

ST. EDWARD CHILDREN'S HOUSE FAMILY HANDBOOK



2026-2027

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 Children's House Calendar 2026-2027

August	20	St. Edward FunFest! 5:30-7 pm
	24-31	Children's House Assessments
September	1	First Day of School for Kindergarten
	7	No School - Labor Day
	8	First Day of School for Preschool
	11	Alumni Mass
	14	NWEA's Begin
	20	Fall Festival
October	9	Marathon
	13	Feast of St. Edward the Confessor
	14	Dismiss at 12:10 pm
	15-16	No School (MEA)
	18	No School (Faith Formation Day for Teachers)
	23	End of 1st Quarter - Dismiss at 12:10 pm
	29	Parent Teacher Conferences 3:15 - 7 pm
	30	All Saint's Day Costume Contest
November	26-27	No School/Thanksgiving Break
	30 - Dec. 6	Ignatius Press Book Fair
December	1	Preschool Report Cards
	16	Christmas Concert (23rd Back-up day)
	23	Dismiss at 1:12 pm End of the 2nd Quarter/1st Semester
	24-Jan. 4	No School/Christmas Break
January	5	School Resumes
	18	No School
	19	Winter Assessments Begin
	30	Flurry of Fun
	31 - Feb. 6	Catholic Schools' Week
February	5	Mardi Gras
	11	Parent Teacher Conferences 3:15-6pm
	15	No School (Snow Make Up Day)
March	2	Preschool Report Cards
	12	End of 3rd Quarter - 1:12 pm Dismissal
	19	Living Stations
	25 - 29	No School - Easter Break
April	19	NWEA's Begin
	23	No School
May	1	No School
	5	Grandparent's Day/Spring Concert (May 13 Backup)
	19	Eighth Grade Graduation
	21	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 Minnesota Public School schedule changes. These changes will be communicated via e-mail, text message, daily announcements, the weekly parent letter or www.stedscatholicschool.com.

CHILDREN'S HOUSE STAFF

Father Todd Petersen	Pastor	toddjpetersen@gmail.com
Mrs. Jaci Garvey	Principal	jgarvey@stedscatholicschool.com
Mrs. Roseanne Blake	Guide	rblake@stedscatholicschool.com
Miss Kaci Callens	Asst. Guide	kcallens@stedscatholicschool.com
Mr. Patrick Nkansah	Music	pnkansah@stedscatholicschool.com
Mr. Guy Cardinal	PE	gcardinal@ stedscatholicschool.com
Mrs. Trudy Banks	Admin Assist & Hot Lunch Coor.	tbanks@stedscatholicschool.com
Mrs. Corissa VanKeulen	Admin Assist	cvankeulen@stedscatholicschool.com
Mr. Dominik Jennen	Custodian	djennen@stedscatholicschool.com
Mrs. Cynthia Moorse	School Cook	cmoorse@stedscatholicschool.com
Mrs. Joan Driemeyer	Librarian	jdriemeyer@stedscatholicschool.com
Mrs. Dodie DeRynck	Nurse	dderynck@stedscatholicschool.com

St. Edward School 872-6391

St. Edward Rectory 872-6346

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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.

ALL ARE WELCOME!

While we are a Catholic School, the presence of students who do not share the Catholic faith provides a wonderful diversity to the school!

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

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

NON-DISCRIMINATION CLAUSE

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

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

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

PARENTAL ROLE

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

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

ADMISSION DOCUMENTS

The following documents are required for each student's permanent record at the time of registration or before the first day of attendance.

1. Birth certificate, Baptismal certificate or other legal verification of the child's age.
2. Immunization record listing the dates of all shots in compliance with those required by state law or a signed, notarized statement of parental objection or medical exception.
1. A current Health Summary Report must be on file before the child is admitted to the program. This report is included with registration papers. If the child has a known allergy, St. Edward School and the parents must develop an individual

child care program plan before the child may begin Children's House. Custody agreement (if applicable).

SEPARATED AND DIVORCED PARENTS POLICY

St. Edward Catholic School values strong partnerships with all families and is committed to ensuring clear communication, student safety, and compliance with all legal requirements. To best support children whose parents are separated, divorced, or share custody, the school relies on accurate and current court documentation.

1. Custody Documentation Requirements

Parents/guardians are required to provide the school with all relevant legal documents, including:

- **Judgment and Decree**
- **Custody and Parenting Time Orders**
- **Any amendments or modifications to the original order**
Any Orders for Protection (OFP), Harassment Restraining Orders (HRO), or No-Contact Orders

St. Edward School will follow the most recent court order on file. Verbal instructions or parental preferences **cannot** override court documentation.

2. Rights to Educational Information

Unless a court order specifically restricts access, **both parents with legal custody have equal rights** to:

- Receive school communication
- Access student educational records
- Attend conferences and school events
- Participate in educational decision-making

Parents must notify the school in writing of their preferred communication method if separate communication is needed.

3. Transportation and Pickup/Drop-off

The school will adhere to any transportation restrictions or parent-specific pickup authorizations outlined in the custody or parenting time order.

If restrictions are in place, parents must:

- Provide written documentation directly from the court order
- Notify the school immediately of any changes
- Ensure authorized individuals are listed in the school office

Without legal documentation, the school **cannot** restrict a parent's access to their child.

4. Updates to Court Orders

Parents are responsible for providing the school with updated court documents as soon as they are issued. St. Edward School may require updated copies annually to ensure accuracy.

5. Safety and Confidentiality

All custody documentation is maintained in a confidential manner and is accessible only to administrative staff with a legitimate educational interest.

St. Edward Catholic School's primary responsibility is to uphold student well-being and safety while respecting the legal rights of all parents and guardians.

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 St. Edward Children's House Program Plan is made available to parents upon enrollment. It is also available on the St. Edward School web-site at www.stedscatholicschool.com.

Our Vision

We anticipate a mature, knowledgeable person who is spiritual, and 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.

Program Goals

Social-

To help children develop positive relationships with peers and adults, to help children develop responsibility for their own behavior and learning.

Emotional-

To help children develop an awareness of self, to help them regulate emotions, to encourage an eagerness to learn, and to develop a concept of self-worth.

Learning skills-

To help children develop the skills necessary for future academic learning such as reading, math, communication, listening, following directions, self-care tasks, and spiritual talents.

Expressive-

To encourage creativity through the use of play materials, art, music, and drama.

Motor Development-

To help the development of small and large muscles, utilizing a variety of resources.

Daily Living Skills-

To encourage independence in areas such as dressing, hygiene, and care for the environment.

Spiritual-

To foster Christian values by helping children appreciate and respect other people, and to encourage the love of God within a Christian environment.

LICENSURE

St. Edward Preschool (Children's House) is licensed by and complies with the standards set forth by the Minnesota Department of Human Services (651-431-6500). We are licensed to care for 25 students each day.

SCHOOL ACCREDITATION

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

PROGRAM

During the hours of operation, children will be supervised at all times. Throughout this plan, supervision means that students will be within sight and hearing of an approved staff member.

Types of Programs:

Children enrolled in kindergarten must attend all day, every day. The Preschool Program is available to children ages 33 months through six years old on Mondays- Fridays from 8 am to 3 pm. The following programs are available:

3 - 6 year olds	Monday - Fridays	Full Day	8 - 3 pm
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Children must be at least 33 months and be toilet trained.

Class offerings and placements will be determined by enrollment and at the discretion of school personnel only.

Children's House students must be dropped off at their classroom, unless other arrangements have been made. Students will be walked out of the building at the end of the day by St. Edward Preschool/School staff.

St. Edward Children's House will have a maximum of 25 children present at any specific time.

Classrooms shall consist of a ratio of 1 Adult/10 children.

This is a mixed age classroom containing both preschool and kindergarten (school age) children. The ratio and group size in this classroom will always be maintained to the ratio for the youngest age group present (1:10). The group size will also represent the youngest age group present (25).

Faith Sharing:

Sharing our Catholic Christian faith is integrated throughout our entire day. For example, we discuss meeting new friends; we share simple prayers at the beginning of our day and at the end of our day. We also integrate stories from the bible throughout the year.

Learning Concepts:

There are many ways to share the learning of this world with children. St. Edward Children's House bases its learning model on the concept of multisensory learning. This means we will be doing lots of seeing, hearing, doing, touching, smelling, tasting, and balancing! Additionally, each concept is learned through themes such as seasons, families, communities, and the understanding of who we are.

Group Sharing:

Group sharing can occur at the beginning of the day and at the conclusion of the day. It is our time to pray and share about our lives and learning, share and discuss stories related to our learning concepts, sing songs, dance, share poems and fingerplays, count the number of days we've been in school, and talk about our day ahead, special projects, etc.

OUR CLASSROOM

We believe that the best way for young children to learn is by active, hands-on experiences. Our classroom will be filled with *prepared stations* in a variety of cognitive materials that foster learning. The purpose of the materials, or works, is not just to impart knowledge to children but also to provide them with stimuli that capture their attention and initiate a process of concentration, coordination, order, self-confidence, independence, and sense of responsibility.

Our environment has a broad range of works, which allows each child to find something suitable to their stage of development and interest. All children are allowed to develop at their own pace in a non-competitive and supportive atmosphere. Children returning for a second or third year have the confidence and knowledge to help new members of the class. The younger children see examples of positive leadership and higher expectations in the older students.

The classroom will consist of multiple areas of work designed to meet all learning levels of children. The stations in these areas are adapted throughout the year. These areas are:

Practical Life

Children learn order, the cycle of work, self-responsibility, and independence through various activities such as pouring, scrubbing, washing hands and objects, and use of tools that encourage small muscle development. The practical life area strengthens the child's ability to take care of their personal needs and the needs of the environment.

Sensorial

The materials in this area are designed to help children refine their sensory experiences and their ability to observe, compare, discriminate (visually, auditorily, tacitly, gustatory and olfactory), reason, decide and problem solve.

Language

The goal of this area is to develop reading and writing readiness. The sounds of the letters are introduced initially and may be followed up by word building and reading, depending on each child's readiness. Basic nomenclature from geography, history, biology, and cultural studies is presented. Books are read each day.

Math

Math materials present abstract math operations in a concrete manner, which is developmentally appropriate for the young child. The works help develop exactness, logic, reasoning, and understanding of quantity and symbols.

Science

This area encourages the child's innate wonder and quest for the facts by allowing scientific experimentation and discovery. The stations will assist the child in putting his or her world in order by observing, discovering, and classifying.

Social Studies/Geography

Children learn about their physical and cultural world, as well as history. An awareness of time is introduced by various seasons, months, and the clock.

Art

Children are encouraged to explore various art media to develop visual creativity. Famous artists are introduced throughout the year. Elements of art are introduced: color, line, texture, balance, and value. Vocabulary words are introduced: collage, primary colors, shadows, overlapping, etc.

Music and Movement

Music is an integral part of early learning and will be utilized often within our classroom. Our building Music specialist will meet with each class weekly.

Preschool and Kindergarten students will have scheduled Physical Education time with our Physical Education specialist. This will focus on balance and coordination, as well as and introduction to sportsmanship and cooperation.

Our in-class carpet time is part of our daily schedule and includes music, large muscle movement, a calendar, a poem, sometimes a concept or theme, and a story. This is a total group time and every child is asked to participate. In preparation for later grades, children are asked to raise their hands and take turns speaking. Line time is approximately 20 to 30 minutes a day.

Birthdays

St. Edward Children's House celebrates each child individually on their birthday or half birthday (if they have a summer birthday). We sing *Happy Birthday* and our birthday blessing. Many of the children bring small items or treat bags to share with their classmates. Non-food items, such as stickers, pencils, and bubbles, are preferred. If small candies are given out, they should be placed in treat bags and will be sent home to enjoy are given at the parents' discretion.

Holidays

We are a Catholic school so we do celebrate Christian holidays. Advent and Lent are celebrated in the classroom as well as Halloween (All Saints Eve), Christmas, Valentine's Day, and Easter. At times we join our older school friends for prayer services during Advent or Lent but this depends on scheduling.

Family Connection

St. Edward Children's House believes the best education will result from an active partnership among parents, teachers, and children. Throughout the school year, there are many opportunities for parents to take part in their child's learning experience. Some of them include:

- » Volunteering in the classroom.
- » Participating in Back to School Night in August.
- » Helping with various holiday events.
- » Reading the weekly parent letters and frequent Children's House news which are communicated through e-mail.

Review of Program:

****This program plan was developed by a certified teacher and will be evaluated in writing annually by certified teacher under part 9503.0032. Last evaluated by Jaci Garvey on 08/20/2026, 09/11/2025, 08/19/2025, 02/27/2025 03/11/2024.**

A written report is provided to the principal and available to parents upon request.

All-Day Program-

Time of Day	Monday through Friday
7:45-8 am	Arrival/Breakfast
8 - 9 am	Independent Time: Each child selects a work activity and/or is presented a lesson.
9 - 9:30 am	Music or Art
9:30 - 10 am	Believe and Read
10:00-11:15	Independent Time: Each child selects a work activity and/or is presented a lesson.
11:15 - 11:45	Outside Time
11:45 - 12:25	Lunch
12:25 - 1 pm	Nap and quiet time
1 pm - 1:50 pm	PE
1:50 - 2:45 pm	Independent Time: Each child selects a work activity and/or is presented a lesson.
2:45 - 3 pm	Snack/Dismissal

Students in the Children's House have access to an unlicensed Afterschool Care Program from 3 p.m. to 6 p.m.

DROP OFF AND ARRIVAL

All Children's House students must be delivered to their classroom by a parent or an older student between 7:45- 8 am. Parents should enter the school using door #3. Children's House students will be walked out of the building at the end of the day to meet up with their parents or designated older student between 2:50 - 3 pm.

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 the school when a student is going to be late or absent. When a child is late/absent and parents have not called, the school will telephone the parents. After three days of absence due to illness, a doctor's note is required to return to school.

When a parent wishes a child to be excused before official dismissal, a written note or e-mail to the teacher or a phone call to the office from the parent is required. **A parent/guardian must sign a student in and/or out if they are arriving late or leaving school early.** A sign in/out sheet is in the office.

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 in which they could be retrievable by other St. Edward families. If families wish to keep any part of their information private, they will need to provide written notice to St. Edward School.

DRESS CODE POLICY

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

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

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

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.

MASS DAYS

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

FIELD TRIP & SCHOOL RELATED ACTIVITIES POLICY

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

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

GRIEVANCE POLICY

If a concern arises involving a student, parents are asked to comply with the following procedure:

- a. Contact the teacher and arrange a mutually agreeable time to discuss the concern. This visit may be by phone or in person. The teacher will respond to the request in writing or verbally within 24 hours.
- b. If additional information is needed or a solution is not agreed upon, contact the principal and a meeting will be set up with the involved parties. The principal will respond to a parent request in writing or verbally within 24 hours.

- c. If the above steps have been taken and the parent is not satisfied with the results, the St. Edward School Education Committee may be contacted and the parent will be invited to the next meeting. If the concern is extreme or of an emergency nature, the board may discuss the concern via email and may elect to conduct an emergency meeting to address the concern.

PETS

St. Edward School has no pets. Students are only allowed to bring pets to school with the prior written permission of the principal.

SCHOOL ACCOUNTS

Tuition for the 2026-27 school year is \$2600 for kindergarten students. Preschool students will pay \$40 per month for each ½ day enrolled or \$70 per month for each full day enrolled.

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 \$11,500 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 may be considered a tax deduction. Parents may also be eligible for tax credits. For more complete information, contact your tax preparer.

St. Edward Preschool students may apply for Early Learning Scholarships through Parent Aware. <https://www.parentaware.org/families/paying-for-care/>

St. Edward Preschool also accepts Child Care Assistance payments for families who qualify.

St. Edward School also 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.

SCRIP

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

VISITORS

Parents are always welcome visitors at St. Edward School and Preschool. In an effort to maintain a safe and healthy learning environment for all students, all visitors must sign in at the school office before proceeding to any other part of the building.

The school principal may grant student visitors opportunities for educational advancement in the classroom. Parents would be given prior notification of such events.

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.

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.

Should St. Edward School choose to perform research, experimental procedures or public relations activities involving children, St. Edward School would first obtain parent permission.

Academic Topics

CONFERENCES/ASSESSMENT

Our assessment tool is also built by following the Minnesota Early Learning Standards. We assess throughout the year with formal reports. Students enrolled in Kindergarten will receive report cards in October, December, March and May. Students enrolled in preschool will receive report cards in November and February. Conferences are scheduled in October and February or by parent or teacher request. We encourage parents to visit with teachers as the need arises. All year long the Children's House guides and students are working hard at making a portfolio for the end of the year that will show their academic growth for the year.

LIBRARY

St. Edward School has a library available to all students and staff. Students enrolled in kindergarten make weekly library visits. They are allowed to have a total of two 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.**

MINNESOTA STANDARDS

Minnesota standards that are considered early childhood indicators of progress are woven throughout every experience, project, and activity. Kindergarten standards are utilized for students enrolled in kindergarten. These will be presented to parents upon request.

PHYSICAL EDUCATION

Children's House students will participate in Physical Education on certain days of the week. 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.

Behavioral Topics

BEHAVIOR GUIDANCE POLICY

St. Edward Children's House staff will ensure that each child is provided with a positive model of acceptable behavior that is tailored to the developmental level of the children in the program. Teachers will redirect children away from problems toward constructive activities in order to reduce conflict, teach children how to use acceptable alternatives to negative behavior, protect the safety of children and adults, and provide immediate feedback and coaching to help students learn and grow around their behavior choices, through modeling of appropriate behavior, appropriate word choices, removing themselves from the conflict, seeking adult help and modeling calming strategies. Behavior guidance will provide immediate and directly related consequences for a child's unacceptable behavior. (i.e. Not allowing a child to play in the sandbox immediately after he/she has thrown sand is an example of a directly related consequence.)

When a child exhibits consistent unacceptable behavior, teachers will discuss the issues with the parents and determine a plan for addressing behaviors. These behaviors will be documented in RenWeb and researched appropriately.

When elements of the expected student behavior have not been met, any of the following consequences may be employed, depending on the offense:

- A. Redirection.
- B. Verbal Warning.
- C. Call to parent/guardian from student/teacher immediately following unacceptable behavior.
- D. Principal or other support staff intervention.

Persistent Unacceptable Behavior

Behavior guidance is part of an on-going process to help children develop self-control so they can manage their own behavior in a socially acceptable manner. Specifically:

1. Name calling, swearing, or fighting is not acceptable behavior; St. Edward Children's House staff will intervene when these items are observed.
2. If a child shows persistent, unacceptable behavior requiring an increased amount of staff guidance and time, a written procedure for addressing the unacceptable behavior must be developed. This plan will be in consultation with the child's parent(s), all affected staff persons and other professionals when appropriate.
3. Staff will record observed behaviors and staff response to this behavior in RenWeb so as to create an ongoing behavior log. The procedures developed should be individualized to focus on the specific recurring behavior and to meet the needs of the child. The goal of this plan is to work with the child and the child's family to have a positive impact on behavior.

1. Persistent unacceptable behavior is defined as 3 or more instances in a day, 5 or more instances in a week or 8 or more instances in two weeks. The child's unacceptable behavior is a recorded staff response

The specific disciplinary action and severity of punishment for inappropriate student behavior will be handled on a case-by-case basis. The principal has the authority to change, add to, or delete items in order to operate the school efficiently. Misbehavior that occurs that is not specifically covered within the behavior policy will be assigned appropriate consequences that match the severity of the offense. Such will be unique and specific for each individual case, and precedents will not be established

When unacceptable behavior becomes consistent and disruptive the teacher will schedule a meeting with the parent to discuss the behaviors. Other professionals will be included as necessary. An action plan will be created if deemed necessary.

Procedures for developing a plan to address the behavior documented in consultation with the child's parent(s) and with other staff persons and professionals when appropriate:

1. The principal will review data gathered and develop a plan for improvement in consultation with the teacher, parent(s)/guardian(s) and other professionals when needed.
2. Plan is reviewed with the teacher prior to meeting with parent(s)/guardian(s).
3. The principal, teacher and parent(s)/guardian(s) will meet to discuss student's behavior and plan for improvement.
4. Contract is signed by principal, teacher and parent(s)/guardian(s).
5. The principal will review with the teacher the progress made by the student.
6. In extreme cases, law enforcement officials will be involved when laws have been broken. Parent(s)/guardian(s) and students will be made aware of their rights under law.

(Minnesota Rules, part 9503.0055, subparts 1 through 6)

Prohibited Actions

Corporal punishment of any kind is absolutely prohibited.

Corporal punishment includes but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking.

4. The subjection of a child to emotional abuse is absolutely prohibited.
 1. Emotional abuse includes but is not limited to name calling, ostracism, shaming, making derogatory remarks about the child or the child's family and using language that threatens, humiliates or frightens the child.

5. Children shall not be punished for lapses in toilet habits.
6. Staff may not withhold food, light, warmth, clothing or medical care as a punishment for unacceptable behavior.
7. Staff will not use physical restraints other than to protect the child from him/herself or to protect others from harm.
8. Mechanical restraints, such as tying, are prohibited.

Separation from the Group

A child may not be separated from the group unless the child's behavior threatens the well-being of the child or other children in the program; any separation of a child from the group would be within rule requirements. In order to be considered, less intrusive

BUS

St. Edward Children's House students are eligible to ride the school bus to and from St. Edward School. When Children's House students are riding the bus to school, they will be partnered with an older student who will walk them into their classroom. After school, Children's House students will ride a school bus to the public school where they may need to transfer busses. They will again be paired with an older student to assist in this process. Parents must call or e-mail the school office if there are changes to the student's bus riding schedule.

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. These will be taught during the first week of school.

Health and Wellness Topics

ALLERGY PREVENTION AND RESPONSE

Parents whose child has an allergy will have a scheduled meeting with their child's teacher and director or office assistant to establish an "Allergy Plan." This meeting will take place prior to the first day of attendance. Individual allergy plans must include, but are not limited to, a description of the allergy, specific triggers, avoidance techniques, 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

In order to minimize health risks to others, please keep your child home if:

- *Your child has had an oral temperature of 100 degrees or higher in the past 24 hours.
- *Your child has vomited 2 or more times in the past 24 hours.
- * Your child has diarrhea and/or they are not feeling well and need to use the bathroom frequently.
- * Your child has a rash for which the cause is unknown; see your healthcare provider before sending them to school.
- * Your child has an illness that prevents them from participating in routine activities.

Parents are asked to please NOT send their children to school when they are sick. Not only can they not function properly in school when they are sick or running a fever, but they can also expose many other children to infectious diseases.

Parents are asked to notify the school nurse/office immediately if their child contracts the below mentioned communicable diseases so we can work toward preventing further outbreaks. If an outbreak has occurred, parents will be notified based on school nurse discretion and MN Dept. of Health and CDC guidelines.

If a child becomes sick at school, parents will be notified.

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

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

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

Pink Eye: Students are to be excluded if there is thick white or yellow drainage, redness of the eye and eye pain. Your child may return after being examined by his/her health care provider and has had treatment for 24 hours.

Fifth's Disease: Call the school nurse or office if your child is diagnosed with Fifth's Disease. Students do not need to stay home from school if other rash-causing illnesses are

ruled out by a health care provider. Persons with fifth disease are unlikely to be contagious once the rash appears.

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

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

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

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

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

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

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

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

EMERGENCY MEDICAL CARE

In case of an emergency the parents or emergency contact will be notified immediately. 911 will be called.

HOMEMADE TREATS

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

HOT LUNCH PROGRAM

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

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

St. Edward School will provide Lactose Reduced Milk if requested by 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.

St. Edward School provides refrigeration at or below 40 degrees F for dairy products and other perishable items that are provided by the school. Treats and other items brought into the school that require refrigeration will be stored in the school lunch refrigerator.

The cost of the noon lunch at St. Edward School for the current school year is \$2.50 for Children’s House; Breakfast is \$1. Meals will be billed at the end of each month. For any account falling more than 30 days past due, students will be served an alternate meal that meets federal and state requirements. Seconds or extra milk will not be allowed for students with an overdue balance. The school will make all reasonable efforts to notify families of negative balances. Families will be encouraged to apply for free and reduced meals. Unpaid meal charges are designated as delinquent when the account becomes more than 30 days past due. This is considered collectable and efforts will be made to collect it. Monthly lunch bills should be paid to the St. Edward School office or on RenWeb. Checks should be made out to St. Edward School; please put Hot Lunch in the memo line.

If a student chooses to bring their lunch, the school secretary must be made aware of this decision by 8:30 am on the day the lunch is brought to school.

If parents plan to eat with their child, please let the school office know by 8:30 am that day. Adult/guest meals are \$5.35..

- All day Children’s House students are required to eat noon lunch.

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 also helps our school qualify for additional educational funds and discounts.

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

MEDICATION ADMINISTRATION

Medication must be in the original container with instructions for administering and your child's name clearly displayed on the container.

St. Edward Children's House staff cannot legally distribute medication (prescription or over the counter) to any student without written parental permission. A Request to Administer Medication form is required in every case. This form can be found as p. A-17 of this document, in RenWeb, or by contacting the school office.

Medication sent to school must be in the original container with instructions for administering and your child's name clearly displayed on the container.

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.

REST AND NAP TIME

Nap and rest time are offered to all Children's House students. Rest time is approximately one hour in length. Children will rest for a minimum of 30 minutes. If they are awake at the end of 30 minutes, they will be directed to engage in quiet activities in an area that is physically separated from sleeping children.

Cots will be placed in an area with clear aisles and unimpeded access by adults. Cots will be placed directly on the floor and will not be stacked when in use. Cots will be cleaned weekly.

SNACKS

According to the St. Edward School Wellness Policy, students must be offered healthy snacks consisting of two different food components when eaten during the school day; Parents are asked to provide one healthy snack for the entire class each month; milk is served alongside afternoon snack.

Water is provided at will.

Safety and Security Topics

EMERGENCY AND ACCIDENT POLICIES

St. Edward Children's House keeps a record of instruction to all staff persons and, when appropriate, to children and parents, about how to carry out the policies.

Administering First Aid

The following policies and procedures are in place for administering first aid, which includes a statement regarding how St. Edward Children's House will have a staff person available to administer first aid during all hours of operation. We can ensure that there is always a person available to administer first aid during business hours as all staff are Red Cross Certified every three years according to licensing Rule 3. All staff will be trained in pediatric first aid and CPR within 90 days of their first day of work.

Suffocation

St. Edward Children's House does not allow large over sized child blankets that could cause suffocation to be used in any classroom for any reason.

Pedestrian Accidents

Children will be closely supervised when walking near any traffic. Traffic signs will be adhered to.

Employee/Visitor Injury

If an injury occurs to an employee on the job or to a visitor on site, where complications may develop or where employment time may be lost, an immediate medical exam may be needed.

An injury report must be completed before you leave for the day if the situation is not life threatening. Report all injuries to the Principal.

Daily Safety Inspections

St. Edward Children's House staff conducts daily safety inspections for potential hazards in the school and on the outdoor playground area. Safety checklists are included in our daily cleaning lists.

Fire/Tornado Drills

St. Edward Preschool will conduct a fire drill each month and tornado drills monthly during the months of April – Sept.

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.

MANDATED REPORTING POLICY

All staff members are mandated reporters of suspected child abuse or neglect. Staff members do not determine if abuse or neglect has occurred, but must report suspected abuse or neglect of a child.

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.

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

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

VIOLENCE PREVENTION AND WEAPONS POLICY

It is the policy of St. Edward School to maintain a learning and working environment that is free from threats of harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors. We are committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It is a violation of this policy for any pupil or staff member to possess a firearm or dangerous weapon when in the school building, on school grounds or on any school

related activity. St. Edward School will refer to the local law enforcement agency any person who brings a firearm to school in violation of the “Gun Free Schools Act of 1994.” In accordance with this law any student bringing a weapon to school may be expelled for 365 days, and this expulsion may be modified on a case-by-case basis.

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

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

VIRTUS/DIOCESAN SAFE ENVIRONMENT AND BCA CHECKS

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

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

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

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

BCA Criminal History Background Checks.

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

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

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.

St. Edward Catholic School
Request to Administer Medication in School
2026-27 School Year

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

Name of Medication: _____

Diagnosis/Reason for Medication: _____

Dosage: _____

Route: _____

How Often: _____

Time of Day: _____

Beginning Date: _____

Ending Date: _____

Known Allergies: _____

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

Parent Authorization:

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

Parent/Guardian Signature

Date

REQUIRED FOR ALL PRESCRIPTION MEDICATIONS

Physician Signature

Date

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

St Edward School Volunteer Opportunities 2026-27

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 *Stuffing Envelopes
- *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

Family Name: _____

We have read and agree to the policies found in the
2026-27 St. Edward Children's House Handbook.

Parent Signature(s)

_____ Date _____

Parent Signature(s)

_____ Date _____