

ST. EDWARD SCHOOL
FAMILY HANDBOOK

2025-2026

St. Edward Catholic School exists to provide a comprehensive academic foundation that empowers children in their faith journey by teaching Catholic values while encouraging lifelong service.

Welcome to St. Edward School!

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

Here at St. Edward School, we strive to do just that. Our mission at St. Edward School is to provide a comprehensive academic foundation that empowers children in their faith journey by teaching Catholic values while encouraging lifelong service.

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

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

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

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

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

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

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

May God Bless!

St. Edward School Calendar 2025-2026

August	14	St. Edward FunFest! 5:30-7:45 pm
	20-22	Children's House Assessments
	25-26	
	27	First Day of School for Kindergarten
September	1	No School - Labor Day
	2	First Day of School for Preschool
October	3	Marathon
	14	End of the 1st Quarter- Dismiss at 12:10 pm
	15-17	No School (MEA)
	23	Parent Teacher Conferences 3:15-7 pm
	24	Faith Formation Day for Teachers - No School
	31	All Saint's Day Costume Contest
November	3	1:05 Dismissal
	27-28	No School/Thanksgiving Break
December	10	Christmas Concert (17th Back-up day)
	23	End of the 2nd Quarter/1st Semester
	24-Jan. 2	No School/Christmas Break
January	5	School Resumes
	19	No School
	25-31	Catholic Schools' Week
	30	Mardi Gras
	31	Flurry of Fun
February	12	Parent Teacher Conferences 3:15-6pm
	13	No School (Snow Make Up Day)
	16	No School (Snow Make Up Day)
March	6	Faith Formation Day for Teachers - No School
	13	End of 3rd Quarter - 12:10 Dismissal
	19	1:10 Dismissal
	20	No School
April	2-6	Easter Break - No School
May	1	No School
	6	Grandparent's Day/Spring Concert (May 13 Backup)
	20	Eighth Grade Graduation
	20	Last Day of School/End of 4th Quarter

From time to time, St. Edward School administration may decide to alter this schedule to accommodate for unforeseen instances such as illness, building malfunctions, and/or Minneota Public School schedule changes. These changes will be communicated via e-mail, text message, daily announcements, the weekly parent letter or www.stedscatholicschool.com.

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St. Edward School Staff

Rev. Todd J. Petersen	Pastor
Mrs. Jaci Garvey	Principal
Mrs. Trudy Banks	Admin Assist & Hot Lunch Auditor
Ms. Claren Novotny	Grades 5-8 Social Studies/Math/Science
Mrs. Mary Ann Horner	Grades 5-8 LA/Religion/Math
Mrs. Shannon Evjen	3 rd & 4 th Grade
Mrs. Tanya Doom	1 st & 2 nd Grade
Mrs. Robin Traen	Paraprofessional/Art
Mrs. Roseanne Blake	Children's House Guide
Ms. Megan Hennen	Children's House Assistant
Mrs. Joy Wambeke	Catechesis of the Good Shepherd
Mr. Guy Cardinal	Physical Education/Health
Mr. Patrick Nkansah	Music/Technology
Mrs. Margrit Rabaey	Spanish/Science/CGS
Mrs. Sherri Schultze	Title I
Mrs. Trudy Banks	Admin Assist & Hot Lunch Auditor
Mr. Dan Sik	Custodian
Mrs. Cynthia Beisler	School Cook
Mrs. Joan Driemeyer	Librarian
Mrs. Dodie DeRynck	School Nurse/Marketing Dir.
St. Edward School	872-6391
St. Edward Rectory	872-6346

EDUCATION COMMITTEE

Rod Guza - Term expires July, 2027

Ann Longtin – Term expires July, 2026

Open - Term expires July, 2028

Nikki Traen – Term expires July, 2026

Jenny Buysse – Term expires July, 2027

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

P.E.A.C.E

Jessica Welsh

Ellen Longtin

Nicole Longtin

Shannon Gossen

MARKETING COMMITTEE

Faith Buysse

Neal Bot

Dodie DeRynck

Tina Myhre

A critical ingredient of our school success is the support of our community, both in the classroom and in the general functioning of our school. When parents are involved in their children's education, good things happen! Parental involvement empowers parents by providing each family with a greater stake in our school's success.

There are many ways you can help. Serve on one of the committees listed above, help to plan school events, assist teachers, chaperone field trips, and participate in fundraising activities or other projects. We all know that many hands make light work!

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ADMISSION POLICY

Updated May 28, 2013

ADMISSION IN THE CATHOLIC SCHOOL

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

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

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

STUDENTS NOT OF THE CATHOLIC FAITH

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

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

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

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

NON-DISCRIMINATION CLAUSE

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

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

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

PARENTAL ROLE

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

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

While present on the school campus every adult has the responsibility of appropriate conduct in order to support the school's mission and provide positive role models to our students. A coherent witness to Catholic moral teaching is expected at the school and during any school-related activities.

CHURCH TEACHING ON HUMAN SEXUALITY

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

The consciences of students and employees will be respected with the assurance of their inviolable right to the acknowledgment that God has created each person as a unity of body and soul, male or female, and that God-designed sexual expression and behavior must be exclusively oriented to love and life in marriage between one man and one woman.

All school policies, procedures, resources, employee training, and assistance given to families are intended to be consistent with the Church's teaching on the dignity of the human person, including human sexuality. The policy statements included herein are to be reflective of a commitment to a culture of transparency and understanding of Church teachings related to school operations in regards to human sexuality and sexual identity.

The purpose and rationale regarding the stated policies are within the Minnesota Catholic Bishops' document, "Guiding Principles for Catholic Schools and Religious Education Concerning Human Sexuality and Identity." The Minnesota Bishops' document is accessible on the Minnesota Catholic Conference website at

<https://www.mncatholic.org/guiding-principles-for-sexuality-identity-in-catholic-education/> All pertinent applicable decisions, regarding carrying the policy will be determined by and correspond to a student's identity as male or female that is congruent with one's biological identification based up physical characteristics present at birth.

ADMISSION DOCUMENTS

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

ADMISSION/ENROLLMENT DECISIONS

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

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

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

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

VISION STATEMENT

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

MISSION STATEMENT

St. Edward Catholic School exists to provide a comprehensive academic foundation that empowers children in their faith journey by teaching Catholic values while encouraging lifelong service.

ST. EDWARD SCHOOL PHILOSOPHY

We believe Catholic education includes the development of the whole person; including mind, body, and spirit.

We believe that by fostering a peaceful environment we promote educational achievement, belonging, and happiness for the entire school community.

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

We believe that differentiated teaching methods stimulate students to develop their God-given abilities, self-esteem, and respect for the community and the world.

GOALS AND OBJECTIVES

FAITH COMMUNITY

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

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

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

POSITIVE SELF CONCEPT

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

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

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

EDUCATION

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

Objective: To provide a curriculum that promotes individual growth.

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

SERVICE TO THE COMMUNITY

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

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

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

SCHOOL ACCREDITATION

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

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

DAILY SCHOOL SCHEDULE

7:40 AM Doors Open
8:00 School Day starts
3:00 PM Dismissal (Wednesdays 2:50)
On early release days and snow days, St. Edward School is out 10 minutes before the time stated for the public school.

10:00 AM School Day starts for Snow Days.

ARRIVAL

School supervision will begin at 7:40 AM. Breakfast begins at 7:45 in the cafeteria. Students may enter the school through door #3 or via the church lobby doors.

In the event a student is arriving after 8:05 AM, that student will need to buzz in using door #3 and check in at the office.

DISMISSAL

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

Any student leaving school before a normal dismissal time must have prior permission from a parent. Parents or guardians must come into the school to pick their child up.

SCHOOL CLOSING/LATE STARTS

In the event that school will be closed or starting late, St. Edward School will notify parents via the phone numbers and e-mails provided on registration papers. The change will be announced on KMHL, KKCK, and KBJJ radio stations or on www.marshallradio.net under cancellations. When school is closing early during the day, St. Edward School will dismiss 10 minutes earlier than the announced time for Minneota Public School so the students can be bussed to the public school. When school is two hours late for Minneota, St. Edward School will begin at 10:00AM.

ATTENDANCE POLICY

Please make every effort to have your child maintain regular attendance at school. Parents are asked to telephone or e-mail the school when a student is going to be late or absent. When a child is late and parents have not called or e-mailed, the school will telephone the parents. A written note of explanation should be given to the teacher. (i.e. e-mail or handwritten) If a child is absent, it is the responsibility of the child to make arrangements for making up work. Any student arriving at school after 8 AM will be considered tardy. If a student misses 90 minutes of the school day, they will be considered absent for 1/4 of a day.

During times of distance learning, attendance is also mandatory. Distance learning attendance is recorded by video conferencing attendance and completion of homework assignments.

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

ATTENDANCE LAW

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

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

LYON COUNTY HUMAN SERVICES SCHOOL TRUANCY PROCEDURES

St. Edward School adheres to the Lyon County Truancy procedures. They are as follows:

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

- *Unexcused absences are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools within Lyon County.*
- *According to Minnesota Law, "habitual truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.*
- *After five unexcused absences (as defined above), a meeting will be scheduled by the school with the truant child, parents, school personnel, and Human Services. An Attendance Plan will be developed to address the current issues.*
- *If the Attendance Plan is not followed and the student continues to be truant, at seven unexcused absences, the matter will be referred to Lyon County Attorney's Office to be reviewed with Human Services.*
- *Human Services will offer voluntary services to the family to assist in improving the student's attendance. Human Services will also outline possible outcomes that may take place after the matter is referred to the county attorney's office, they include:*

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

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

BIKES

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

DIRECTORY INFORMATION POLICY

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

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

DRESS CODE POLICY

A student's appearance should reflect confidence, modesty, self-respect, and respect for others. Appearance and dress contribute toward establishing a positive learning environment, promoting respect for authority, and protecting the health and safety of its students. Modesty, language, and chastity are all connected in that our bodies are sacred creations made in the image of God.

Therefore respecting this sacred gift means clothing our bodies appropriately in dress and using language about the body that is always uplifting. When we show respect for our bodies in this way, we can qualify to have the benefits of having the Holy Spirit with us.

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

MASS DAYS

Students are asked to dress nicely and appropriately (dress pants/khakis, dress/polo shirt/St. Edward shirt, skirt, or a dress) for Mass and special celebrations.

Normal School Day Required Dress:

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

Dress Restrictions:

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

Children should be dressed according to the **weather conditions**. Winter clothing (hats, gloves, boots, and snow pants) should be worn by all students in snow or cold weather. If snow is on the ground, students without snow pants or boots must remain on the blacktop where snow has been removed.

St. Edward School faculty reserves the right to visit with individual students privately regarding their choice of clothing if their clothing does not meet the dress code policy as stated above.

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

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

EXTRA CURRICULAR / ATHLETIC RULES

Students who are involved in school athletics are asked to follow these rules.

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

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

FIELD TRIP & SCHOOL RELATED ACTIVITIES POLICY

Field trips are privileges and students can be denied participation if they fail to meet academic and/or behavioral requirements. In following proper liability protocol, a permission form with the field trip date and destination will be sent to parents prior to all field trips. This form MUST be returned to the school prior to departure. Students who fail to turn in the proper permission form(s) will not be allowed to travel with their class. Telephone calls are not considered proper permission and will not be accepted in lieu of written permission.

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

SCHOOL ACCOUNTS Tuition for the 2025-26 school year is \$2450 per student. The textbook/supply fee is \$75 per student. Fifth – eighth-grade students will pay a \$65 technology fee.

First Student	$\$2450 + \$75 \text{ textbook/supply fee} = \2525
Second Student	$\$2200 + \$75 \text{ textbook/supply fee} = \4800
Third Student	$\$1950 + \$75 \text{ textbook/supply fee} = \6675
Fourth Student & On	$\$1950 + \$75 \text{ textbook/supply fee} = \8700

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

Knowing that the cost of educating a child for one year at St. Edward School is over \$7,600 per student, the Parish Council and the Education Committee recommend that parents give what they can in additional support. This can be done by increasing your parish contribution, direct payment to the school, or supporting our fundraisers. Payment of tuition and the textbook/supply fee may be considered a tax deduction. Parents may also be eligible for tax credits. For more complete information, contact your tax preparer.

St. Edward School offers scholarships. A tuition application form will be used to help determine the amount of scholarship granted. This application can be found within ParentsWeb in your FACTS account. (www.renweb.com – ParentsWeb) The tuition application process is confidential, and all students in need of scholarships will receive them.

VOLUNTEER POLICY

As part of our mission, St. Edward School focuses on service. School children are given numerous opportunities to serve others. We also require that school families serve by volunteering in and for various school events. St. Edward School families must commit to volunteering a minimum of 10 hours per child enrolled (maximum of 25 hours per family). A list of possible service opportunities and a sign-up sheet can be found at the end of this document.

Parents will be required to record their hours in the RenWeb Parent Portal under "Parent Service Hours".

If you are unable to meet your volunteer commitment a \$20 fee per missed hour will be added to your tuition.

SCRIP

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

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

SUPPLIES

A list of necessary supplies is sent home with the students at the end of the school year. St. Edward School participates in the Stuff the Bus program which provides extra school supplies for children in need. Any family not able to purchase supplies for their children should contact the school.

All students in grades 3 – 6 will be given an assignment book that will be used daily. Parents are encouraged to utilize the assignment book as a communication tool, checking it frequently for homework assignments.

VISITORS

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

All visitors must enter through door #3 and check in with the main school office.

WEBSITE

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

Academic Topics

BAND

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

CONFERENCES

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

E-LEARNING DAYS

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

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

- Parents will be notified of an E-Learning day by 6:10 am on the E-Learning day.
- Teachers will be available via e-mail between 8 am and 3 pm on E-Learning days.
- E-Learning work will be due the day students return to their normal school schedule.
 - If students are not able to complete their E-Learning work at home due to internet, hardware, or software issues, they will be given three school days to complete their work or will be allowed to complete work at various times at school at the teacher's discretion.
- 7th and 8th grade students participating in FACS or Shop at the Minneota public school will be expected to log into their devices and participate in any e-learning day activities when the Minneota Public School declares an e-learning day.

EIGHTH GRADE HONORS PROGRAM

Students who receive an A- or better grade average during their eighth-grade year are considered "honor students."

PRINCIPAL'S EDUCATION AWARD

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

GRADING SCALE_	Grades 3 - 8	Grades 1-2
	A 100-95	
	A- 94-92	O (Outstanding)
	B+ 91-89	
	B 88-85	S+
	B- 84-82	
	C+ 81-79	
	C 78-75	S (Satisfactory)
	C- 74-72	
	D+ 71-69%	
	D 68-65	S -
	D- 64-62	
	U 61% or below	U (Unsatisfactory)

HOMEWORK POLICY

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

Students who miss class time because of band or band lessons, piano lessons, sports, or other elective activities are responsible to complete any work missed. This work will be due on the date assigned by the teacher. Teachers will try to accommodate as much as possible, but students are responsible to ask what was missed during those times.

MAKE-UP WORK POLICY

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

LATE WORK POLICY

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

LIBRARY BOOKS

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

PHYSICAL EDUCATION

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

TESTING

Northwest Evaluation Assessments (NWEA) will be given to students in grades K-8 in the spring and in the fall. Test scores will be made available to parents after the teachers have reviewed all test scores.

AimsWeb Assessments will also be given to students. K - 4 will take them...
5 - 8 will take them...

Behavioral Topics

BEHAVIOR

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

BOOK DAMAGE

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

BULLYING

Created in the image and likeness of God, each child shares a fundamental human dignity. St. Edward School provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, virtues. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect from all.

- **Prohibition against Bullying and Retaliation**

St. Edward School expressly prohibits bullying in all forms, either by an individual or a group of aggressors.

Bullying, including cyber-bullying, is prohibited:

- on school grounds owned, leased, or used by the school;
- at any school-sponsored or school-related activity, function, or program whether on or off school grounds;
- at a school bus stop;
- on a school bus or any other vehicle owned, leased or used by the school; or,
- through the use of technology or an electronic device owned, leased or used by the school;

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

- **Reporting**

Any staff or volunteer who has witnessed or becomes aware of any instance of bullying or retaliation must report that act to the principal.

Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to any staff member, who must then report them to the principal.

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

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

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

- **Retaliation**

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

- **Response and Investigation**

St. Edward School takes seriously all reports of bullying.

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

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

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

- **Violations**

Anyone who violates this policy shall be subject to discipline in accordance with the school's disciplinary policy. The school retains the sole discretion to determine whether bullying has occurred and what the response should be.

Depending on the circumstances, the school's response could include:

- Taking appropriate disciplinary and remedial action;
- Notifying the parents/guardians of the aggressor;
- Notifying the parents/guardians of the target, the aggressor, and any other affected persons about available community resources.

- **Training**

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

BUS

Students are to ride the bus from St. Edward School to the Public School after dismissal. They must have a note or phone call if they are not going to ride the bus as usual.

Bus safety is reviewed with all students at least annually in the Fall.

MISBEHAVIOR ON BUS

Riding the bus to and from school and for field trips is a privilege for students. Students must follow bus rules established by the bus company. Failure to follow bus company rules may result in school discipline, according to the St. Edward School discipline policy which is outlined on page 19 of this handbook.

CHEATING/PLAGIARISM

In keeping with the school's Christian Philosophy, students who are caught cheating, plagiarizing, or submitting work that is not their own (created by someone else or artificial intelligence) will be subject to discipline. The following discipline policy will be utilized for these scenarios:

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

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

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

DESK DAMAGE

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

DISCIPLINE POLICY

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

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

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

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

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

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

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

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

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

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

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

LUNCHROOM EXPECTATIONS

- No sharing of food from other students or trays.
- Hang coat on the back of the chair.
- NO running - Walk carefully with trays.
- Keep hands, feet, and objects to yourself.
- Speak quietly - especially on funeral days.
- Use good table manners and visit quietly.
- Second helpings are served after everyone is served once and the cook puts up the sign for seconds.
- Scrape trays correctly and completely.
- No lunchroom food leaves the lunchroom.

PLAYGROUND EXPECTATIONS

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

PLAYGROUND EQUIPMENT

1. **NO TAG** or chasing each other on the playground equipment or pea rock.
2. Take turns on all play equipment. No pushing, shoving, or rough play.
3. Do not walk up or climb on slides. Slide, feet first, one person at a time down the slide.
4. No other sports equipment (balls, bats, etc.) or food (candy or beverage) is allowed on playground equipment.
5. Do not climb on or over safety rails, walls, barriers, or roofs.
6. Do not run on, jump off, or dive off playground equipment.
7. Do not walk or climb on top of overhead ladders (monkey bars) or tubes. Do not run under the monkey bars.
8. Pea rock stays on the ground. No throwing or putting on playground equipment.

*The consequences for failing to meet the playground expectations, including throwing snowballs, will follow the same procedures as the discipline policy levels stated on page 27.

Health and Wellness Topics

ALLERGY POLICY

Parents whose child has an allergy will have communication with the school nurse to establish an Allergy Plan. Parents must notify the school nurse prior to the first day of school. Individual allergy plans will include, but are not limited to, a description of the allergy, specific triggers, symptoms of an allergic reaction, and procedures for responding to an allergic reaction; including medication, dosages, and the child's doctor's contact information.

ATTENDANCE RULES FOR COMMON COMMUNICABLE DISEASES

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

- Your child has had a temperature of 100 degrees or higher in the past 24 hours.
- Your child has vomited or had diarrhea in the past 24 hours.
- Your child has an uncontrollable cough.
- Your child has a rash for which the cause is unknown; see your healthcare provider before sending them to school.
- Your child has an illness that prevents them from participating in routine activities.
- Your child has tested positive for influenza or Covid.

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

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

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

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

Covid 19: Students who have tested positive for Covid 19 or have symptoms including fever or chills with a cough, shortness of breath/difficulty breathing, sore throat, congestion/runny nose, loss of taste/smell, fatigue, muscle/body aches, headache nausea/vomiting or diarrhea should be excluded from school immediately. Students should not return until the fever has been gone for 24 hours and the student has been feeling healthy enough for routine activities for 24 hours. Please notify the school nurse/office if your child has been diagnosed with Covid-19.

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

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

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

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

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

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

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

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

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

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

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

MEDICATION POLICY

The school cannot legally distribute medication, prescription, or over-the-counter (including cough drops) to any student without written parental permission for each medication. This approval must include specific information which is all on the included medication form, that is **required** to be filled out prior to your child receiving any medication at school; this form includes all information that is required by law.

- The administration of prescription/nonprescription medication at school requires a completed signed request from the student's parent/guardian prior to a student receiving the medication. Prescription medications need an order from the student's healthcare provider.
- A healthcare provider order for medication must be completed once per school year and/or when a change in the prescription occurs.
- Prescription medication must come to school in the original container with the original label, including the student's full name, name/dosage of medication, current date, and the licensed prescriber's name.
- Nonprescription medications must come to school in a brand new package in the original container and must be labeled with the student's name.
- The school nurse may request to receive further information about the medication, if needed, prior to administration of the substance.
- Medications are not to be carried by the student, but will be left with the appropriate school personnel who have been trained to give medications. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler and medications administered as noted in a written agreement between the school district and the parent/guardian or as specified in an IEP (individual education plan), Section 504 plan, or IHP (individual health plan).

Please respect the staff of St. Edward School. Do not ask them to give any medication without filling out the correct form. Help us teach the children respect for all "meds" by taking the extra time and effort to see that all medication is given appropriately following directions. A copy of the medication form is included within the handbook, on the school website, sent with the registration packet and/or is available by contacting the school.

SCHOOL HEALTH PROGRAM

Vision and hearing screenings are routine checkups as part of the health care program. Scoliosis screenings may be done upon request. Certified nurses and volunteers will administer these programs.

HOMEMADE TREATS

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

HOT LUNCH PROGRAM

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

Once a meal has been plated for a child, it must be served to that specific child. It is important to ensure that no adult or student removes food from the tray once it has been prepared for a child.

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

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

There is no cost for the noon lunch or breakfast at St. Edward School for the current school year. (Kindergarten - 8th grade). Students bringing their own lunch will not be eligible for a free milk; they will be able to purchase one for \$.50 per carton. Extra cartons of milk may be purchased for \$0.50. Seconds may be purchased for \$1.50. These will be billed at the end of each month. Seconds or extra milk will not be allowed for students with an overdue balance of more than 30 days. FACTS notifies families of negative balances. This is considered collectible and efforts will be made to collect it.

Students eligible for free and reduced-price lunch will always be served a meal, even if the student has an outstanding balance on their lunch account.

Monthly lunch bills should be paid to FACTS or the St. Edward School office. Checks should be made out to St. Edward School; please put Hot Lunch in the memo line.

If parents plan to eat with their child, please let the school office know by 8:30 am that day. Adult/guest meals are \$5.00.

- All students will be offered breakfast.
- All students are required to eat a noon lunch, either prepared by the school or provided from home.

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

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

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

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

Our School District personnel may apply pest control materials inside or on school grounds as needed. Pesticide applications are typically done during the summer months when school is not in session. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the parish office. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule. If you would like to request this, please send a written note to the parish office. If an application is to be made during the school year, notification will come home to you prior to the application.

ASBESTOS NOTIFICATION

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

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

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

SEXUAL HARASSMENT/MISCONDUCT POLICY

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

Examples of conduct that may be classified by law as sexual harassment include

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

Following the teachings of Jesus and the Catholic Church, it is important that all students and staff treat each other with respect and consideration. Any student or staff member who feels he or she may have been subjected to sexual harassment /misconduct should report this to parents, a staff member, principal, priest, or the Diocesan Director of Personnel at the Catholic Pastoral Center,

New Ulm, Minnesota. Any person who knows or has reason to know of an incident of sexual harassment/misconduct shall comply with any applicable reporting or other requirements of State and local laws and shall report to the Catholic Pastoral Center - Diocesan Director of Personnel, an immediate verbal report followed by a written report. Sexual harassment by students may result in a conference with the principal, a student/parent/administrator conference, suspension, possible expulsion, or referral to law enforcement officials.

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

POLICY ON HUMAN SEXUALITY

The Diocese of New Ulm is committed to spreading Gospel values and forming the faithful in Christ's teachings. This policy is in conformance with the Magisterium and aims to provide a clear understanding of the diocese's stance on this issue. The Diocese of New Ulm Policy on Human Sexuality is as follows:

Affirming our Human Sexuality

Catholic schools and parishes in the Diocese of New Ulm must not sponsor, endorse, facilitate, host, or provide accommodation to any person, group, entity, event, or activity that condones or promotes a view of the human person, sexual identity, or sexuality that is contrary to Catholic Church teachings.

The Catholic schools and parishes in the Diocese of New Ulm will, at all times, relate to every person by his or her biological sex (male or female), which is determined at conception and observed at birth. This will be done with the utmost Christian charity, compassion, and understanding.

This policy applies to:

1. All individuals: (a) enrolled in or seeking to enroll in Catholic schools, (b) enrolled in or seeking to enroll in parish programs, (c) seeking to participate or participating in an activity held at, sponsored by, or hosted by a parish or school in the Diocese of New Ulm; (collectively, "individuals*") and
2. All parent(s) or guardian(s) of the individuals identified in Paragraph 1 (collectively, "parents/guardians"); and
3. All clergy, employees, and volunteers of the Diocese of New Ulm (collectively "employees and volunteers").

Bullying, Harassment, Violence, and Human Sexuality

All individuals, regardless of their beliefs or orientations, have inherent human dignity and thus deserve innate respect. Bullying, harassment, threats, or acts of violence against any individual for any reason will not be tolerated.

Chastity

All individuals are called to chastity in accordance with their state in life. For purposes of the school or parish environment, chastity encompasses modesty in language, appearance, dress, and behavior.

Same-Sex Attraction

When discussing homosexuality or homosexual inclinations, the use of the term “same-sex attraction” is preferred, as it is a more appropriate description in accordance with the truths of Catholic teaching and morals.

Individuals, parents, guardians, employees, and volunteers may not advocate for, celebrate, or publicly express same-sex attraction within or associated with any schools or parishes in the Diocese of New Ulm, including without limitation, classes, activities, or events.

It is contrary to Church teaching to advocate for civil unions between individuals of the same sex and/or civil rights to be granted to the individuals participating in the union. This is considered equivalent to advocating for the lifestyle of individuals rather than the person experiencing same-sex attraction. Church teaching advocates for the accompaniment of the person but does not condone advocating for the lifestyle of a same-sex union.

Transgenderism or Transgender Identification

Individuals cannot advocate for, celebrate, or publicly express transgenderism [or transgender identification] within or associated with any schools or parishes in the Diocese of New Ulm, including, without limitation, classes, activities, or events. (See Cf. Congregation for Catholic Education, Male and Female He Created Them, #30-32, 2019).

Documentation

Sacramental records, certificates, diplomas, transcripts, school records, and any other official documents of any schools or parishes in the Diocese of New Ulm will be issued in conformity with the individual’s biological sex as determined at conception and manifest at birth. Official school documents are historical documents and, as such, must always accurately reflect the name and biological sex of the student during enrollment and graduation.

Questions and comments aimed at understanding Catholic teaching on these related issues can be addressed in appropriate contexts as determined by supervising staff in consultation with the pastor.

STUDENT ACCIDENT INSURANCE

St. Edward School does not provide any type of health or accident insurance for injuries incurred by your child at school or while participating in extracurricular activities.

WELLNESS PLAN

In accordance with the Child Nutrition and WIC Reauthorization Act of 2004, all school districts that receive funding from the federal school lunch program must have a **Wellness Plan** that includes nutrition guidelines, goals for nutrition education, physical activity to promote student wellness and other school-based activities that are designed to promote wellness. St. Edward's School Wellness Plan includes these components. School staff and personnel will follow the guidelines as required. Breakfast for students will be made available to all students before 10:00 am recess.

School Safety and Security Topics

BCA Criminal History Background Checks.

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

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

ENTRANCE MONITORING

St. Edward School is a locked facility. Door #3 is unlocked from 7:40 am - 8 am on school days for student arrival. Outside of those hours, those wishing to gain entrance to the school must buzz in. Those who frequently come and go will either be given a key or must utilize the Verkada Command app digital system on their smartphone.

St. Edward School has security cameras strategically placed throughout the campus. These are monitored by the administration.

VIOLENCE PREVENTION AND WEAPONS POLICY

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

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

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

VIRTUS/Diocesan Safe Environment and Background Check

Statement

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

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

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

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

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

All school safety topics are reviewed with staff, parents, and students at least annually in the Fall.

Technology Topics

ELECTRONIC DEVICES

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

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

St. Edward School is not responsible for any lost or damaged items brought to school or other school functions.

Failure to follow the policy for Electronic Devices will result in the following steps:

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

St. Edward School provides various electronic devices for student educational enhancement. See Internet Guidelines on p. 38 and the Student Technology Guidelines p. 39 for regulations regarding these devices.

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

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

1. Sending or receiving personal email or instant messages.
2. Sending or displaying offensive messages or pictures.
3. Using obscene language.
4. Harassing, insulting, or attacking others.
5. Damaging computers, computer systems, or networks.
6. Circumventing network security policies, browser settings, etc.
7. Downloading unapproved programs, browsers, or games to computers and or devices.
8. Accessing another person's materials or files without permission.
9. Violating Copyright laws or plagiarism.
10. Revealing personal identification or information.
11. Accessing social media sites such as Facebook, Instagram, Snapchat, TikTok, etc.

Social Networking Policy

A social network includes any and all websites which enable users to communicate with each other by posting information, comments, messages, and images. (Facebook, Twitter, YouTube, SnapChat, etc.)

Inappropriate postings by St. Edward School students will be subject to discipline, whether or not the post was made inside the school building, on school networks, or on personal sites, if posts or comments are detrimental to the reputation of the school or cause harm to another. Post that St. Edward School administration finds demeaning, harassment, illegal, threatening, obscene, defamatory, slanderous, bullying and/or hazing toward any individual or entity will not be tolerated.

Students are taught to exercise caution when revealing any information about themselves, their family, friends, or the community.

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

Violation of Internet Guidelines will result in disciplinary action consistent with St. Edward School discipline policy stated on p. 27 of this handbook and could include referral to appropriate law enforcement agencies.

STUDENT TECHNOLOGY GUIDELINES

St. Edward School provides technology resources to students. In order to utilize these resources, students and their parents must agree to comply with this policy in writing before any technology resources may be accessed. Violation of this policy may result in discipline, up to and including suspension or the involvement of law enforcement.

St. Edward School technology resources may be utilized to access the internet to conduct research or to access educational websites. These websites will be dictated and vetted by St. Edward School staff.

St. Edward School technology resources may be utilized to access school issued e-mail accounts.

St. Edward School technology resources may be utilized to access GoogleClassroom materials and assignments.

Any student issued a technology resource (Chromebook or iPad) that is permitted to travel between school and home is expected to take care that this resource is treated respectfully. It must never be left outdoors or in vehicles overnight. It must be transported in its enclosed case. The device must return to school charged each day.

St. Edward School technology resources may not be utilized to send or display offensive messages or pictures, obscene language, harass, insult or attack others.

Students are expected to respect St. Edward School technology resources and agree to not intentionally damage computers, computer systems, or networks.

Students are not to download programs or games to any St. Edward School technology resources.

St. Edward School students understand that they must respect the privacy of others and they may not access, change or copy another person's materials or files.

St. Edward School students understand that copying materials from the internet on any technology is a violation of copyright laws.

St. Edward School students understand the dangers of revealing personal information on the internet from any technology source.

St. Edward School students understand that accessing social media sites such as Facebook, Instagram, SnapChat, etc. is not allowed on any St. Edward School technology resources.

St. Edward School students understand that any e-mail message created, sent, received or stored using their St. Edward School e-mail is the property of St. Edward School. Therefore, students do not have an express or implied personal privacy right in any matter created, sent, received, or stored. St. Edward School does not routinely monitor e-mail communications, it may access messages or

information stored on the system in order to maintain the system, investigate the usage of the system, or respond to lawful requests for information.

If a St. Edward School student receives inappropriate material from anyone on a St. Edward School technology resource, the activity must be reported to the principal immediately.

St. Edward School students must understand that by not following this policy, they will not be allowed to utilize St. Edward School technology resources. St. Edward School parents understand that any student not allowed to utilize St. Edward School technology resources will be required to complete any digital homework on technology devices provided by the parents.

St. Edward School students and parents understand that payment to St. Edward School may be required for any damage intentionally caused to St. Edward School technology resources.

I have read and discussed the Internet Guidelines on page 38 and the Technology Guidelines on p. 39 in this handbook and agree to the set guidelines for Internet and Technology use at St. Edward School. I understand that failure to follow these guidelines will result in the loss of Internet and other electronic device privileges at St. Edward School.

Parent Signature(s) _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

St Edward School
PE Make-up Activity Form

Name: _____

Date of missed class: _____

Date:	Activity 1	Activity 2	Activity 3	Total Time
Student Signature:				Date:
Parent Signature:				Date:

St. Edward Catholic School
Request to Administer Medication in School
2025-2026 School Year

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

Name of Medication: _____

Diagnosis/Reason for Medication: _____

Dosage: _____

Route: _____

How Often: _____

Time of Day: _____

Beginning Date: _____

Ending Date: _____

Known Allergies: _____

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

Parent Authorization:

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

Parent/Guardian Signature

Date

REQUIRED FOR ALL PRESCRIPTION MEDICATIONS

Physician Signature

Date

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

St Edward School Volunteer Opportunities 2025-2026

As part of the St. Edward's School Family, all parents are asked to help with events and activities throughout the school year. We also, request your help with your child's grade Activity. Please circle the activities/events you want to be involved in.

Committees to Join:

- *Flurry of Fun *Fundraising Committee *Marketing Committee
- *Catholic School Week * Teacher Appreciation Week *Technology Committee
- *Education Committee *PEACE Committee

Events needing Volunteers:

- *Mardi Gras *Veteran Day's *Marathon
- *Book Fair *Field Day *Read for the Record
- *Ditch Cleaning *Boxelder Parade *Hearing and Vision
- *St. Day's Costume Contest *1st Grade Communion Retreat

Misc Jobs:

- *Student Council Advisor * Aluminum Can Trailer *Office Sub
- *Library Sub *General Maintenance around the School
- *Scrip Pick Up *Selling Scrip after masses *Cook Sub

Activities on your time:

- *Office/classroom projects at home *Yearbook
- *Sewing/help with Christmas/Spring Concerts *Cartridge Recycling
- *Calendar Fundraiser *Marketing/Enrollment Projects

Classroom Events need to be worked:

- *1st & 2nd Flurry Representative *3rd & 4th Flurry Representative
- *5th & 6th Flurry Representative *7th & 8th Grade Flurry Representative
- *3rd & 4th Pancake Breakfast (Catholic School Week) *5th & 6th Fish Fry
- *3rd & 4th Pancake Breakfast (Catholic School Week) *7th & 8th Irish Meal
- *7th & 8th Grade Parent drivers for Special Friend Visits *Classroom Parent
- *7th Help with 8th Grade Recognition & Graduation *Chaperoning

We have read and agree to the policies found in the
2025-26 St. Edward School Parent & Student Handbook.

Parent Signature(s)

_____ Date _____

Student Signature

_____ Date _____

Student Signature

_____ Date _____

Student Signature

_____ Date _____

Student Signature

_____ Date _____