

# St. Theodore Catholic Elementary School Student Handbook



**ST. THEODORE CATHOLIC SCHOOL**  
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## 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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Revised July 2015*

# St. Theodore Catholic School

Mission Statement

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

**School Website: [www.sttheo.org](http://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 1<sup>st</sup> is 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 1<sup>st</sup> is 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.

## **Tuition Policy & Payments**

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

### "In Parish" Tuition

All St. Theodore Parish children are welcomed and encouraged to attend St. Theodore Catholic School.

In order to receive the "in parish" tuition the following criteria must be met:

1. The parent or guardian must be registered as an adult member of St. Theodore Parish.
2. The child must be a registered member of St. Theodore Parish.
3. The child must be preparing to receive the appropriate Sacraments.

### 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 Parish employees working an annualized 25 hours/week or more are entitled to a 10% discount on annual tuition.
3. Tuition for children of outside clergy will be the same as the St. Theodore Parish tuition rate.

### Tuition Assistance

Tuition assistance may be available by contacting (TADS) at 1-800-477-8237 or online at [www.tads.com](http://www.tads.com). An online application is filled out and TADS will inform the family and the school regarding eligibility. Assistance is available through the Adopt-a-Student, SCRIP, and Seeds of Faith programs.

### Tuition Payments

1. Tuition may be paid yearly, in three installments, or in ten monthly payments.
  - a. **One – Payment Plan.** You will pay the tuition for your child/children in full by September 1st.
  - b. **Three Payments Plan.** You will make three equal payments on or before September 1st, December 1st, and March 1st.
  - c. **10 Payments Plan.** You will pay 10 monthly payments from August 1 through May 1.
2. **PLEASE NOTE:** A \$15 fee will be assessed for any LATE tuition payment after the 10<sup>th</sup> of the month.

### Delinquent Tuition

1. Any unpaid tuition after the 10<sup>th</sup> of the month is considered delinquent.
2. After the 10<sup>th</sup>, the secretary sends a reminder note regarding the late tuition.
3. If the tuition is not paid by the 15<sup>th</sup> 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.

## **Uniform Policy & Procedure (K-5)**

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, except jumpers, skorts, and skirts, which must be purchased through Donald's.

**Jumpers/Skorts/Skirts:** Current Donald's plaid. To cover undergarments, tights, leggings, or fitted knit navy shorts must be worn under jumpers and skirts. (Skirts and skorts must meet the fingertip test.)

**Pants/Shorts:** Solid navy blue cotton twill or corduroy. No cargo pants. 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 shorts worn under jumpers and skirts.

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

Shorts must be an appropriate length. (Must meet the fingertip test.)

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

**Boys:** Solid white 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 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:** Solid gray or hunter green sweatshirt with the school logo may be worn. Students must wear a dress code shirt under the sweatshirt. Undergarments including tank tops and camisoles must not be visible.

**Sweaters and Nylon Jackets:**

- Solid navy or hunter green zip-up or pull over fleece with the school logo may be worn.
- Solid navy jackets with school logos may be worn.
- Solid navy blue cardigan, crew, v-neck or hooded blue sweatshirt with the school logo may be worn.
  - Students must wear a dress code shirt under the sweater. Undergarments including tank tops and camisoles must not be visible.

**Socks/Tights/Leggings:** Solid navy blue, black or white. Socks and tights must be solid – no prints. **\*Leggings are not an acceptable form of pants. They must be worn with a uniform skirt or jumper.**

**Shoes:** Snug-fitting, non-slippery, non-marking shoes. No shoes with wheels or flip-flops.

**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", revealing 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.

#### Enforcement Policy:

Teachers and staff will check for Uniform Code Violations. Consequences of Uniform Code Violations are listed below.

First Offense:	Parents/guardians will be contacted.
Second Offense:	Parent/guardian will be informed that the next violation will result in the
	Child student being sent home.
Third Offense:	Student(s) will be sent home.

## **GENERAL INFORMATION**

### **Attendance, Absences & Tardiness**

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](mailto:samundson@sttheoschool.org) or [kgarcia@sttheoschool.org](mailto:kgarcia@sttheoschool.org)) the school before 9:00 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.



## 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 **6** 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 **6** 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.

## **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. Each student will receive a "birthday pencil" from the school.

## **Books**

The school supplies textbooks. Some monies for textbooks are 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.

## **Cafeteria/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. (*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

- 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.

## **Calendar**

The school calendar is developed using the Albert Lea School District 241 as a basis. It will be posted on the St. Theodore website.

## **Catholic Schools Week**

During the last week of January and into the beginning of February, 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 weekly 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.

## **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. The school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors.

## 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.

## 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 8:20 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 8:10 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

**\*\*Due to COVID-19, the public library is not open for us to go into their building. The teachers can contact the library to get books from them to use in our classrooms. If you need books, go online to the library website at [www.alplonline.org](http://www.alplonline.org), use the catalog to request books with your library card-just like a normal online request. After your items are pulled and ready for pick up, you will receive a call from the library to set up a pickup time.**

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 box 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 And Kids Eat Together.)

**\*\* September PAKET Day has been cancelled and others will be evaluated according to COVID-19 guidelines.**

We have a PAKETday every month from September until May. 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 note will be sent home the day before PAKET day to determine who will be joining your child for lunch. Lunch is from 12:00pm until 12:30pm, 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. Adult room helpers may be contacted for games, supervision assistance, and/or refreshments. 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

Areas for play are assigned to different grade levels. 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. Students will be coming to the building in the morning and going to Marian Hall. If COVID-19 guidelines change, we will notify parents of any changes.

## **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/School Association (PSA)**

The purpose of the PSA is to provide a link between home and school, and 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 members of the PSA.

## **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. The school secretary updates the supply lists for each year.

## **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. 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 Chapter 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 and spring, with a winter test as an extra opportunity. 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 all students. For more information, contact the school office. In addition, the fifth grade girls are screened for Scoliosis.

### **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.

\*School Directories will be created with the student's first name, parent's name(s), phone numbers, and email addresses. The directories will only include information you give permission to include.

### **Telephone**

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 must be turned off and kept in backpacks during school hours.

### **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.

\*During the COVID-19 pandemic, we will need to follow guidelines set to ensure the safety of our students and staff. During the MN Mask Mandate, all visitors above the age of 5 years are required to wear a mask.

### **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 for information.** 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**

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.

In addition, a Health Care Summary signed by a physician or their representative must be submitted within 30 days of enrollment for each child. All children must have had a physical exam after they have reached 33 months of age.

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. Please request a medication policy/permission form from the teacher if your child needs medication at school.

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 may be 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 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. Child 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:** A PATH FOR STUDENTS' RETURN TO ST THEODORE ELEMENTARY SCHOOL

## **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. As the plan is being developed or as changes need to be made, the principal will meet with the teachers to discuss the action plan and any changes that need to be made. This action plan will be shared with all staff during our beginning of the year training which takes place prior to students starting the school year. If concerns arise, we will have a staff meeting to discuss them and to make any necessary changes. These changes will be shared with the School Board and then with the parents.
- A copy of the action plan will be given to parents prior to school starting, so that they are aware of our expectations and protocols. The parents will be given the opportunity to meet with the teacher or principal by making an appointment to address any questions or concerns.
- 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.
- Principal will contact parents to check in and to get feedback on concerns.

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

- Entrance/ Beginning of the Day
  - As students come to the building they will follow our protocol for health checks
  - The children will then go to Marian Hall to designated areas to allow for social distancing.
  - The front and back doors will be locked at 8:10 am and anyone who comes after that must buzz in to the office to be let in and screened by the secretary.
- 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 busses 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 are required to be **wearing a mask**. They will stop at the front or back door of school to have their **temperature checked**. Then they will use **hand sanitizer** before proceeding through the building. For those that are allergic to the hand sanitizer, they will be required to go to a bathroom to wash their hands with soap and water. The children will follow directions and **go up the front stairs** and **down the back stairs** as needed.
- Pre-K parents will sign their child in at the door after the child's temperature check and parents have indicated that the child does not have any of the COVID symptoms.
- Staff will self-regulate their temperature check and will communicate with the principal of any concerns or symptoms.

- A copy of the CDC poster with the symptoms of COVID-19 will be sent home to each family and we will have some hung in the school. Parents will have to keep their child home if they have any of the symptoms. The person should remain home until they are symptom free.

#### **5. Physical Distancing in School –**

- Classrooms have been checked by the Fire Marshal for room capacity. We will be staying under ½ of the recommended number. We are measuring out the distance between desks and keeping them as close to 6 ft. apart as possible. If tables are used, one child at each end.
- The students will be in their main classroom for most of the day and specialists will be coming to the classrooms rather than having the students go to a communal room.
- Students will be going to the gym or outside for Phy. Ed. and recess. They will be with their designated group.
  - When any equipment is used, there will be time between classes to sanitize or change out equipment.
- Groups will sit distanced apart from each other in the lunchroom and sit in designated areas.
- Classes will be socially distanced in the church for Mass and will be wearing their masks. (4 students per pew with a pew between classes)
- Classes will be asked to go up the front steps and down the back when leaving their room to go to other areas of the school to help with less congestion in the stairways.
- Back to school social has been cancelled and is being replaced with individual conferences with their teacher. Our PAKET Day for September is cancelled. Other PAKET dates will be evaluated as according to Social Distancing rules and we will look for alternative ways to gather socially.
- Back to school pictures will still be taken. They will be down in Marian Hall. Since families come when it is convenient for them and it is available for several hours, there should not be too much of an issue. However, we will have marked spots for waiting and social distancing is needed.

#### **6. Communication and Signage –**

- Signs will be posted at the front and back doors with the symptoms of COVID-19. A letter will be sent home to communicate symptoms of COVID-19 that would require staff/students to refrain from attending school.
- Signs will be posted at entrance(s) to our building restricting entrance to COVID-19 symptomatic/exposed individuals.

#### **7. Attendance Practices –**

- Upon review of attendance policies, the following considerations will be made:
  - If a person tests positive, they would need to be out for a minimum of 10 days from the start of the symptoms. If they are able to do school work, they will be provided with it and may do a version of distant learning. However, for some, they may not be able to complete the school work during this absence because they are too ill. These students will work with the teacher to work out a plan.
    - If the child has a sibling in the school, the sibling must also stay home. According to the CDC guidelines, all household contacts are asked to quarantine for 14 days. These children will be expected to complete work that is sent home.

- If we get a confirmed case in the school, the parents will be notified. The students in the classroom with the confirmed case will need to be sent home and a deep cleaning of the classroom will occur.
    - We will follow the guidance of the CDC and our local Public Health Department for cleaning. This guidance says to wait 24 hours to clean and then do a deep cleaning of the room and allow the children who are symptom free to return after that.
    - Packets will be sent home to continue learning on the units being taught at that time.
8. **Transportation –**
    - Students will be either dropped off and picked up by their parents or a guardian or they will be bussed by the bus company that is shared with the public school. Our principal is consulting with our LEA about transportation to learn what happens in the event the public school is not in session.
  9. **Preparedness for Temporary Closure –**
    - We have a Distant Learning Plan created. This will consist of packets, Google Classroom, Google Meets, and videos.
    - Parents - If we have to shut down, you need to have a backup person that will be able to pick up your child in the event that you can not come and a place for them to go.
    - Sue Yost will be our local Public Health Department contact.
  10. **Liability Waivers –**
    - Liability Waivers have been created by the Diocese for our Catholic Schools to use. We will be sending a copy to each family and staff member. These will be collected prior to the beginning of the school year.
  11. **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.
  12. **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.
- f. The playground and gymnasium will be used by one group at a time.

<b>Space</b>	<b>Frequency of Disinfecting</b>	<b>Person(s) Responsible</b>	<b>Product(s) Used</b>
<b>Classrooms, restrooms, and commonly used spaces</b>	<p>On an as needed basis if necessity arises in the classroom</p> <p>Daily</p>	<p>Teacher or helper can help as needed during the day</p> <p>Janitor for daily cleaning checklist</p>	<p>Clorox or disinfecting wipes</p> <p>Lysol</p> <p>10:1 Water/Bleach Solution</p> <p>NISUS DSV (Disinfectant * Sanitizer * Virucide)</p> <p>Comet Disinfectant Cleaner</p> <p>Neutral Floor Cleaner (Ecolab) Sysco #7667357</p>
<b>High-touch areas</b>	<b>Throughout the day</b>	<b>Janitor with teacher's help</b>	<p>Clorox or disinfecting wipes</p> <p>Lysol</p> <p>10:1 Water/Bleach Solution</p> <p>Vinegar/Water/Dawn Dishsoap mixture</p>

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

- Signs showing proper hand washing etiquette will be posted by sinks in classrooms, bathrooms, and kitchen hand washing sink.
  - Staff and students will be trained (and re-trained as needed) in appropriate hand washing and respiratory etiquette. Hand sanitizer that contains at least 60% alcohol must be made available when hand washing is not possible.
  - Parents may provide hand sanitizing products for their children's personal use.
- 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.
- 3. Face Coverings -**
- **Due to the Governor's Mask Mandate,** we are requiring face masks at this time. Please make sure your child comes to school with it on.
    - Masks will be allowed to come off for snack, lunch, Phy. Ed., and recess.
    - Face coverings are most essential in times when physical distancing is difficult.
    - Students will be instructed in proper use, removal, and washing of cloth face coverings.
    - Teachers will make adjustments, as they see fit and according to the activities that are going on at that time.
  - We will have extra masks in the office in the event someone does not have one or theirs becomes dirty.
  - Face shields may be used as an alternative to mask:
    - For students who are unable to tolerate a face covering due to developmental, behavioral, or medical condition.
    - For students in Kindergarten through grade 8 when wearing a face covering is otherwise problematic for the student.
  - If a child has a medical reason for not wearing one, we will need a doctor's note.
- 4. Drinking Fountains -**
- Drinking fountains will not be used. The children will need to bring a filled water bottle with them. (We will look into getting a filling station for the water bottles, but at this time we do not have one.)
- 5. 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.
- 6. 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 about possible shortcomings due to the closure of school last spring to help the classroom teacher 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 fall assessment to help in guiding where there may be greater needs or learning gaps due to the extended time away from school.
  - 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.
  - Assure grades accurately reflect students' progress on standards rather than responsibility in completing tasks.
  - 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.
- Administration will work on a plan in the event the school is short-staffed due to COVID-19.

**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 that Christ would want! (What Would Jesus Do?) 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 an email and a hard copy of our 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 to social distance.</li> <li>• Parents can make appointments to see the principal or their child’s teacher on Tues., Aug. 18th.</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 with social distancing for our in-services and staff meetings.</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 socially distanced in the church for Mass and will be wearing their masks. (4 students per pew with a pew between classes)</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 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.

**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

## **BEHAVIOR and DISCIPLINE POLICY**

### **PURPOSE OF BEHAVIOR AND DISCIPLINE POLICY**

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.

### **GENERAL STATEMENT OF POLICY**

A. 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)

B. All teachers, administrators, volunteers, contractors, or other employees of St. Theodore's School shall model appropriate respectful behaviors and discourage unacceptable behavior.

C. Consequences for students who commit continual or repetitive acts of unacceptable behavior will work with principal and or administration to develop positive help and guidance. If the behavior still continues, a meeting will be set up with the parents to meet with the student and administration.

### **DEFINITIONS**

For the purposes of this policy, the definition included in this section applies.

"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.

## **BEHAVIOR and DISCIPLINE PROCEDURE**

In the event that a student exhibits inappropriate behavior as defined in the Behavior and Discipline Policy and/on 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, teachers, and administrators will have a conference and the 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.

The Administrators will examine and consider an alternative educational placement to better meet the student's needs.

NOTE: See Anti-Bullying Policy and Procedure (below) to determine how instances of bullying behavior are handled.

## **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 to 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 email 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 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.

## 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:

- a. Harming a student;
- b. Damaging a student's property;
- c. Placing a student in reasonable fear of harm to his or her person or property;
- d. 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.

## **ANTI-BULLYING REPORTING PROCEDURE**

### REPORTING BULLYING

A. 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.

B. 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.

C. The School Principal or Parish Administrator is the person(s) responsible for receiving reports of bullying at the school.

D. 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.

E. 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

A. 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.

B. The school may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying.

C. Upon completion of an investigation, the school may take all reasonable actions necessary in the circumstances.

### **DANGEROUS WEAPONS POLICY**

#### **PURPOSE**

The purpose of this policy is to ensure a safe school environment for students, staff and the public.

#### **GENERAL STATEMENT OF POLICY**

No student or non student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

#### **DEFINITION**

A. "Weapon"

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numb chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No student shall possess, use, transport, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices, or instruments as weapons including, but not limited to the weapons listed above or look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No student shall use articles designed for other purposes (i.e., belts, combs, pens, pencils, compasses, files, scissors, ruler, baseball bat, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes a school building, school grounds, school activities or trips, bus stops, school buses, and all school-related functions.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location. This includes having a weapon on one's person or backpack. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

### **CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION**

A. An act of possession, use, or distribution, 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 to any student whose conduct or possession constitutes a danger to the safety or welfare of the student, other students, or employees.

B. Retaliation against a victim, good faith reporter, or witness of possession is also strongly discouraged.

C. False accusations or reports of possession against another student are strongly discouraged.

D. A person who engages in an act of possession, reprisal, or false reporting of possession or permits, condones, or tolerates weapons shall be subject to the terms of this policy. The school may take into account the following factors:

a. The developmental and maturity levels of the parties involved;

b. The levels of harm, surrounding circumstances, and nature of the behavior;

c. Past incidences or past or continuing patterns of behavior;

d. The relationship between the parties involved; and

e. The context in which the alleged incidents occurred.

E. St. Theodore's strives to investigate all substantiated complaints of weapon possession and will discipline or take appropriate action against the appropriate party or parties.

F. Consequences for students who commit prohibited acts of weapon possession or engage in prohibited acts of possession may range from positive behavioral interventions up to and including suspension and/or expulsion. The weapon will be confiscated immediately and parent or guardian notification. If deemed necessary, the police will also be notified.

### **Dangerous Weapons Violation Procedure**

#### **Violations shall result in the following:**

A. Implementation of the Behavior/Discipline Procedure

B. Immediate suspension from school and/or expulsion

C. 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. Administrator will implement Lockdown or Evacuation, as appropriate.

3. Notify parish priest.

4. Do Not attempt to remove weapon, or approach individual with weapon.

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 incident 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

**DRUGS, TOBACCO, ALCOHOL AND OTHER ILLEGAL SUBSTANCES POLICY**

**PURPOSE**

The school believes that the health and well-being of all students is of vital importance. Our responsibility is to encourage and support chemical free lifestyles. It is the intent of this policy to create an environment in which students, parents, and staff are able to report concerns they may have about chemical health issues.

**DEFINITIONS**

- A. "Chemical abuse" means use of any mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.
- B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances.
- C. "School Location" includes a school building, school grounds, school activities or trips, bus stops, school buses, and all school-related functions.
- D. School staff – for purposes of this policy are defined as all persons responsible for students involved in school-related activities, including but not limited to employees, bus drivers, chaperones, and volunteers.
- E. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. This also includes the use of electronic cigarettes, including inhaling and exhaling of vapor from any electronic delivery device.

**GENERAL STATEMENT OF POLICY**

- A. The use, possession, and exchange of tobacco, including synthetic tobacco, electronic cigarettes, alcohol, and other illegal and harmful chemicals are prohibited on both school property and at school related functions. For prescribed medications, please see the Medical Information Section.
- B. 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.
- C. The school will act to investigate incidents of chemical health issues regardless of where the chemical activity occurred.
- D. The school staff is expected to report all suspicious behaviors and/or incidents potentially relating to chemical use/abuse to school principal.
- E. The school will foster a chemical-free climate and encourage students and parents to share responsibility for choosing a chemical-free lifestyle.

F. If anyone has a reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals, he/she will notify the Principal and/or Administrator and an investigation will be done.

## **DRUGS, TOBACCO, ALCOHOL AND OTHER ILLEGAL SUBSTANCES VIOLATIONS PROCEDURE**

### **Violations may result in:**

- A. Student suspension, conference with parent/guardian and recommendation for a community based evaluation.
- B. Expulsion proceedings may be initiated for repeated offenses.
- C. 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-Rochester.

2nd Offense - Immediate suspension.

### **Possession of Tobacco:**

- 1st Offense - Confiscation of substance.  
- Hold a disciplinary conference with student, parent/guardians, Administrative Team
- 2nd Offense - Immediate suspension.

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

- A. 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.)
- B. If deemed appropriate during a disciplinary conference, then provide valid proof that the student is receiving or has received professional help regarding their violation.

## **Internet Use Policy and Procedure**

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 address 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.

#### Parental Guidance and Supervision

- A. 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).
- B. Parents/guardians accept full responsibility for supervision if and when their child(ren) use the Internet not in the school setting.
- C. Parents/guardians give permission to provide access for their child(ren) to the Internet.
- D. Parents/guardians accept that St Theodore School has adopted a policy that strictly prohibits any financial activity via the Internet.
- E. If a student breaks this agreement, the parent/guardian will accept responsibility for any financial commitments he/she has made.

#### Student Responsibility

- A. Student internet users are expected to abide by the Internet Use Policy and Procedures.
- B. Students will not have unapproved or unauthorized use of any type of electronic mail or other communications.
- C. Student internet users will restrict their use to doing research and completing class assignments.
- D. Student internet users will not share his/her personal address or phone number, or personal information of others.
- E. If a student internet user has problems online, he/she will contact a St. Theodore teacher.
- F. 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.
- G. Student internet users must not buy or sell anything on the Internet.
- H. If student internet users does any of the following, he/she may lose Internet privileges, be subject to disciplinary and/or legal actions:
  - 1. Send or display offensive messages or pictures
  - 2. Use bad language
  - 3. Harass, insult, or attack others
  - 4. Damage computers, computer systems, or computer networks
  - 5. Violate copyright laws
  - 6. Use others' passwords
  - 7. Trespass in others' folders, work, or files
  - 8. Waste limited resources
  - 9. Employ the network for commercial purposes

#### **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:

- A. 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.
- B. 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.