**Violations shall result in the following:**

1. Implementation of the Behavior/Discipline Procedure
2. Immediate suspension from school and/or expulsion
3. Law enforcement and/or the criminal justice/juvenile justice system may be contacted

**Actions to be taken if a student is in violation:**

**A. Firearms or attack with Dangerous Weapon**

1. Notify Administrator, call 911
2. Administrators will implement Lockdown or Evacuation, as appropriate.
3. Notify the parish priest.
4. Do Not attempt to remove weapons, or approach individuals with weapons.
5. Hold a disciplinary conference within 24 hours with the student, parents/guardians, and Administrators to determine an appropriate course of action. (The Administration must, by federal law, recommend expulsion for 365 days for any student who brings a firearm to school. The Administration has the authority to modify expulsions.)
6. Notify the school board
7. Notify the Diocese of Winona- Rochester.
8. Report incidents involving the use or possession of a dangerous weapon in the school zone to the Minnesota Department of Children, Families by February 1 and July 2 of each year.

**B. Possession of weapons other than Dangerous Weapons:**

1. Confiscate the weapon
2. Hold a disciplinary conference within 24 hours with the student, parents/guardians, and the administration
3. Notify the school board
4. Notify the Diocese of Winona- Rochester.

Re-approved June 2025

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Drugs, Tobacco, Alcohol, Other Illegal Substances Policy

Rules:

- A. No student shall possess, smoke, chew, or ingest any tobacco product, including electronic cigarettes, while on school property, at school events or activities or while being transported to/from school events.
- B. No student shall knowingly possess, handle, use, transport or be under the influence of any controlled substance, or paraphernalia used to ingest a controlled substance, while on school property, at school events or activities or while being transported to/from school events. For prescribed medications, please see the Medical Information Section.
- C. No student shall distribute, barter, deliver, exchange, give away, sell or attempt to sell alcohol, controlled substances, mood-altering substances, prescription drugs or any substance represented as the aforesaid while on school property, at school events or activities or while being transported to/from school events.

Re-approved June 2025

Drugs, Tobacco, Alcohol, Other Illegal Substances Violation Procedure

Violations may result in:

1. Student suspension, conference with parent/guardian and recommendation for a community based evaluation.
2. Expulsion proceedings may be initiated for repeated offenses.
3. Referral to law enforcement and the criminal justice/juvenile justice system

Possession of Drug, Alcohol, or other Illegal substances.

1st Offense - Removal of student from school grounds.

- Hold a disciplinary conference with the student, parents/guardians, Administrative Team (if necessary).
- Notify the school board.
- Notify the Diocese of Winona.

2nd Offense - Immediate suspension.

Possession of Tobacco:

1st Offense - Confiscation of substance.

- Hold a disciplinary conference with the student, parents/guardians, Administrative Team

2nd Offense - Immediate suspension.

Before any suspension is lifted, the parents/guardians and students will be required:

- To agree to being placed on six-month probation at St. Theodore Catholic School. (If summer vacation intervenes, the probationary period will extend to the next school year.)
- If deemed appropriate during a disciplinary conference, then provide valid proof that the student is receiving or has received professional help regarding their violation.

Re-approved June 2025

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## **Elevator Use**

### **ST. THEODORE CATHOLIC SCHOOL ELEVATOR USE PROCEDURE**

#### General Considerations:

- Elevator accidents can be prevented by following basic safety rules.
- Use of the elevator should be restricted to those individuals needing to use the elevator due to mobility issues or when moving considerable amounts of materials or supplies.
- Be careful to never overload the elevator. (Maximum weight load is posted on each elevator.)

#### Procedure Steps:

1. Step into the elevator moving toward the back, but allowing adequate space from other elevator users.
2. Do not step into an already loaded elevator.
3. Watch your step as you get on and off the elevator.
4. Do not try to force the elevator doors open. This can result in serious injury.
5. Do not try to leave the elevator while it is still moving. Serious accidents can occur when students attempt to do so.
6. Do not interfere with the opening or closing of the elevator door.
7. Never put your hand out to stop the operation of the door.
8. In case of fire, **DO NOT USE AN ELEVATOR.**
9. In the case of an emergency, call for help. Every elevator is equipped with a phone. If you are stranded, the emergency phone will be answered by an elevator monitoring company who will then contact the school office. Follow the directions provided by either the elevator monitoring company or school personnel. **DO NOT TRY TO CLIMB OUT OF A STRANDED ELEVATOR.**
  - a. After an emergency has been addressed, complete an incident form to assist in reviewing the incident and making any equipment or procedure adjustments required.

Re-approved June 2025

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Emergency Action Plan

**ST. THEODORE CATHOLIC SCHOOL
EMERGENCY ACTION PLAN PROCEDURE**

- See Emergency Action Plan Manual
- Plan is updated annually with input from various community members listed in the plan.
 - Copy of this manual is available in the school office if you would like to read it.

Re-approved June 2025

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**Exit Interview Policy**

Parents or guardians of any student leaving St. Theodore Catholic School will have the opportunity to meet with the Principal to conduct an exit interview. If a face-to-face discussion and completion of the exit interview form cannot be arranged, the parent/guardian will be asked to complete a survey in writing.

General Information regarding the reason(s) for the student leaving the school will be reported to the Board. Any information that can be used for improvement in the School will be closely evaluated.

Re-approved June 2025

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Exit Interview

ST. THEODORE CATHOLIC SCHOOL

EXIT INTERVIEW PROCEDURE

General Considerations:

- Any student leaving St. Theodore School is considered a loss. An exit interview will be conducted to determine the reason(s) for the student leaving the school.

Procedure Steps

1. When the principal is informed of a student leaving the school, the principal will contact the parents/guardians to arrange a face-to-face session to complete the exit interview form.
2. If a meeting time cannot be scheduled, an exit interview form will be mailed to the parents/guardians with a stamped, addressed envelope to facilitate getting the information back to the school.
3. If the exit interview contains information that might require personnel action, the principal, in collaboration with the parish administrator and/or the parish priest will take the appropriate action.
4. If general considerations are disclosed that could be addressed to improve the overall school operations, those will be evaluated and implemented, as appropriate.
5. General information regarding the reason(s) for the student leaving the School will be reported to the School Board.
6. The exit interview form will be filed and maintained in the file following the records maintenance procedure.

Re-approved June 2025



ST. THEODORE CATHOLIC SCHOOL

323 East Clark Street
Albert Lea, MN 56007-2955
Phone: (507)-373-9657
FAX: (507)-540-1110

School Principal
Susan Amundson
samundson@sttheoschool.org

MISSION STATEMENT

St. Theodore Catholic School promotes excellence through a well-rounded academic curriculum in a Christ-centered environment for children of all faiths.

Date _____, 20--

To: _____

I am sorry to hear that _____ will not be returning to St Theodore Elementary School. I will share this with our office staff and they will take care of 'un-enrolling' her/him.

I am sending you the exit interview in an attachment to my email. When a student leaves, we try to fill out an "Exit Interview". This provides me with feedback on how we can improve our school.

It has been a delight getting to know _____ - we will miss _____! Good luck to you all. Know that we will keep you in our prayers.

Respectfully,

Sue Amundson
St. Theodore Elementary School Principal

ST. THEODORE ELEMENTARY SCHOOL

EXIT INTERVIEW FORM

STUDENT NAME _____ GRADE _____

SCHOOL _____

LENGTH OF TIME IN ATTENDANCE _____

DATE OF WITHDRAWAL _____

SCHOOL THE STUDENT PLANS TO ATTEND _____

SCHOOLS ATTENDED PRIOR TO ST. THEODORE _____

REASON(S) FOR LEAVING (PLEASE BE AS SPECIFIC AS POSSIBLE) _____

STUDENT COMMENTS _____

PARENT/GUARDIAN COMMENTS _____

WAS THIS CATHOLIC SCHOOL EXPERIENCE POSITIVE FOR YOU AND/OR YOUR SON/DAUGHTER? YES _____ NO _____ PLEASE EXPLAIN: _____

Internet Use Policy

The use of the Internet is a privilege given for the main purpose of doing research and completing class assignments.

There will be no use of any type of electronic mail or other communications, unless there is a need approved by a St. Theodore teacher or Principal in collaboration with parents/guardians. Students will not tell or show personal addresses or phone numbers nor those of others.

Security guidelines must be followed including not using others' passwords, trespassing in others' folders or work, going into unauthorized sites or downloading unauthorized information.

Students must refrain from harassing others online, sending or displaying offensive messages or pictures, using bad language, and damaging computers, networks and systems.

Students must refrain from "Cyberbullying" with any electronic device, including, but not limited to, a computer or cell phone.

Direct copying of material, violation of copyright laws, invasion of privacy, unauthorized use, as well as other illegal activities may be grounds for disciplinary actions and/or appropriate legal action.

Students are to refrain from buying or selling over the Internet.

Parents/guardians understand that it is impossible for St Theodore School to restrict all controversial materials, and will not hold them responsible for materials acquired on the Internet.

Re-approved June 2025

Internet Use Procedure

St. Theodore Catholic School Board has adopted an Internet Use Policy to cover the ethical code and acceptable use of the Internet.

Parental Guidance and Supervision

1. Parents/guardians are expected to discuss in detail the Internet Use Policy and this procedure, and the expectations for Internet use with their child(ren).
2. Parents/guardians accept full responsibility for supervision if and when their child(ren) use the internet not in the school setting.
3. Parents/guardians give permission to provide access for their child(ren) to the Internet.
4. Parents/guardians accept that St. Theodore School has adopted a policy that strictly prohibits financial activity via the internet.
 - a. If a student breaks this agreement, the parents/guardian will accept responsibility for any financial commitments he/she has made.

Student Responsibility

1. Student internet users are expected to abide by the Internet Use Policy and Procedures.

2. Students will not have unapproved or unauthorized use of any type of electronic mail or other communications.
3. Student internet users will restrict their use to doing research and completing class assignments.
4. Student internet users will not share his/her personal address or phone number, or personal information of others.
5. If a student internet user has problems online, he/she will contact a St. Theodore teacher.
6. If a student internet user finds offensive materials or pictures online, he/she is to turn off the computer immediately and contact a St. Theodore teacher or the Principal.
7. Student internet users must not buy or sell anything on the internet
8. If student internet users does any of the following, he/she may lose Internet privileges, be subject to disciplinary and/or legal actions:
 - a. Send or display offensive messages or pictures
 - b. Use bad language
 - c. Damage computers, computer systems, or computer networks
 - d. Violate copyright laws
 - e. Use others' passwords
 - f. Trespass in others' folders, work, or files
 - g. Waste limited resources
 - h. Employ the network for commercial purposes

Re-approved 12-15-2020

Parent Volunteer Procedure

General Considerations:

- St. Theodore Catholic School welcomes parents and other volunteers. All volunteers that have direct contact with the students will be required to have a background check and participate in VIRTUS training. There are a number of volunteer opportunities as part of the School operations or as part of the Fundraising Committee.

Procedure Steps - General School Operations Volunteer

1. Contact the Principal regarding and interest in volunteering
2. Work with the Parish staff to have a background check completed and to schedule attendance at a VIRTUS training session

GENERAL AREAS FOR VOLUNTEER WORK INCLUDE (Not limited to)

- Office -
 - answering phones
 - making copies for staff/teachers
 - other general office duties
- Classroom -
 - Assist the teacher as needed
 - Assist with classroom events/parties as Room Parent
 - Accelerated learning opportunities
 - Assist in setting up lunch, serving lunch, and cleaning up

Procedure Steps - Fundraising Volunteer

1. Contact the School Board or School office and select any of the following volunteer opportunities:

- New parent mentoring
- School Marathon
- Catholic United Financial Raffle
- Catholic Schools Week events
- Golf Event (Fall Fundraiser)
- Extravaganza event (Spring Fundraiser)
- Graduation
- SCRIP Sales
- Teacher appreciation
- Marketing and recruitment

Re-approved June 2025

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**Physical and Sexual Misconduct Policy of the Diocese of Winona-Rochester**

Physical and sexual misconduct are contrary to Christian principles and are prohibited. All persons employed by or volunteers assisting the St. Theodore Catholic School must comply with applicable federal, state and local laws regarding incidents of actual or suspected physical and sexual misconduct and with the following policy.

This policy is intended to establish guidelines and procedures in an effort to prevent physical and sexual misconduct in our Diocese and the resulting harm to others, and to provide guidance on how to respond if allegations of physical or sexual misconduct are made.

Definitions. As used in this policy, the following terms have the meanings assigned as follows: **"Physical misconduct"** means any physical or mental injury, or threatened injury, inflicted by a person other than by accidental means.

**"Sexual misconduct"** means any conduct of a sexual nature, which is:

- Unlawful pursuant to applicable federal, state, or local statutes, rules or regulations; specifically including, but not limited to, the Minnesota Human Rights Act, MN Statutes '363.01 and 609.341.
- Contrary to the moral instructions, doctrines and common law of the Catholic Church and causes injury to another.

Policy Statement.

It is the policy of St. Theodore's parish and school to provide an environment for our students, and others engaged in our programs or attending our facilities, which is free from physical misconduct.

It is the policy of the parish and school to provide an environment for our students, employees, volunteers, and others engaged in our programs or attending our facilities, which is free from sexual misconduct including sexual abuse, sexual exploitation, and sexual harassment.

Examples of sexual misconduct which are prohibited by this policy include, but are not limited to, the following:

- Verbal harassment or abuse.
- Inappropriate physical contact.
- Sexual violence, which is a physical act of aggression.

Investigation of Incident Reports:

Relating to student/student misconduct

- A. Each reported incident will be investigated within a reasonable time period, with care taken not to interfere with any criminal investigation, and with a high level of Christian care, concern and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the alleged perpetrator.
  - 1. Physical and Sexual Misconduct:
    - a. An investigation will be conducted by the Administrator and Pastor.
    - b. A determination will be made whether there is reason to believe the incident occurred.
    - c. Action as appropriate based on the results of the investigation will be taken.
    - d. If further reporting is necessary, information will be provided to the police department and city or county officials will be informed of the incident within 72 hours of its occurrence. At that point, the school's investigation will stop and the police department and/or city or county agency involved will be responsible for any investigation.
    - e. The school administrative team will monitor students involved in the incident to ensure that no educational disruption has occurred.
    - f. A written report as to the status of the incident and internal investigation will be filed by the Administrator.
    - g. Appropriate records will be kept by the administrative team of each incident reported and of the investigation and the results thereof. Such records shall be maintained as confidential and access granted only on a need-to-know basis.

Rights of the Person Reporting an Incident.

The school will take action against an individual who retaliates against any person who reports alleged sexual harassment and/or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment and/or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Consequences for Student Violation.

All student referrals to the office will be given to the student's parents. Consequences may include any or all of the following:

- 1. A warning.
- 2. A written statement of the incident.
- 3. A parent conference.
- 4. One-half hour or more of detention.
- 5. One to three days of in-school suspension.
- 6. A written letter of apology by the student signed by both student and parent(s).
- 7. A written goal statement by the student signed by both student and parent(s).
- 8. Referral to Human Services.
- 9. Out-of-school suspension.
- 10. Police Referral.
- 11. Recommendation for expulsion of a student.

One-day notice and permission from the office is required for those requesting to visit classrooms. Parents/guardians who have concerns regarding school activities, classroom curriculum, or other school concerns should contact the student's teacher.



## Diocese of Winona-Rochester Catholic School Policy on Gender Identity for Students of St. Theodore Elementary School

### Mission

Catholic schools in the Diocese of Winona-Rochester perform an essential ecclesial ministry, the ultimate purpose of which is evangelization and formation leading to salvation.[1] Because of the nature of this ministry and the profound responsibilities associated with it, Catholic schools must faithfully impart the truth of Jesus Christ and his Church in all they teach and do. In addition, a Catholic school is subject to the authority of the Church through the diocesan bishop, and its curriculum must be founded on and consistent with the principles of Catholic doctrine.[2]

Catholic education focuses on the integral development of the human person: body, mind, and spirit. Specifically, with regard to issues surrounding gender identity, Catholic schools in the Diocese of Winona-Rochester shall teach students the truth about the human person (anthropology) and human sexuality, as well as counter any ideology or cultural trend that denies this truth. This applies in a special way to *gender ideology*—the belief, along with the social and cultural movement it fosters, that sex is not an objective, biological reality but rather that notions of male and female are determined by individuals' subjective and changing perceptions of self.[3] Essential beliefs and doctrinal principles to be addressed in the school curriculum include the following:

1. Human beings are created as male and female in the image and likeness of God (Gen. 1:27). Human dignity is grounded in this special creation.[4]
2. Sexual difference is willed by God as part of the divine plan. The complementarity that results from sexual differentiation is ordered to the human good and in particular to marriage and family life (*Catechism*, nn. 369, 2333).[5]
3. The human person is a body–soul union, and the body is a constitutive aspect of the human person (*Catechism*, nn. 364, 365).[6]
4. Human biology demonstrates that sex is determined at conception (XX/XY chromosomes) and can be objectively observed even before birth.
5. Humans are called to accept their sexual identity, manifested through the body, as a fixed and unchanging element of self (*Catechism*, n. 2393).[7]
6. Humans must care for and respect their bodies, which is a constituent dimension of their being. The human body may not be treated as a “piece of property” or “manipulate[d] as a thing or an instrument over which one is master and arbiter.”[8]
7. All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God’s love.

In addition to addressing to these essential beliefs, Catholic schools in the Diocese of Winona-Rochester shall be prepared to offer to students, faculty, staff, administrators, volunteers, and parents well-founded and developmentally appropriate educational resources regarding gender ideology, including but not limited to resources that: (1) clarify the terms commonly employed, particularly *gender dysphoria*, *transgender*, and *disorder of sexual development*; (2) accurately present the realities of contemporary, medically accepted interventions for gender dysphoria, including gender-affirming therapy, puberty-blocking and cross-sex hormones, and sex-reassignment surgeries;[9] and (3) demonstrate how the Catholic Church responds to gender ideology with truth and

love based on the writings of Pope Francis, Pope Benedict XVI, and other sources of ecclesial guidance.[10]

### *Policy Elements*

#### 1. Admission and Retention

A student diagnosed with gender dysphoria may be admitted to the St Theodore Elementary school as long as the student, along with his or her parents or guardians, agrees that the student will abide by standards of conduct set by the school:

- a. The student, along with his or her parents or guardians, agrees that while enrolled in the school, he or she will respect Catholic teaching concerning faith and morals, including those teachings that address human sexuality.
- b. A student may be ineligible for continued enrollment if the student's expression of gender, gender identity, or sexuality causes confusion or disruption at the school or if it appears to mislead others, cause scandal, or have the potential for causing scandal.
- c. Respectful, critical discussion of Catholic teaching in the classroom is encouraged as long as its goal is to help the student progress toward greater awareness and understanding. Open hostility toward or defiance of Church teachings indicates that a student is not a proper fit for the school. The student code of conduct shall address this potentiality, and the code shall be signed by the student and parents or guardians at the beginning of each school year.
- d. [Other provisions regarding Admission and Retention] \_\_\_\_\_

#### 2. Conduct and Expectations

Students shall conduct themselves in accord with their biological sex at all times, both on campus and when representing the school at off-campus events. In this policy, sex is defined as "the biological condition of being male or female as based upon physical differences at birth.[11]

- a. Any expression of a student's gender identity that causes disruption or confusion regarding the Church's teaching on human sexuality is prohibited.
- b. Students shall abide by the dress code that corresponds with their biological sex.
- c. Students shall participate in competitive athletics in accord with their biological sex.
- d. Students shall use bathrooms and locker rooms that correspond with their biological sex. Students who have been clinically diagnosed with gender dysphoria may request the use of a single-person, unisex facility. Such requests for accommodation will be assessed by the appropriate school administrator on an individual basis.
- e. When applicable during school-related functions, students shall have access to and use facilities and accommodations that correspond with their biological sex.
- f. When attending school-sponsored functions as a "couple," especially dances and prom, students may only bring a member of the opposite sex.
- g. [Other provisions regarding Conduct and Expectations] \_\_\_\_\_

### 3. Names, Pronouns, and Records

a. Students shall be addressed at all times by their legal names and referred to with pronouns consistent with their biological sex.

1) Addressing students by a preferred name instead of a legal name (even when the name is gender-neutral), or referring to them by a preferred pronoun that is inconsistent with their biological sex, is not acceptable. Doing so would express a falsehood (i.e., the child *is* the wrong sex) and signal that the school accepts gender ideology. Addressing a student by a gender-neutral nickname could be permissible in some circumstances. This is a matter of prudential judgment.

2) Using preferred names and pronouns will cause confusion for other students and could act as a source of scandal. *Scandal* is defined as “an attitude or behavior which leads another to do evil.” It “takes on a particular gravity by reason of the authority of those who cause it or the weakness of those who are scandalized.” Scandal is particularly serious, or grave, when it is “given by those who by nature or office are obliged to teach and educate others (*Catechism*, nn. 2284, 2285).

b. Student schedules, identification cards, class lists, correspondence (including college recommendation letters), and permanent records shall reflect the student’s legal name and biological sex. School records are historical documents. If a graduate of the school legally changes his or her name and seeks to have records changed, the records will be released in the following format: “*Original name, a.k.a. New Legal Name.*”

c. [Other provisions regarding Names, Pronouns, and Records] \_\_\_\_\_

### 4. Counseling and Health Services:

a. The school shall communicate with parents or guardians about their child’s behavior at the school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, and welfare of their child except when advised otherwise by law enforcement or a social service agency.

b. The school may require counseling to address behavioral health issues for students diagnosed with gender dysphoria. Such counseling shall be provided by a licensed mental health provider who understands and respects Catholic anthropology, preferably one who is a practicing Catholic. Catholic schools shall not provide or refer students for so-called gender-affirming psychotherapy.

c. The school shall not allow, or otherwise cooperate in, the administration of puberty-blocking or cross-sex hormones for students.

e. While the Catholic Church does not approve of gender-affirming therapies or the use of hormones and surgeries that assist a person in transitioning his or her gender, the Church recognizes that appropriate medical care may be necessary in cases of true genetic or physical anomalies, also known as disorders of sexual development.

f. [Other provisions regarding Counseling and Health Services] \_\_\_\_\_

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[1] Sacred Congregation for Catholic Education, *The Catholic School* (March 19, 1977), nn. 7–9. [2] Canon Law Society of America, *Code of Canon Law: Latin-English Edition* (Washington, DC: CLSA, 1999), cann. 803 §§1–2, 804 §1, 806.[3] “Transgenderism and Interventions for Gender Dysphoria,” in *Catholic Health Care Ethics: A Manual for Practitioners*, 3rd ed., ed. Edward J. Furton (Philadelphia: National Catholic Bioethics Center, 2020), 37–1.[4] *Catechism of the Catholic Church*, 2nd ed. (Washington, DC: United States Conference of Catholic Bishops/Libreria Editrice Vaticana, 2000 update), n. 2393. All subsequent citations appear in the text.[5] See Francis, *Laudato si’* (May 24, 2015) n. 155.[6] See National Catholic Bioethics Center (NCBC), “Brief Statement on Transgenderism,” *National Catholic Bioethics Center Quarterly* 16.4 (Winter 2016): 600–601, doi: 10.5840/ncbq201616457; and John A. Di Camillo, “Gender Transitioning and Catholic Health Care,” *National Catholic Bioethics Quarterly* 17.2 (Summer 2017): 219–220, doi: 10.5840/ncbq201717221.[7] See Pontifical

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## Visitor Procedure

### General Considerations:

- Parents and other visitors are always welcome at St. Theodore School.
- It is suggested that an appointment be made through the school office to see a teacher or visit a classroom.
- Visitor badges will not be issued during exams or when the principal deems it inappropriate.

### Procedure steps:

1. Report to the school office, sign in, and receive a visitor badge
  - a. Sign in form must contain the following:  
Date, Time, Destination, and Visitors Name printed and signed
2. Visitor badges must be worn at all times while in the school facility
  - a. Any person in the building without a badge will be escorted to the office immediately by a staff member to complete the sign-in procedure and obtain a visitor badge.
3. Return to the school office to sign out and return the visitor badge.

Note: Concern about any visitor should be reported to the office immediately.

Re-approved June 2025

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## Volunteer Policy

### Guidelines

*Our volunteer policy needed to be updated and we have transitioned from hours worked to events worked. This policy will clearly explain the volunteer requirement for families that attend St Theodore's.*

### **REQUIREMENT:**

#### **ALL Families are required to participate in the Catholic United Financial Raffle and the Marathon.**

- *The Raffle (3 books/30 tickets) and Marathon (\$150 in pledges) are minimum participation requirements. These events are 100% profit for the school.*
  - *BONUS: You can fulfill 1 event requirement by selling 100 tickets or collecting \$500 in marathon pledges!*
  - *2xBonus: 250 tickets or \$1500 in marathon pledges fulfills BOTH event requirements*

**Families are also required to participate in TWO other different events.** *There is no minimum number of hours worked requirement. We just kindly ask that you participate in the events. Failure to meet this requirement the families will be assessed a \$250 per missed event. It is very rewarding to be a part of these events and we would much rather you volunteer than be assessed the non-participation fee.*

**WHO:** Any family member 18+ may fulfill this requirement. Parents, Grandparents, Aunts, Uncles, etc. The events will have sign-up sheets. At the event, we just kindly suggest that you sign in for attendance and which family should receive event requirement credit.

**WHERE:** The office will have a master list of events & dates to sign-up. Again, we encourage you to come to the meet and greet before school starts to sign-up for events that we have dates for. Events will be fulfilled on a first come basis. We may limit the number of volunteers needed. Events will be added throughout the school year as they come available.

**EVENTS:** The GALA is our biggest event and has the largest need for volunteers. It is an extremely fun event, and we ask that you really consider this as one of your events. Other events will be purse bingo, meet & greet, golf outing, fish fry's, Art, Server & Dishwasher at lunch, book fair, Mum sales or any other event St Theodore's so chooses throughout the year. These events are FUN, and we just ask for your participation in these events.

- Only 1 non-fundraising event will be allowed to count towards the two events.
- Lunch, art, room parent, etc.

**WHY:** These events greatly subsidize our school tuition and help retain our fantastic teachers! We have the lowest Catholic school tuition in Southern Minnesota, and we would like to keep it that way! So please participate.

Re-approved June 2025

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Wellness Policy

Goal

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

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students will have opportunities, support, and encouragement to be physically active on a regular basis.

- F. The school personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

Guidelines

A. Food and Beverages

1. All foods and beverages made available will be consistent with the current USDA Regulations.
 - Students will not be allowed to purchase pop from the pop machine in Marian Hall until after 3:30 pm on school days.
 - *This will be monitored by staff.
1. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
2. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
3. 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.
4. The school will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
5. The school will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule mealtimes at an appropriate time during the school day.
6. The school will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. School Food Service 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.
2. The school shall designate an appropriate person to be responsible for the school food service program, whose duties shall include the monitoring of nutrition guidelines and procedures for the selection of food and beverages made available on site to ensure food and beverage choices are consistent with current USDA Regulations.
3. As part of the school's responsibility to operate a food service program, the school will help to find continuing professional development for all food service personnel in school.

C. Nutrition Education and Promotion

1. The school will encourage and support healthy eating by students and engage in nutrition promotion that is:

- a. Part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and where appropriate; and
 - b. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school will display nutrition and health posters in the cafeteria.
 3. The school will provide information to families to encourage consumption of healthy food.
 4. To support healthy food choices, families will be provided with a list of healthy snacks. This list will be sent home at the beginning of the school year.
 5. Schools will not use 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 or beverage as a punishment.
 6. School nutrition services shall use the Smarter Lunchroom Self-Assessment Scorecard to determine ways to improve the school meals environment.
<http://www.smarterlunchrooms.org/sites/default/files/documents/SLM-Scorecard2.0>
School nutrition services shall implement at least one Smarter Lunchroom technique at our school.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
4. The school will offer at least 30 minutes of recess on all days during the school year as the schedule allows. Outdoor recess will be offered when weather is feasible for outdoor play. Indoor recess will be offered when weather is not feasible for outdoor play. Recess will complement, not substitute physical education class.

E. Communications with Parents

1. The school recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school will encourage parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school will offer parents, guardians, and students information regarding nutritious snacks and meals on a monthly basis.
5. 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. Public Involvement

1. The school shall inform the stakeholders annually about the content and implementation of this policy as well as any updates to this policy.
2. The school encourages community members and staff to provide input to administration in the development, implementation, review and updates of the wellness policy.

Implementation and Monitoring

- A. After approval by the St. Theodore School Board, the Wellness Policy will be implemented at our school.
- B. School food service staff will ensure compliance within the school's food service areas and will report to the principal and wellness committee.
- C. The school food service program will provide an annual report to the principal setting forth the nutrition guidelines and procedures for selection of all foods made available.
- D. The principal or designee will ensure compliance with the wellness policy and will provide an annual report of the school's compliance with the policy to the St. Theodore School Board.
- E. The school will send out a copy of this policy to all families at the beginning of the year and have hard copies available in the office.
- F. The school will conduct an assessment of this policy every three years. The assessment will examine the compliance with the policy, how the current wellness policy compares to model wellness policies and measure the progress made in attaining the goals of this policy. Results will be made available to stakeholders.
- G. The school will update the local school wellness policy as appropriate.

Record Keeping

- A. A copy of the written school wellness policy will be kept in the office.
- B. Documentation demonstrating compliance with public involvement.
- C. Documentation of the most recent triennial assessment.
- D. Documentation of public notification.