

# Loyola Catholic School

Mankato, Minnesota



## 2014-2015 Family-Student Handbook

Train the young in the way they should go;  
Even when old, they will not swerve from it.

~Proverbs 22:6~

Fitzgerald Campus, Grades 4-8



Good Counsel Campus, PreK-grade 3, 9-12

**Mission Statement:** Loyola Catholic School is a dynamic, nurturing community, which, by teaching and modeling Gospel values, successfully educates students to be critical thinkers, moral decision-makers and contributors to our church and world.



### **RIGHT TO AMEND**

The administration reserves the right to amend this handbook for just cause.

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## **At Loyola Catholic School We Believe:**

- God is the center of all we do.
- We are a Catholic faith community that fosters life-long relationships with God, self and the world.
- To serve is essential
- In the pursuit of academic excellence.
- In helping each person grow toward his or her full potential.

### **SCHOOL SONG**

O, When Loyola's team is all in line,  
we're gonna win again another time.  
For coach and team and school all yell and yell,  
and for the alma mater we all yell and yell.

We're gonna fight, fight, fight for every score,  
to keep Loyola's team to the fore.  
We'll make this victory for LCS, LCS.  
Rah! Rah! Rah!

Here comes the team,  
let's all give a yell.  
We'll show them who we are.  
With an L-O-Y-O-L-A  
Loyola, Loyola all the way!

### **SCHOOL COLORS**

Blue and Gold

### **SCHOOL MASCOT**

Crusader

## **I. The School and Governance**

### **OVERVIEW**

Loyola Catholic School (LCS) community is a Roman Catholic school community that empowers students to grow to their God-given potential and to use their gifts to be good stewards of the earth. Initially staffed by School Sisters of Notre Dame (1865) and Jesuit priests (1874), LCS is supported by area Catholic parishes which include Holy Rosary Parish, North Mankato; St. John the Baptist, St. Joseph the Worker and SS. Peter and Paul Parish, Mankato. The School Sisters of Notre Dame continue to contribute to Loyola Catholic School through prayer, presence, and financial support.

LCS consolidated in 1990 and is now located on two campuses. Good

Counsel Campus serves grades PreK-3 and grades 9-12, and Clubhouse, an after-school care program. Fitzgerald Campus serves grades 4-8.

### **TRUSTEES/ADVISORY COUNCIL**

The purpose of the LCS Advisory Council is to provide advice and counsel to the president and to the board of trustees who act as the legal entity responsible for LCS and operates under the guidelines of Diocese of Winona and the Diocese of New Ulm. Board members witness and promote the mission of Jesus as reflected in the mission of LCS.

### **ACCREDITATION**

LCS is a fully accredited PreK-12 system. Accreditation is provided by AdvancED.

## **II. Admission Information**

### **NONDISCRIMINATORY POLICY**

LCS admits students of any race, color, and national or ethnic origin, gender or non-prohibitive disability to all the rights, privileges, programs and activities generally afforded or made available to students at the school, including, but not limited to education policies, admissions policies, scholarship, loan, athletic and other school-administered programs.

### **APPLICATION AND INTERVIEW**

A student must be three years old to qualify for the preschool program; a student applying for kindergarten must be five years old by September 1 of the year of entrance.

To request enrollment materials and/or apply to LCS, please call the school office at (507) 388-2997. As part of the admission process, the principal may interview parents/students applying for grades K through 12, and involve other staff as necessary. The interview process is used to determine whether LCS is the best environment to facilitate a prospective student's growth and that necessary resources are available to help the student succeed. Students may be asked to complete a probationary period.

### **ENROLLMENT, TUITION, FEES**

#### ***Enrollment***

Enrollment for students currently attending LCS is held in the spring of each year. At this time a \$50.00 non-refundable family application fee and signed tuition payment plan with pertinent enrollment materials are due. **Students must have a signed TADS tuition payment plan on file in order to begin school or begin practice for fall sports.**

### ***Aligned/Non-Aligned/Exchange Student Tuition***

Mankato and North Mankato parishes of Holy Rosary, St. John the Baptist, St. Joseph the Worker and Ss. Peter and Paul support LCS with significant contributions. Members of these parishes are charged parish-aligned tuition.

Families who do not belong to one of these four parishes are charged out-of-parish tuition (non-aligned tuition). Often, this additional LCS tuition amount can be met through a family's request of their parish. If your church makes a tuition contribution, The SCHOLA Foundation provides a matching tuition grant up to \$250.00 per student.

Students who are exchange students are charged an exchange student tuition.

### ***Tuition***

Tuition contracts are sent out from TADS (Tuition Aid Data Services) in the spring. Tuition payments are made in full at the beginning of the school year or through automatic withdrawal from checking or savings accounts. TADS is contracted by LCS to make these automatic withdrawals on a pre-determined schedule.

For students in grades K-6, up to \$1,625 and up to \$2,500 for students in grades 7-12 can be considered a subtraction deduction on your 2013 state income tax return (according to K-12 Education Subtraction and Credit – Income Tax Fact Sheet 8 rev 3/13). Please contact your tax advisor for more complete information.

### ***Fees***

Activity fees are found on the LCS website at [www.loyolacatholicschool.org](http://www.loyolacatholicschool.org). Technology fees for grades 7-12 are \$200.00 per student with a cap of \$500.00 per family per year.

## **FINANCIAL INFORMATION**

LCS is committed to making Catholic education available to any student who wishes to be part of the Catholic school community. LCS uses TADS (Tuition and Data Services) to assist us in granting financial assistance to families who need additional help with tuition. LCS believes that TADS can gather confidential and objective information that will help us allocate fairly and justly the amount of money available for aid. Families can apply for tuition assistance on line or call the school for a paper application. Be assured that no child will be refused admission to LCS based solely on the financial limitations of the family.

## **SCRIP**

SCRIP (**S**ubstitute **C**ash **R**edeemable **I**n **P**erson) is a program that raises funds for tuition through purchase of gift certificates. Families and LCS earn a percentage of each dollar spent using SCRIP gift certificates. These certificates can be used to purchase ordinary family needs such as groceries, gas, clothing, auto repair and household supplies. This program does not require any extra money from one's family budget. An average family can easily earn \$25.00 to \$50.00 per quarter in tuition credit by using SCRIP instead of cash, check or credit card. SCRIP may be purchased from the SCRIP coordinator located in the LCS Business Office.

### **III. Academic Information**

#### **OVERVIEW**

The LCS curriculum is based on the school's mission and standards established by AdvancED and the State of Minnesota. LCS offers its students opportunities for growth in the following core and elective subjects:

#### **CORE CURRICULUM**

##### ***Religion***

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation in partnership with supporting parishes.

Liturgical services are held weekly for all students and for the entire student body during significant liturgical seasons and special events.

##### ***Language Arts***

English, reading, spelling, composition, library skills, literature, global awareness and world language (French and Spanish)

##### ***Mathematics***

Pre-algebra, algebra I, algebra II, geometry, pre-calculus, AP calculus, and Math 12

##### ***Physical Education and Health***

Physical fitness and health/wellness program appropriate for all grade levels

##### ***Science***

General science and laboratory experiences including high school biology, chemistry and physics

##### ***Social Studies***

History, geography, economics, current events



### ***Fine Arts***

Music, band and choral experiences, studio art, speech and drama

### ***Computer Literacy***

Word processing, database, spreadsheets and integration with curricular subjects

### ***Co-Curricular***

Opportunities to broaden knowledge, community awareness and leadership involvement include spelling and geography bees, knowledge bowl, math counts, science fair and speech competitions.

### ***Advanced Placement Courses***

Advanced placement is available, with approval by the instructor, for high school students in English/Literature, English/Language, American government/politics, and Calculus.

### ***Post-Secondary Enrollment Option (PSEO)***

Loyola High School participates in the Post-Secondary Enrollment Option (PSEO) based on student ability. Students may earn credit toward graduation by taking courses from approved two-year and four-year colleges.

## **CLASSROOM PARTIES**

In K-3, each student's birthday is recognized and celebrated at a school liturgy during his or her birthday month. If you send a healthy treat, the food must come from a commercial supplier and be individually wrapped. No home-baked goods, please. **Invitations for private birthday parties may not be distributed at school (Prek-12).**

## **CONFERENCES, PROGRESS and EVALUATION**

PreK-12 conference dates are found on the LCS website. Conferences are scheduled for all grade levels each year. The first conference for grades PreK-6 is scheduled prior to the beginning of school. This early conference allows parents/guardians to provide input to help his/her child's learning and promotes a positive start to the school year. Additional conferences are typically scheduled in October/November and March/April. All parents/guardians are expected to attend conferences.

### ***Progress***

A student's progress is evaluated by periodic assessments and daily work. Teachers update information regarding student grades on a weekly basis. This includes incomplete work, missing work and work missed due to absence. Parents/guardians receive a formal report of their student's progress on a quarterly basis as well as having access to our online tool

called NetClassroom which can be accessed by going to the LCS website and clicking on the Parent link. Please contact the school secretary for password information.

Kindergarten report cards are written at the end of the second and fourth quarters. These reports offer a better understanding of a student's achievement and behavior for each class in which she or he is enrolled.

### ***Evaluation***

LCS students demonstrate academic excellence through successful completion of several standardized testing programs. Students in K-3 are evaluated using DIBELS (Literacy Skills) three times per year. NWEA assessments in reading, writing/composition and math are given in grades K-9. Minnesota graduation standard assessments are administered to all high school students.

### **HOMEWORK**

Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce skills and concepts from daily lessons.

Recognizing that each student has unique capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Upon a return to school after an absence, K-6 students will be given a packet of homework/assignments to be completed as per arranged with the teacher/teachers. It is the student's responsibility in grades 7-12 to secure missing assignments via email or personal contact with teachers. Students are expected to complete homework within the same number of school days missed.

### **FIELD TRIPS**

Field trips are an extension of the classroom and an integral part of the learning program. Families will be notified of upcoming field trips including departure, arrival times and necessary fees. Students must have a signed permission slip to participate in field trips. Verbal permission cannot be accepted.

Individual teachers, in consultation with administration, reserve the right to restrict or deny student participation in any field trip due to, but not limited to, poor academic performance and/or poor conduct.

## **LOCKERS**

Students in grades 4 – 12 will be assigned a locker at the beginning of the school year. Students are not allowed to switch lockers. If a student damages a locker the students will be charged a minimum of \$20.00.

### ***Lockers must be locked at all times.***

School officials are allowed to inspect lockers for any reason, at any time, without notice, without a student's consent, and without a search warrant. Students' personal possessions within a locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

## **GUIDANCE COUNSELOR, CAREER CENTER**

LCS provides PreK-12 counselors to assist students in personal growth and mental health concerns, academic testing, interpretation of test results and selection of high school courses.

Parents/guardians and students may make an appointment to see the counselor. The counselor gives grade appropriate presentations as well as provides opportunities for students to participate in small group discussions on various topics such as divorce, friendship, peer pressure, study skills and other topics.

The Career Center counselor works closely with 7-12 students to help with academic goal setting and advising, college scholarship and career information.

## **LIBRARY-MEDIA CENTER**

LCS has a well-equipped automated media center located on both Good Counsel and Fitzgerald campuses. Individual students or classes may use the Library-Media Center for study, research, and reading of library materials.

K-6 students are taught formal media skills during a weekly library period. Books are checked out for one week and may be renewed at any time. Students with overdue books may not check out additional books. The student must pay for damaged or lost books before other materials can be checked out.

## **STUDENT TRANSFERS**

Please notify the school office at least one (1) week in advance of a student's transfer to a different school. LCS provides a transfer form that allows the new school to officially request student records.

The student's records will be forwarded to another educational institution upon transfer of the student.

***All financial obligations to LCS must be fulfilled before credit is awarded and transcripts are forwarded.***

### **STUDENT RECORDS**

LCS adheres to the federal "Family Educational Rights and Privacy Act" and the "Minnesota Government Data Practices Act." These laws specify that certain items of information are classified as "directory information" and can be released without parent/guardian consent.

Items classified as directory information include: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, honors and awards received and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student's parent/guardian. Directory information does not include personally identifiable data that references religion, race, color, social position or nationality.

If you are a parent/guardian of a student who is less than 18 years of age or are a student older than 18 years, you have the right under federal and state law to direct LCS not to release directory information. If you do not want this information released for other than school use, you must sign and return a "non-release" form to the school. Refusal to release directory information must be received by October 1 of the school year or within 30 days of the student's enrollment in school and will remain in effect for the remainder of the school year in which request is made.

Parents/guardians have the right to inspect and review his or her child's academic record as maintained by LCS. Such information will be disclosed to you except when federal or state law bars disclosure. A request for disclosure may be made to the building principal.

### **SUPPORT SERVICES**

Title I, Speech, and Special Education (physical and learning needs) services are offered to students who meet program criteria. All services are made available to students on site.

### **ABSENCE DURING THE SCHOOL DAY**

Doctor and dental appointments should be made outside of school time whenever possible. If a student has a dental or doctor appointment, please inform the school office in writing. If a student must leave school for a family emergency, please provide a note or pick up the child in the office.

## ***Vacations***

Family vacations should be planned during days when school is not in session. When this is not possible, parents/guardians should notify the school office in advance and upon return follow procedures listed in the homework section of this handbook.

## **ATTENDANCE**

Consistent attendance is essential for academic progress. Students are required to attend all assigned classes every day school is in session. Attendance will be taken throughout the day. Unexcused absences are cumulative throughout the school year. LCS asks families to help enforce positive attendance to keep students in school on a regular basis. When returning to school after an absence, all students must have a note signed by their parent/guardian and check into the office to receive a pass. Students must work with each teacher to make up any missed assignments. Loyola High School notifies parent(s)/guardian(S) when absences reach a level at which loss of credit is of concern.

Students missing any part of the school day due to an illness or unexcused absence will not be allowed to complete on that day. Suspended students from school will not be allowed to practice or complete during the suspension.

The administration will determine the legitimacy of all absences. If a student's attendance drops below 80%, the student will be asked to provide third party documentation for absences to be considered excused. Third party documentation may be, but is not limited to; medical notes, funeral obituaries/brochures, mechanic's note, and dentist note.

### **There are two categories of absences:**

#### ***Absence Excused (AE)***

Excused absences are issued for illness, injury, medical, dental appointments, funerals, required church attendance, family emergencies, school related activities and cases where there is an agreement between home, school and the student as to the purpose and validity of the absences and prior approval through the office.

Senior college visits will be limited to three to be considered excused. These visits must be arranged in advance and approved by the office. Documentation from the college is required upon returning to school.

If there is prior knowledge of the absence it is expected that a student will confer with teachers and make prior arrangements to turn in work on a cooperatively agreed schedule.

### ***Absence Unexcused (AU)***

Unexcused absences are all absences which can be avoided or delayed, and for which prior arrangements and approval have not been made through the principal's office. These absences indicate that the student is absent from school with or without the consent of a parent, but the excuse given is not acceptable to the school administration.

A student's parents/guardians will be contacted by the office following a student's unexcused absence from class. Unexcused absences or truancy received will be expected to make up daily work.

A few examples of unexcused absences include: missing the bus, employment, need for sleep, babysitting, skipping school, etc.

***Loyola High School students may not be absent unexcused from any class for more than four (4) days each quarter. Students do not receive course credit if the four (4) day limit is exceeded.***

### **TARDIES – GRADES 9-12**

Being on time for class is a matter of respect and courtesy to fellow classmates and the teacher.

- The student will earn one (1) hour of detention for three (3) tardies. The detention will be served on Thursday morning in Mr. Rundell's class at 7:00AM. His door will be shut at 7:00 and any student arriving after that time will be considered as not having served the detention. A Parent will be notified by mail of the detention at least two days prior to the date the detention is to be served.

***Three tardies from one class will count as one absence from that class.***

### **TRUANCY**

Regular attendance and academic progress go hand-in-hand. Attendance is the responsibility of both parent/guardian and student. Students are expected to attend all classes and required school functions. A student's absence from school interferes with his or her academic progress. Minnesota Law defines education neglect as seven (7) unexcused absences from school.

1. If a student is absent from school seven (7) days without a reasonable excuse, a letter of concern will be sent home requesting a meeting to resolve the attendance problem.

2. If a student continues to be absent for seven (7) days without a reasonable excuse, parents/guardians will be notified that LCS will begin the process of truancy.
3. Absences beyond seven (7) days must be excused by a parent/guardian and medical personnel. Failure to do so will be viewed as unexcused and a referral to Child Protection will be made.

***Academic and Absence – Please refer to LHS Curriculum Guide for rules governing course credit in relation to absences.***

### **ILLNESS**

If a student is ill and will not be attending school, parents/guardians must call before 8:00AM. Parents/guardians may leave a message on school voice mail at any time during the night or early morning hours before staff is available. Families will be contacted if their student is absent and a call has not been received by 8:30AM.

Good Counsel Campus (9-12) ..... 507-388-2997  
 Good Counsel Campus (Grades PreK-3) ..... 507-388-0614  
 Fitzgerald Campus (Grades 4-8)..... 507-388-9344

Students who are feverish or vomiting, at a contagious stage of strep throat, have head lice or pink eye are not allowed to be in school. If these symptoms develop during the school day you will be called to pickup your child immediately.

When returning after a period of absence, arriving late or leaving school early, students must have a note signed by their parents/guardians and check in and out of the school office. Students must make up any missed assignments. Unless specifically excused by written consent of a physician, all students will participate in regular education classes, including physical education class and recess.

### **ILLNESS AT SCHOOL**

Facilities are provided in school for first aid and the immediate care of a student who is ill. Parents/guardians or an emergency contact will be called to pick up students if they are too sick to remain in school.

Students who are ill or injured are not allowed to walk, drive home, or be taken home without parent/guardian consent. In an extreme emergency, an ambulance will be called and the student taken to the nearest hospital. Any fee incurred due to an emergency will be billed to the parent/guardian.

Students may not remain in school with communicable diseases, temperatures over 100°, red or draining eyes, draining skin lesions not under a doctor's care (sores about nose, mouth, or other exposed area), vomiting, diarrhea, severe abdominal pain, persistent cough, or injury that needs medical care. A student should remain out of school until his or her temperature has been below 100° for 24 hours without medication. A student should be on medication for 24 hours before returning to school (oral antibiotics, eye drops, etc.)

### **STUDENT HEALTH SERVICES**

Mankato Public School District Health Services provide state-funded health screening for vision, hearing, and scoliosis. Physical examination records are required before kindergarten.

#### ***Immunizations***

Students attending school in Minnesota must be immunized for MMR (measles, mumps, rubella), DTP (diphtheria, tetanus, pertussis), polio, HIB (haemophilus influenzae type b), and Hepatitis B to attend school. ***All kindergarten students must have shots prior to the first day of school or they will not be allowed to begin school. All immunization shots should be reviewed before entering seventh grade.***

#### ***Medication***

Medication of any form is not administered in school without a consent form.

If a student must take doctor prescribed medication in school, the medication must be sent to school in the original container received from the pharmacy. A written and signed note from the doctor indicating dose, frequency and duration must accompany the student's medication. Medications should be taken to the school secretary before 8:00AM; school personnel will dispense only prescribed medication provided by parent/guardian.

Students with asthma, who use inhalers during the school day, must follow the medication guideline. A student will be allowed to carry and administer his or her own inhaler with written and signed consent from a parent/guardian.

### **SACRAMENTAL and FAITH PROGRAM**

As a Catholic school community, we believe the primary faith community for Catholic students is their family and local parish. One important parish responsibility is to prepare its members for reception of the sacraments.

The local parish is the appropriate setting for the evangelization and catechesis of those preparing for reception of the sacraments of

Reconciliation, Eucharist and Confirmation. This time of preparation culminates with the parish's liturgical celebration of these sacraments.

It is the responsibility of parents/guardians to have their students participate in the parish-centered programs that offer catechesis for these three sacraments. Parents/guardians are mentors and teachers in preparing their students for reception. LCS supports the sacramental preparation process through additional instruction and activities.

### ***Prayer***

Each school day begins and ends with prayer. PreK-12 teachers begin each class with a prayer. The chapel on Good Counsel campus provides a quiet place for private prayer and reflection as well as for group prayer services and Mass. Students on the Fitzgerald Campus attend Mass and prayer services at SS Peter and Paul Church.

### ***Retreats***

Retreats are offered for students in grades 2 and 8-12 on an annual basis. Retreats focus on building community within and between classes, fostering the values of personal reflection, and prayer.

## **RESPECT and SELF and OTHERS**

### ***Academic Honesty***

Giving or receiving answers on a quiz, test, project or daily assignment is considered cheating. Cheating may also include stealing or obtaining a copy of the test/test answer key before it is administered. Plagiarism is representing another person's ideas, words, expressions, or data in writing or a presentation without properly acknowledging the source. For example misrepresenting another's work as an original work, using someone else's idea without proper credit, failing to cite a source, or using someone's work over the Internet and submitting it as an original. **Students who are found to be cheating or plagiarizing may receive a zero or reduced grade for that assignment, which in turn may cause the student to fail the course. Disciplinary action will follow.**

## **DRESS CODE**

Appropriate dress enhances the educational climate of LCS. A dress code should reflect neatness, cleanliness, respectfulness and modesty. Students and parents/guardians should make every effort to ensure that the student is dressed appropriately for school before leaving home. Once the student is in the school building it becomes responsibility of staff to monitor the dress code. Consistency in enforcement is critical. Multiple offenses in dress code will result in disciplinary action.

### **Grades K-5 Boys**

#### **Grade K-5 Girls**

**Pants:** Navy blue twill uniform style pants

**Shorts:** Navy blue twill uniform style shorts

**Jumper:** Plaid #57 from uniform company  
Plain navy blue jumper

**Skorts:** Plaid #57 from uniform company or any navy skort

**Shirts:** Must have a collar:

- 1) Long or short sleeve polo, white or navy blue in color
- 2) Long or short sleeve turtle neck, white or navy blue in color

**Sweaters:** Navy blue V-neck cardigan sweaters are acceptable

**Sweatshirts:** School branding only

**Socks:** **Socks:** White, black or navy blue, also #57 ankle socks, navy or white tights or leggings are acceptable

**Shoes:** Sport shoes or tennis shoes may be worn for everyday uniform. Shoes with open heels, platforms or open toe shoes should not be worn at any time.

Primary grade students need to have two pairs of shoes – a pair to wear and a spare for indoor wear only.

*All clothing is considered open purchase except the plaid jumpers and skorts, which must be purchased through the designated uniform company. Optional items: Belt, Sweater, Sweatshirt, and Shorts*

### **Grades 6-8 Boys**

**Pants:** Navy blue or Khaki brown twill uniform style. (No Cargo style)

**Shorts:** Navy blue or Khaki brown twill uniform style. (Cargo style ok)

**Shirts:**

1. Long or short sleeve polo, white, navy blue, or gold.\*
2. White Oxford dress shirt.

**Turtleneck:** White, navy blue, yellow or gold.

**Sweaters:** Navy blue sweaters, cardigan or pullover are acceptable.

**Sweatshirts:** School branding only.

**Shoes:** Sport shoes or tennis shoes may be worn for everyday uniform. Shoes with open heels, platforms or open toe shoes should not be worn at any time.

### **Grades 6-8 Girls**

**Pants:** Navy blue or Khaki brown twill uniform style. (No Cargo style)

**Shorts:** Navy blue or Khaki brown twill uniform style. (Cargo style ok)

### **Shirts:**

Long or short sleeve polo, white, navy blue, or gold.\*

**Jumper:** Plaid #57 form Donald's uniform Co.

### **Shirts:**

1. Donald's uniform Co. #9380 short sleeve or # 9166 long sleeve Blouse
2. Turtleneck, white, navy blue, yellow or gold.

### **Option 3:**

**Skirt/ Skort:** Plaid #57 from Donald's Uniform Co. or solid Navy blue

### **Shirts:**

1. Donald's uniform Co. #9380 short sleeve or # 9166 long sleeve Blouse
2. Turtleneck, white, navy blue, or gold.

**Sweaters:** Navy blue sweaters, cardigan or pullover are acceptable.

**Sweatshirts:** School branding only.

**Shoes:** Sport shoes or tennis shoes may be worn for everyday uniform. Shoes with open heels, platforms or open toe shoes should not be worn at any time.

\*Polo shirts with the school logo may be purchased from the Loyola Catholic School Spirit shop or plain polo shirts may be worn.

### **Grades 9 -12**

Time and place will often signify appropriateness of dress. Although some clothing may be fashionable, it may not be appropriate in the high school setting. Students are expected to wear appropriate attire at all times. Administrative judgment will be used to determine appropriateness of attire.

### **Specific Expectations**

- Clothing should be in good condition, no holes or tatters.

- All pants and shorts must be worn above the hips. Sweatpants, wind pants, nylon pants and pajama pants are not acceptable.
- All shorts must be at least mid-thigh in length.
- Sleeveless shirts of any kind are not permitted.
- Skirts must be worn above the hip and no more than 4" above the knee.
- Yoga pants, leggings, and jeggings are not acceptable unless covered by an appropriate skirt.
- Snow boots or military boots cannot be worn during the school day.

***Immodest clothing includes but is not limited to:***

- Low cut, tight, sheer, midriff baring, spaghetti straps and Tarzan tops (Curvature of tops must stay above armpits).
- Clothing/jewelry that promotes tobacco, alcohol, or any illegal drugs.
- Clothing/jewelry that creates a danger to the health and safety of the building or creates a disruption to the educational process.
- No gang related insignia, colors, paraphernalia, materials can be worn or carried on campus or at school-sponsored activities, including but not limited to gloves, bandanas, shoestrings, wristbands, clothing or jewelry likely to cause others to be intimidated by fear or violence.
- Tattoos may not be visible during the school day or school-sponsored events.
- Clothing that contains obscene, discriminatory, sexually suggestive, profane language/pictures.

Because LCS is an ethnically diverse community, parents who desire clothing to reflect their ethnicity should contact the building principal to communicate their wishes. The administration will make the final decision in these cases.

***Dress Code Violation Consequences:***

- 1<sup>st</sup> Occurrence - Student will remedy the dress code violation, for the remainder of the school day, by covering with proper clothing (their own or an available article that will be returned, laundered, the following school day), or a parent/guardian will be called to bring proper clothing if nothing is available.
- 2<sup>nd</sup> Occurrence - Student will remedy the dress code violation, for the remainder of the school day, by covering with proper clothing (their own or an available article that will be returned, laundered, the following school day), or a parent/guardian will be called to bring proper clothing if nothing is available. **AND** the parent/guardian will be notified by administration regarding the dress code violation. **AND** the parent/guardian, student, and administration will meet regarding the dress code violation.
- 3<sup>rd</sup> Occurrence - Student will remedy the dress code violation, for the remainder of the school day, by covering with proper clothing (their

own or an available article that will be returned, laundered, the following school day), or a parent/guardian will be called to bring proper clothing if nothing is available. **AND** the parent/guardian will be notified by administration regarding the dress code violation. **AND** student will serve ISS (in-school suspension) **AND** the parent/guardian, student, and administration will meet regarding the dress code violation before re-admittance.

### **OVERALL STUDENT BEHAVIOR**

Basic Christianity requires teachers, students and staff to treat everyone at LCS with the dignity and respect necessary to point out times when improper behavior may occur. Such behavior will be subject to student evaluation with the possibility of detention, suspension, or dismissal.

Improper behavior may include, but need not be limited to:

- Hitting or striking another student or school personnel
- Using physical force such as shaking, pushing or shoving, seizing clothing, improperly touching other students, or sexually exploiting other students
- Using abusive, vulgar language, or sexually provocative language
- Using language which undermines ethnic, religious, or social groups, or which exhibits gender-related prejudice
- Demonstrating unfair/unequal treatment to certain students or groups of students
- Using behavior which demeans other people
- Using poor judgment such as endangering the safety and good health of students and staff.

**Bullying in any form will not be tolerated. This includes but is not limited to teasing, putdowns, hitting, name calling, within the school and also computer messaging, email, and text messaging on cell phones.**

#### ***Social Conflict***

It is normal for students to experience conflict when the ideas and opinions of one student are at odds with the ideas and opinions of a schoolmate. Disagreement is not necessarily a bad thing.

Academic disagreement between ideas can produce a lively classroom discussion and lead to heightened engagement among students. Teachers can assist students in making disagreement productive so that learning will take place. When verbal conflict becomes aggressive and students are subjected to such behavior as name-calling, taunting or threats it will be considered bullying.

## **HARASSMENT and VIOLENCE**

LCS has in place a harassment policy that prohibits harassment by any student against another student or an employee. Harassment is defined as words, gestures, or actions which tend to annoy, alarm, or abuse another person and which serve no legitimate purpose by the person saying the words or performing the gesture or action.

Any person who believes that he/she is or has been a victim of harassment by a student should report the alleged acts or statements immediately to the building principal or president. The report may be either written or oral. The principal of the building that the student alleged to have committed harassment attends or the president shall detail the allegations of harassment in memo form. The party alleging harassment will sign the memo showing agreement with the content of the memo. Reports shall be investigated in a thorough and confidential manner by the president and building principal where the student alleged to have committed the harassment attends. These two shall make a finding if in fact harassment occurred. LCS will take whatever action it feels necessary to respond to the harassment if facts of the alleged harassment are ultimately proven to be true. After a determination that such harassment has occurred, the president and building principal shall determine appropriate disciplinary action. The decision of the president and building principal shall be final without appeal to the Advisory Council. Any retaliatory action against a person who reports harassment or either of the decision-makers, whether done by the person performing the original harassment or another, shall be viewed as a matter serious enough to warrant expulsion.

Disciplinary actions for harassment may include, but are not limited to: (1) meeting with the building principal and/or counselor; (2) parent/guardian notification and consultation with the principal, counselor, or designated member of the school staff; (3) referral to an outside social or counseling agency; (4) notification of legal authorities; (5) suspension from Minnesota State High School League activities for what the principal and athletic director determine is an appropriate time; (6) suspension from school; (7) expulsion.

## **SEXUAL HARASSMENT/MISCONDUCT**

LCS has in place a sexual harassment policy that prohibits sexual harassment by any student against another student or employee. This policy defines sexual harassment as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which tends to annoy, alarm, or abuse another person, and which serves no legitimate purpose by the person saying the words or performing the conduct.

Sexual harassment may include, but is not limited to: (1) verbal contact or abuse of a sexual nature; (2) subtle pressure for sexual activity; (3) inappropriate patting or pinching; (4) intentional brushing against a student or employee's body; (5) demanding sexual favors; or (6) any unwelcome touching.

Any person who believes that he/she has been the victim of sexual harassment by a student should report the alleged acts or statements immediately to the building principal or president. The report may be either written or oral. If the report is oral, the building principal or the president shall detail the allegations of sexual harassment in memo form. The party alleging sexual harassment will sign the memo showing agreement with the content of the memo. Reports shall be investigated in a thorough and confidential manner for the president and the building principal where the student alleged to have committed the sexual harassment attends. These two shall make a finding if in fact sexual harassment occurred. LCS will take whatever action it feels necessary to respond to the sexual harassment if the allegations of sexual harassment are ultimately proven to be true. After a determination that such sexual harassment has occurred, the president and the building principal shall determine the appropriate disciplinary action. The decision of the president and building principal shall be final without appeal to the Advisory Council. Any retaliatory action against a person who reports sexual harassment or either of the decision-makers, whether done by the person performing the original sexual harassment or another, shall be viewed as a matter serious enough to warrant expulsion.

Disciplinary actions for sexual harassment may include, but are not limited to: (1) meeting with the building principal and/or counselor; (2) parental notification and consultation with the principal, counselor, or designated member of the school staff or any number of them; (3) referral to an outside social or counseling agency; (4) notification of legal authorities; (5) suspension from Minnesota State High School League activities for what the principal and athletic director determine is an appropriate time; (6) suspension from school; (7) expulsion.

### **HAZING**

LCS is a Christ-centered community that creates a safe learning environment for students and staff free from hazing. Hazing activities of any type are inconsistent with the LCS mission and are prohibited at all times.

Hazing means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

No student or staff member shall permit, condone or tolerate hazing either on or off school property, during and after school hours. Hazing is not justified or permitted even with the permission of a parent /guardian or the consent of the victim.

### **MISCONDUCT**

LCS provides an environment for students and others engaged in LCS programs which are free from physical misconduct; and from sexual misconduct including abuse, exploitation, and harassment including, but not limited to, verbal harassment or abuse, inappropriate physical contact, sexual violence which is a physical act of aggression.

All persons employed by or assisting as volunteers must comply with applicable federal, state, and local laws regarding incidents of actual or suspected physical and sexual misconduct.

LCS cannot list every inappropriate student behavior and its consequences. Teachers' and principal's judgment are given high priority. Each Loyola student is responsible for promoting caring, respectful behaviors within the school community, both on and off campus as well as in extracurricular activities.

The school reserves the right to interpret and develop policies and regulations as necessary based on the philosophy and mission of LCS.

### **TOBACCO FREE ZONE**

All LCS campuses are tobacco free zones. Smoking or chewing tobacco in the school or on school grounds is prohibited. Students ignoring this regulation will be fined \$50 for a first offense and subject to other consequences based on state law and Minnesota State High School League rules. A student's second offense may result in more serious consequences.

### **DRUGS and ALCOHOL**

A student found on school premises or at a school-related function using, being in possession of or under the influence of alcohol or any chemical, will be immediately suspended from Loyola Catholic School. Parents will be called and a conference be held with administration and counselor.

An informal assessment of chemical use will be made by the school counselor; a formal assessment will be made by the drug counselor sponsored by Blue Earth County. A recommendation will be given to LCS Administrator regarding the need for assessment and treatment.

If assessment or treatment is recommended, further attendance at LCS will depend upon involvement in and successfully completing a program. If the

student or the family of the student refuses to act on the recommendation, attendance at LCS will be terminated.

If formal treatment is not recommended, the student will be expected to meet with the school counselor every other week for twelve weeks to discuss involvement with chemicals.

If a second offense regarding chemical dependency occurs, the student will be dismissed from LCS for a minimum of one grading period. In order to return to LCS, that student must successfully complete the following:

- An assessment of his/her chemical use.
- A treatment program, if found chemically dependent.
- An approved educational chemical dependency program, if not found chemically dependent.
- One successful grading term at another institution, i.e., exhibit freedom from chemicals, positive academic performance and a positive record of behavior.

After successfully completing the above, the student may petition to re-enter LCS.

Any student found selling chemicals during the school day or on school premises or at any school related function will be immediately suspended and subject to further consequences.

### **CITATIONS**

When a student receives a chemical citation it is reported to the school by law enforcement. When the school receives such a violation the student will be ineligible to serve in a leadership or ambassador role of Loyola for a 12 month period.

### **THEFT**

Students realize that theft is in opposition to Christian principals and values and will not steal, take possession of, or transmit any property belonging to another without the owner's knowledge and consent. In addition, restitution shall be made to the person or persons from whom the item(s) were taken.

### **VANDALISM**

Acts of vandalism against this or any other school, teachers, students and staff are among the most serious threats to the philosophy of the school and to adult authority. Any proven instances of damage or disfigurement to the property of students or staff will be dealt with immediately by school officials appropriate to the offense. Nuisance calls will also be treated as serious offenses against the school as well as the individual because such calls tend to destroy the Christian climate among students and staff. If the vandalism

involves harassment of another student or staff member, the appropriate action will be taken for violation of that code.

### ***Penalties***

Penalties include, but are not limited to, any of the following options, depending on the seriousness of the offense: 1) Detention 2) Suspension from school 3) Expulsion. In addition, where there is property damage, restitution or compensation will be made by the individual causing the damage. Other forms of remediation including parent shadowing, victim confrontation, or community service may be required. The LCS Advisory Council will be notified of any acts of vandalism against the school or staff. All serious incidents of vandalism to the school will be submitted to prosecuting authorities to determine whether charges should be filed.

### **WEAPONS PROHIBITED**

No student, non-student or adult, will have in his or her possession or use a weapon within the school or on school grounds. This prohibition is applied to all school buildings, grounds, and school zone, whether leased or owned, and within all school-owned, leased, or contracted vehicles and all other buildings or premises where LCS students are present in connection with a school activity. This includes LCS students bringing weapons onto non-LCS school campuses.

"School zone" means:(1) any property owned, leased, or controlled by LCS providing educational services, or used for educational purposes, or where extracurricular or cocurricular activities are regularly provided;(2) the area surrounding school property (1) to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property; and (3) the area within a school bus when that bus is being used to transport one or more elementary or secondary school students.

"Possession" refers to having a weapon on one's person or in an area subject to one's control, on school property, school zone, or at a school activity.

"Weapon" means any device or instrument that through its use is capable of threatening or producing bodily harm or death or that can be used to threaten or cause bodily harm or death. Examples of weapons include, but are not limited to: any loaded or unloaded fire arm, pellet guns, non-functioning guns, look-alike guns that could be used to threaten others, knives, clubs, metal knuckles, nunchaku (nunchucks), throwing stars, explosives, flammables, matches, lighters, stun guns, or ammunition.

Possession of a weapon by a LCS student shall result in all of the following: immediate involvement of a student's parents/guardians; an initial suspension of up to fifteen (15) days, and confiscation of the weapon by a police officer. The law requires the school to recommend students for a one

year (356 day) expulsion and to report the incident to the Minnesota Department of Education. There are no exceptions. This law pertains to all students, PreK-12.

### ***Firearms***

It is a felony offense for non-permit holders to bring a dangerous weapon, or brandish a replica weapon or a BB gun in the school zone. A permit holder is in violation of the law if he/she is "knowingly" carrying or possessing a firearm in the school zone. The school zone is defined as a) All of the areas around the block of Good Counsel Campus and Fitzgerald Campus, including Washington park; b) The area surrounding the school where students park their vehicles when such vehicles are used for transportation to any school building; c) The area within a school bus when that bus is used to transport one or more elementary or secondary school students, d) any school zone.

## **IV. General Information**

### **SCHOOL HOURS**

#### ***Good Counsel Campus***

***Grades Kindergarten – 3: 8:05AM – 2:45PM***

***(2:45pm – bus; 2:55pm – parent pickup)***

***School Office: 7:15 AM – 3:45 PM***

Students who are dropped off by a parent/guardian should not arrive earlier than 7:30AM. Students will be supervised on the playground beginning at 7:30AM until the school day begins.

***Grades 9 – 12: 8:00AM – 2:45PM (bus, drivers, and parent pick-up)***

***School Office 7:15 AM – 3:45 PM***

#### ***Fitzgerald Campus***

***Grades 4 – 8: 8:00AM – 2:45PM***

***(2:50pm – bus; 3:00 – parent pickup)***

***School Office: 7:15AM – 3:45PM***

Students will be supervised in the gym from 7:40-7:50AM

Messages will not be delivered to students during school hours except for emergencies. Parents/Guardians are encouraged to communicate changes in routine with their children prior to the start of a school day. Please refrain from sending text messages to students during the school day.

Parents/Guardians of primary school students must call or email the Primary office/secretary with any changes in routine.

Parents/guardians are to make arrangements for their students to arrive at school on time and be picked up at dismissal time. If a student is asked to remain after school, parents/guardians will be notified by phone or in writing. A written excuse is required for early dismissal to participate in Scouts, 4H, and similar organizations, or to visit a friend's house after school.

## V. GRADE 6-12 ACADEMIC STRUCTURE

Students in grades 6-12 are subject to the guidelines outlined in the LCS Family Handbook. In addition to those guidelines, areas represented here are specific to school requirements for grades 6-12.

### ACADEMIC INFORMATION

#### **Grading Grades 6-12**

The instructor calculates and assigns course grades.

A student in grade 9-12 whose academic performance indicates serious deficiencies may be placed on academic probation.

#### **Loyola Catholic School Academic Grading Scale 6-12**

Regular Classes			AP Courses Only (Grades 11-12)		
Grade % received	G.P.A.	Grading Scale	Grade % received	G.P.A.	Grading Scale
100-94	4.00	A	100-91	5.00	A
93-90	3.67	A-	90	4.67	A-
89,88	3.33	B+	89-88	4.33	B+
87-82	3.00	B	87-81	4.00	B
81,80	2.67	B-	80	3.67	B-
79,78	2.33	C+	79-78	3.33	C+
77-72	2.00	C	77-71	3.00	C
71,70	1.67	C-	70	2.67	C-
69,68	1.33	D+	69-68	2.33	D+
67-62	1.00	D	61-67	2.00	D
61,60	.67	D-	60	1.67	D-
<59	.00	F	<60	0.00	F

#### **Grade Point Average (GPA) Grades 6-12**

A student's GPA is calculated by dividing total grade points by course credits attempted. Senior high GPAs are calculated using Loyola course work only. A senior high student's class rank is calculated each semester, using a student's cumulative GPA.

*Special Note:* Students must earn at least a 2.00 to earn credit for Advanced Placement (AP) classes.

Under certain circumstances, a teacher may assign Pass (P) and Incomplete (I). Course credit is given for a Pass (P), while no credit is given for an Incomplete (I). All incomplete grades must be completed within two weeks of quarter end.

**\*Juniors must pass AP examinations with a score of 3 or higher in order to receive a weighted grade.**

### **ELIGIBILITY FOR ACTIVITIES GRADES 6-12**

By Minnesota State High School league regulations a student is scholastically eligible for MSHSL events when she or he is registered, meets attendance requirements, is enrolled in the required number of courses and is making satisfactory progress toward requirements for graduation (good academic standing).

GOOD ACADEMIC STANDING = Making satisfactory progress towards graduation. No failing grades are allowed.

#### ***At mid-quarter***

Any student failing a course will be removed from his/her current activity until the teacher has signed and submitted the LCS form indicating the student has met the course's mid-quarter requirements. Coaches will receive a notice of any student in his/her program with this academic deficiency.

#### ***At the end of the quarter***

Any student failing a course will be removed from his/her current activity for the required period of time as follows: a two week or two game suspension, whichever is greater, will be handed down for Athletic participants, and a one week or one event suspension, whichever is greater, will be handed down for Fine Arts participants.) Parents/guardians, the student involved, and the coach will be notified of the determination and the penalty.

***LCS Administration reserves the right to remove a student's eligibility for activities at any time.***

## GRADUATION REQUIREMENTS GRADES 9-12

Grade 9 Requirements		Grade 10 Requirements	
Religion I	1.0	Religion II	1.0
English I	1.0	English II	1.0
Math	1.0	Math	1.0
Intro Physical Science	1.0	Biology	1.0
Civics/Geography	1.0	American History	1.0
Physical Ed	0.5	Health	0.5
Computer Apps	0.5	Career/College Prep	0.25
Elective (Language, Art, Music)	1.0 or 2.0	Elective	1.0 or 2.0
<b>TOTAL</b>	<b>7.0</b>	<b>TOTAL</b>	<b>7.25</b>
Grade 11 Requirements		Grade 12 Requirements	
Religion III	1.0	Religion IV	1.0
English III	1.0	English IV	1.0
World History/Geography	1.0	Political Process	1.0
Math	1.0	Math	1.0
Electives	3.0 or 4.0	Electives	3.0 or 4.0
<b>TOTAL</b>	<b>7.0</b>	<b>TOTAL</b>	<b>7.0</b>

### ***Special Note:***

All students must complete one (1) Fine Arts credit for graduation.

For a complete listing of high school course offerings please see the course registration guide.

One (1) credit is earned with a passing grade in a course that meets at least 100 hours.

### ***Academic Assistance Grades 9-12***

A student who is not in good academic standing at quarter end is placed on an academic assistance program. During that time the student will work closely with the building principal, counselor, and teacher to improve his or her grades.

### **POST-SECONDARY ENROLLMENT OPTION (PSEO)**

Loyola students are eligible to participate in PSEO programs based on the students' abilities. Students may earn credits toward graduation by taking courses from approved two-year and four-year colleges. To be eligible, students must:

1. Meet admissions standards for the college/university
2. Have a cumulative GPA of 3.00
3. Receive guidance counselor approval of four (4) year graduation plan
4. Receive parent/guardian approval

5. Receive approval on all PSEO coursework prior to start of school year
6. Loyola graduation credits will be determined as follows:
  - Course must meet for one (1) semester or equivalent
  - Student must earn a minimum grade of 2.00 (C)
  - Attendance record must satisfy instructor requirement
  - Religion requirement must be earned through Loyola High School

Further information on specific eligibility requirements for Bethany Lutheran College, Gustavus Adolphus College, Minnesota State University, Mankato, and South Central College are available through the Loyola Catholic School Guidance Department.

### **APPEALS PROCESS**

If a student exceeds ten (10) class absences he or she may initiate the following process and appeal the denial of course credit.

- Step 1: Student returns attendance letter within one (1) school day to the building principal or counselor.
- Step 2: LHS Attendance Appeal Application form must be completed and medical verification attached if necessary. The application must be returned to the principal or counselor within two (2) school days of receiving the notification letter.
- Step 3: Student will be notified within 48 hours of a decision. The parent/guardian will be notified by letter and phone.

### **GRADE 9-12 SCHEDULES**

Regular Schedule		Mass Days		2 Hr late start (used during snow days)	
TIME/PERIOD		TIME/PERIOD		TIME/PERIOD	
8:00 – 8:44	1	8:00 – 8:35	1	10:00-10:33	1
8:47 – 9:31	2	8:38 – 9:12	2	10:36-11:04	2
9:34 – 10:18	3	9:15 – 9:49	3	11:04-11:34	Lunch
10:21-11:05	4	9:52-11:07	Mass/GS	11:37-12:05	3
11:05-11:37	Lunch	11:07-11:40	Lunch	12:08-12:36	4
11:40-12:24	5	11:43-12:17	4	12:39-1:07	5
12:27 – 1:11	6	12:20 – 12:54	5	1:10-1:38	6
1:14 – 1:58	7	12:57 – 1:31	6	1:41-2:09	7
2:01 – 2:45	8	1:34 – 2:08	7	2:12-2:45	8
		2:11 – 2:45	8		

## ***Second Semester Class Schedule Changes***

If a student wishes to change a schedule for second semester, she or he may put in a request to do so during the *first week of the second semester*.

*There is a one-week limit on drop/add*, unless the request comes directly from the teacher. Grades of W (withdrawn) will be assigned at teacher discretion based on reasons for course drop.

These steps must be followed for a schedule change:

1. Talk with parent/guardian, teacher, and counselors to make appropriate decision.
2. Fill out Schedule Change Request form, available through the guidance office.
3. Have appropriate teacher sign request for change.
4. Return request to the counselor who will work with principal and teacher to determine if change is appropriate.
5. If a course change request can be granted, the student will be notified by the office to begin new schedule.

## **SENIOR OPEN CAMPUS**

Senior Open Campus begins fourth quarter for seniors in Good Academic/Disciplinary Standing and with written parent/guardian approval. The school office will send permission forms to parents/guardians.

### ***Senior Open Campus Rules:***

- All students must be in good academic standing for academics and behavior
- Students who are not in good standing may reapply at mid-quarter. Those not in good standing at mid-quarter will not be eligible for the remainder of the school year
- All students must have a signed permission form on file in the office
- Students who remain at the school for lunch MUST be in the lunchroom
- Students who leave campus for lunch MUST be off school grounds, including the parking lot.
- Any student who arrives late for class, regardless of the reason, will lose the privilege of Open Campus for two (2) weeks
- Study hall open campus rules: Senior students may leave campus during his or her study hall period. Students who remain on campus must be in the study hall classroom. Students who choose to leave the campus must sign in and out of the Good Counsel Campus Principal's office daily

## GRADE 4-8 SCHEDULES

<b>REGULAR</b>		<b>CLUB/MASS WEDNESDAYS</b>
1	8:00 – 8:48	8:00-8:10
MASS		<b>Mass – 8:15-9:00</b>
1		Club Meetings 9:05 – 9:30 (In Theater)  Grade 4-5 –Music & P.E. 9:05-9:40 9:45-10:20  Class 7/8 – 9:33-10:04
2	8:52 – 9:36	10:07-10:38
3	9:40 – 10:24	10:41-11:12
4	10:28 – 11:12	
LUNCH	<b>7-8 LUNCH 11:12 – 11:42 4-6 RECESS 11:15 – 11:40 4-6 LUNCH 11:45 – 12:15</b>	<b>Period 4 Class 7/8 11:44-12:15</b>
5	11:45-12:29	12:18-12:49
6	12:33 – 1:17	12:52-1:23
7	1:21 – 2:04	1:26-1:57
8	2:08-2:50	<b>2:00-2:31 Period 9 – 7/8 2:31-2:50 STUDY HALL OR READING (Supervised by Period 8 Teacher)</b>

### HONOR CODE

Loyola Catholic School strives to create an atmosphere of academic integrity where students accept responsibility for their own education and the ramifications of their actions. The school community values academic integrity and promotes the development of students into mature, honest, and responsible citizens. Academic dishonesty will not be tolerated.

## **VI. BUILDING SAFETY and VISITORS**

### **CLOSED CAMPUS POLICY**

Both the Fitzgerald and the Good Counsel site building are locked during school hours. Students may not leave campus without permission at any

time. Students who leave without proper notice will receive attendance and other potential disciplinary consequences as deemed necessary. Parking lots and areas beyond the outside entrances are considered off-limits to students during the school day. Absent Unexcused (AU) students must sign-in and out of the school office when arriving or departing outside of regular school hours.

All visitors, including parents/guardians, must report to the school office to sign in. A visitor pass will be provided. When leaving the building visitors must sign out and return the visitor pass. Students will not be released to neighbors, friends, or relatives unless that person's name is given to the office in writing by the parent/guardian.

Students interested in inviting a guest to visit the school should make arrangements in advance with the building principal. Hosts for visiting guests should make them aware of appropriate dress and conduct.

### **CHILD ABUSE LAWS**

LCS abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protection Services.

### **CLOSINGS**

Occasionally school must be cancelled due to inclement weather. If Mankato Public School District closes, LCS closes. Information regarding school closing due to severe weather conditions or emergencies is broadcast over Mankato radio and TV stations including: KTOE 1420AM, KEEZ 99FM, KDOG 97FM, and KEYC-TV-12. Any rumors of a school closing should be verified by listening to one of these stations. Please do not call school offices for verification, as we need to keep our lines open.

### **CLUB HOUSE - AFTER SCHOOL CHILD CARE**

LCS provides after school care for students in grades kindergarten through five. Club House does not provide care on non-school days or snow days. Please contact the school office for more information.

### **CUSTODY ORDERS**

In some family situations a court has given one parent/guardian or another certain legal rights. These rights most often delineate custody issues for minor children involved in the family situation.

When a court awards sole legal custody, sole physical custody, or creates other specific language that requires the school to limit normal family involvement, the school must have appropriate copies of court papers.

Without such information, the school will assume joint legal custody and joint physical custody.

### **SCHOOL TELEPHONE**

School office phones are to be used by students in the event of an emergency or urgent call to parent/guardian. Students must receive permission from the school secretary to use the phone.

### **ELECTRONIC DEVICES and CELL PHONES**

Students are not allowed to use pagers, cell/camera phones, CD players, iPods, or other non-school issued personal electronic devices during school hours. The educational environment is disrupted by these devices and they can be easily lost or stolen.

#### ***Electronic Devices and Cell Phone Violation Consequences:***

- 1<sup>st</sup> Occurrence - The first time a student is found using any of the above named devices the student will need to turn over the device to staff and it will be locked up in the school's office. At the end of the day this policy will be reviewed with the student and the violation will be documented.
- 2<sup>nd</sup> Occurrence - The second time a device is taken away, the student will need to turn the device over to staff and it will be locked up in the school's office **AND** a parent will need to pick up the item in the school's office after a review of the policy along with documentation of the incident.
- 3<sup>rd</sup> Occurrence - The third time a device is taken away, the student will need to turn over the device to staff and it will be locked up in the school's office **AND** a parent will need to pick up the device in the school's office after a review of the policy along with documentation of the incident **AND** a \$50.00 fine will be charged before the device will be turned over.

### **EMERGENCY DRILLS**

Minnesota §121A.035 requires LCS to conduct five fire, one tornado, and five lockdown drills throughout the year. These drills are important in order to give careful instructions regarding procedure for leaving the building or for moving to an area of safety.

### **LOST AND FOUND**

Any items found in the school building or on school grounds should be given to the school secretary. Labeling items will help in returning an item to its owner. Check with the school office for the "Lost and Found" location in the building. Senior high gym clothes and athletic supplies can be given to the physical education office. The principal should be contacted immediately if theft is suspected.

Unclaimed lost and found items will be donated to charity after the second and fourth quarters of the school year.

### **RECREATION AND ROLLING EQUIPMENT**

Skateboards, snowboards, scooters, rollerblades, and shoes with wheels are not allowed on school grounds or in school. Students with these items must be reported to the principal's office immediately.

Students may ride bicycles to school providing they follow established safety procedures set up in each school. The same traffic regulations that apply to automobiles apply to bicycles. We ask that students purchase bicycle locks and use them.

## **VII. SCHOOL TECHNOLOGY**

### **ACCEPTABLE USE FOR LCS**

Electronic information research skills are now fundamental to the preparation of good citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, and other resources around the world. Computer technology resources at Loyola Catholic School are used to support, enhance and complement the academic mission of the school. The administration expects the faculty to blend thoughtful and responsible use of technology into the curriculum while providing guidance and instruction for proper and meaningful use. This acceptable use policy is applicable at all times, not just on campus.

### **RIGHT TO AMEND**

The Acceptable Use Procedures that follow provide details regarding the acceptable and unacceptable use of Loyola Catholic School computers. The administration reserves the right to change or amend this policy immediately and without notice if, in their judgment, a situation warrants an immediate amendment to this policy. Changes will be communicated in a timely manner.

### **CONSEQUENCES**

Persons failing to adhere to this general policy, as well as specific policy guidelines below may result in the following:

- Parent contact by staff member
- Detention
- Loss of laptop privileges for period of time
- Suspension
- Removal from the laptop program

## **Loyola Catholic School Student Laptop Use**

The student, in whose name a laptop is issued, is responsible for the laptop and its proper use at all times. Damages incurred to a computer are the responsibility of the student in whom it was issued. The primary use of the laptop is for education. Treat it as a valuable tool for learning.

If you have any problems or concerns about your laptop, inform the technology director.

- Students must bring their laptop and supplies to school daily. Minimum supplies needed:
  - A. Laptop (fully charged)
  - B. Laptop charger
  - C. Laptop is to be kept in a carrying case when moving from class to class and at all times when not in use.
- Protect files on your laptop and the server by keeping your password private.
- Students are responsible for all work, even if their laptop is being repaired or otherwise unavailable. Students may have to revert to pencil and paper.
- Students are responsible for organizing and maintaining their files. Students must save their documents and back up their files to the network.
- Students will have 4 Gigabytes (GBs) on the school network to back up their data. Any data not backed up on the network should be backed up elsewhere, such as on a home external hard drive. LCS is not responsible for any loss of data.
- Data backup is the student's responsibility.
- **Games are not permitted to be played at school.**
- Students may listen to appropriate music that they have legally downloaded to their laptops. ***However, video and music CDs, MP3s and DVDs are NOT to be used with the laptops during the school day.***
- Accessing inappropriate material is strictly forbidden on any Loyola Catholic School computer including laptops.
- Students are not to touch other student's or teacher's computers without permission, either physically or through the network.
- Students are not allowed to copy work or plagiarize documents. Internet research and information obtained via the network or Internet should be properly documented and cited.
- Students and employees shall not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. Everyone must respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies

appropriate use of that work, follow the expressed requirements. If unsure whether or not work can be used, request permission from the copyright owner. Copyright law can be confusing; ask media specialists for guidance as needed.

- The “Dress Code” for computers is the same as LCS student dress code. If it is not appropriate for fashion, then it is not appropriate on your computer. This includes the desktop, screen saver, documents, graphics, sounds, icons etc.
- Non school-issued stickers are not allowed on the laptop. Clear, see-through protective covers are allowed.
- Security/confidentiality of systems must be respected and no effort should be made to bypass or gain access to server information not opened to the public.
- Sound must be turned off, except when used as part of class, or during designated times.
- Laptops are loaded with LCS approved software. Installing additional software is prohibited. Do not change settings. Never open the inside of the laptop.
- Computers must be handled responsibly. Each student is responsible for his/her own computer’s condition. Swapping and sharing laptops is prohibited.
- Do not write on or attach stickers to your laptop or its school issued case.

***Students are not to access, send, share, or forward any materials, communications (email and messages), files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. This applies to any form of communication.***

### ***Your Laptop Computer***

- You agree to act responsibly and with good behavior on any device connected to Loyola Catholic School’s communications networks. Access is a privilege – not a right.
- The primary purpose of the LCS network is for users to conduct school business.
- LCS reserves the right to monitor and review student activity at any time. This includes e-mail, browsing history, files accessed, and anything else on the laptop.
- You agree not to tamper with your computer or the network.
- Do not loan your computer to someone else.
- You agree to abide by the generally accepted rules of “netiquette” and conduct yourself in a responsible, ethical, and polite manner while using any LCS computing and communication resource. You are expected to act civilly on online forums, blogs, etc.
- Keep your laptop safe. Don’t leave it sitting unattended. Don’t leave it in the car. If laptop is left in car when it is cold outside, do not turn it

on immediately when entering a warmer area. Allow the laptop some time to warm up.

- It is the student's responsibility to treat the laptop correctly. Don't drop it or toss it around. Don't stack things on top of it.
- Laptops are not to be used in the lunchroom or while food/drink is around. If a spill does occur, shut the computer, unplug and remove the battery. Then, return it to the school office.

### **Ownership**

Laptops are the property of Loyola Catholic School. They are provided for the exclusive use of LCS students and teachers. Due to insurance and liability issues, the MacBooks cannot be lent to other individuals, groups, or institutions.

### **Lost/Damage/Theft**

In the event that your laptop and its accessories are lost, stolen, or damaged, you will be responsible for repair/replacement charges up to \$1000 (In the event of a cracked screen, the replacement cost will be \$700). *You will be billed the replacement cost for any item not turned in at the end of the school year. The student to whom the computer has been issued is ultimately responsible for it.*

### **Late Return Fee**

You will be assessed minimally a \$25.00 late return fee for any item not returned on the designated collection date. The maximum will be the item's replacement cost.

### **Some Do's and Don'ts**

- Remember that the laptop is not yours personally. It belongs to Loyola Catholic School. Keep nothing on it that is so private that you wouldn't share it with a LCS faculty member. School officials have the right to search your laptop. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment and that you will not connect any network-capable devices without the written permission of Technology Coordinator. This connection privilege can be revoked without reason or notice.
- Do not reveal identifying information about yourself or others through email or Internet websites (this includes name, age, address, phone number, parents' names, or photographs). Check with your teacher if something requires this information. It is better to be safe and guard your information.
- Do not attempt to override the Internet filtering hardware and software or other network configurations.
- Don't access, send, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing,

threatening, or illegal. If you receive any of these items report it to administration.

- Don't use your laptop to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to log in as another user or use another's account. This behavior is related to trespassing and will be treated as such.
- If you wish to ensure your privacy, keep your password to yourself. Sharing a password makes you liable if problems arise. If you know of a security problem on your laptop or someone else's, inform Technology Coordinator.

### ***Management***

Loyola Catholic School is responsible for management of the computers in the 1:1 laptop initiative. LCS keeps track of all computers it assigns to students. Computers assigned to students will be entered into inventory and labeled. A small number of computers will serve as spares. Spare laptops will be temporarily assigned to students whose computers have been sent out for repair.

A student withdrawing from LCS will return the MacBook before his/her last day of school. A new student entering LCS will be assigned a MacBook. Returned computers will be re-imaged to their original state. Student MacBooks will be turned in at the end of the year for software maintenance over the summer.

### ***Repairs***

Student laptops needing repair should be brought to the LCS office. Students will need to drop off the computers with a short note explaining the problem. The Technology Coordinator will troubleshoot, and/or repair the laptop. If the repair is an issue requiring the computer to be sent to Apple for service, it will take approximately three to five business days from the time it is dropped off until it is returned.

There are a limited number of spare computers. Spare computers may be signed out to students and staff whose computers have returned to Apple for service. Spare computers are not replacements for computers experiencing software problems, or any problems repairable in-house. Spare computers will not be provided to students who forget their computer at home.

During the course of repairs, it is likely all files may be altered, erased, or destroyed. It is important that files be backed up before turning a computer in for repair. Every student is responsible for backing up his/her files. Backing up should be a regular part of your laptop routine. This includes using server space allocated to students and backing up data at home.

## **Power Management**

Batteries for each MacBook may or may not last a full day depending on the amount of computer usage. The following settings and procedures will maximize battery life.

***Batteries must be fully charged at the beginning of each school day. Charge your computer every night. A MacBook charges faster when it is off.***

- Whenever the MacBook is not in use, close the lid to put it to sleep. Batteries last longer in the sleep mode.
- Use a simple, light colored desktop image. Complex, large, and deep color images require more battery power.
- Keep the MacBook in moderate temperatures. Temperature extremes will diminish battery capacity and can damage the computer. Never leave your laptop in the car.
- Reduce screen brightness using the brightness controls on the keyboard (typically F1 & F2).
- Quit applications that you are not using (Cmd + Q- make sure the little bubble below the program is gone when quitting a program).
- Remove any CDs or DVDs when they are not in use.
- All cables and wires should be lined up straight when inserting and removing.

## **Code of Ethics with Web 2.0 Products**

1. Students accessing or using Web 2.0 Products including, but not limited to Weblogs, Wikis and Podcasts, for student assignment are required to keep personal information out of their postings. Students will not post or give out photographs of themselves or others, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
2. Students using Web 2.0 Products will not share their user name or password with anyone other than their teachers, administrators, and parents.
3. Students will not log in as another person.
4. Students using Web 2.0 Products per student assignment will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on Weblogs, Wikis, Podcasts, Moodle or other Web 2.0 Products. Students are expected to treat others and their ideas online with respect.
5. Assignments on using Web 2.0 Products are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the Student Handbook, including those policies regarding plagiarism and acceptable use of technology.

6. Student Blogs are to be a forum for student expression. However, they are first and foremost a tool for learning. Loyola Catholic School may make restrictions for valid educational reasons.

7. Students shall not use the Internet, to harass, discriminate or threaten the safety of others. If students receive a comment on a Blog or other Web 2.0 tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.

8. Students accessing Web 2.0 Products including but not limited to Blogs, Wikis, or Podcasts from school using school equipment shall not download or install any software without permission, and not click on ads or competitions.

9. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.

10. Students will treat information, sources, subjects, colleagues and information consumers as human beings deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

11. Students are accountable to their readers, listeners, viewers and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.

12. Loyola Catholic School policies concerning acceptable use of technology include the use of these Web 2.0 tools for school activities and the Loyola Catholic School Acceptable Use Policy in Student Handbook.

***Acceptable use of laptop:***

Using the Loyola Catholic School computer technology resources to research assigned classroom projects.

Participating in assigned classroom projects to interact collaboratively with others on the Internet for academic purposes.

Using the Internet to explore academic resources worldwide, within policy guidelines.

**Acceptable use requires:**

Resources to be used only for authorized purposes.

Accessing only files or data that you own, that are publicly available, or that you have been given authorization to access.

Refrain from needlessly monopolizing technology resources, overloading networks with excessive information, and wasting computer time, desk space, printer paper, manuals or other resources.

Users understand that any data or files stored on Loyola Catholic School technology resources or transmitted via Loyola Catholic School technology resources are not private and are subject to inspection.

**Acceptable use mandates that one DOES NOT:**

Use electronic mail or messaging services to harass, intimidate, or annoy another person. This includes sending unsolicited or unwanted messages.

Use electronic mail or messaging services to transmit or receive obscene, inflammatory, threatening, discriminatory, or sexually explicit language. This follows under LCS zero tolerance policy.

Access personal web pages, such as MySpace.com or FaceBook.com, chat rooms or engage in blogging unless needed for classroom use.

Use school technology resources to knowingly or recklessly post false or defamatory information about a person or organization.

Make or use illegal copies of software, store such copies on school resources or transmit software over the network in violation of copyright laws.

Use computer programs to decode passwords or subvert technology security measures. This includes using any form of network monitoring software.

Make any attempt to subvert Internet filtering software.

Engage in any activity that might be harmful to systems or to any information stored on systems. Prohibited activities include, but are not limited to: creating or propagating computer software viruses, disrupting services or damaging files.

Vandalize, damage or disable the property of another individual or organization.

Use Loyola Catholic School technology resources for commercial, political, or financial purposes.

Access, upload, download, store, print, transmit, display or distribute obscene or sexually explicit material or language.

Violate local, state or federal statute and any other school policies as stated in your handbook.

Violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Users will not attempt to gain unauthorized access to Loyola School technology resources or attempt to log in through another person's account. Staff members should not give their personal access code or log in information to any other individual.

***Disclaimers:***

Loyola Catholic School makes no warranties of any kind either expressed or implied for the technology access provided.

Loyola Catholic School and its employees are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of information stored on School resources, or for any personal property used to access or utilize the School technology resources.

Loyola Catholic School will not be responsible for the accuracy, nature, or quality of information stored on or available through the School technology resources.

Loyola Catholic School will not be responsible for unauthorized financial obligations resulting from use of school provided technology access.

Loyola Catholic School may use technical and manual methods to regulate access and information, but it is understood that these methods do NOT provide a foolproof means of enforcing the provisions of this policy.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

## **VIII. STUDENT HEALTH**

### **FOOD SERVICE**

Monthly menus are found on the LCS website.

All students will eat lunch in the cafeteria. Students may bring lunch or purchase it in the cafeteria. Glass containers are not allowed in the dining room.

LCS provides a hot lunch program for all students. The lunch program uses an individual prepaid account system. Account payments may be made in the school office. A positive account balance is encouraged at all times. This is a government-funded program that offers free and reduced lunches for qualifying families. Qualifying families may apply for free or reduced-price meals at any time during the school year.

While in the cafeteria, students are expected to use the same manners required in the classroom. Courtesy toward other students and cooperation with cafeteria staff and volunteers are expected at all times. Parents/guardians are welcome to eat lunch with their son or daughter and must notify the school office by 10AM to make a reservation.

Parents who wish to have lunch off campus with their child must pick up and sign the student in and out of the office. Parents are strongly advised against this practice. Parents may not take children other than their own off campus.

Students are not allowed to order food from outside vendors and bring into school for lunch without the pre-approval of administration.

### **LCS WELLNESS POLICY**

Loyola Catholic School promotes the well-being and health of all students by supporting healthy eating and opportunities to increase physical activity. LCS believes that children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

LCS recognizes that nutrition and physical education are essential components of the educational process and that good health fosters student attendance and education.

LCS will involve students, parents, staff and other interested persons in implementing, monitoring, and reviewing school nutrition and physical activity policies.

All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

Qualified food service personnel will provide access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students by trying to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

### ***Foods and Beverages***

Foods and beverages offered for reimbursable meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1771 et seq.) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a), as those regulations apply to schools. To the extent possible, reduced fat or sugar products, whole grain products and fiber-rich fruits and vegetables will be used to provide students a variety of choices to maintain a balanced diet.

Food and beverage providers at LCS are encouraged to provide a variety of nutritious choices consistent with the current USDA Dietary Guidelines for Americans. Portion sizes should be age-appropriate for elementary, middle, and high school students, respectively. This includes products offered in snack bars, activity concession stands, a la carte, and vending machines.

Food service personnel will take every measure to ensure that student access to foods and beverages meet, or exceeds all federal, state, and local laws and guidelines.

Food service personnel and others handling food shall adhere to all federal, state, and local food safety and security guidelines.

The school will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

Drinking water and hand-washing facilities are conveniently available for students at all times. Students will be encouraged to wash hands prior to eating.

The school will make every effort to provide students with sufficient time to eat after sitting down for school meals (20 minutes for lunch).

The school will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

Vending machines stocked with healthy choices will be available before and after the school day.

Classroom snacks and celebrations should reinforce the importance of healthy choices and portion control.

The school will encourage school sponsored events and programs, including fundraising activities, to consider healthy food choices and be supportive of the Wellness Policy and guide.

### ***School Food Service Program/Personnel and Cafeteria Monitors***

The school will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.

The school shall designate an appropriate person to be responsible for the school's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.

Cafeteria monitors will assist students, as needed, with opening containers and packages and encourage them to eat their food items.

### ***Wellness Education and Promotion***

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

- offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- part of health education classes as well as classroom instruction in subjects such as math, science, language arts, religion, social sciences, and elective subjects, where appropriate;
- enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

The school will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores. Nutritional information will be made available to the extent possible.

The school will be discouraged from using foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

Wellness education should include reinforcement of the importance of physical activity and the health risks associated with a sedentary lifestyle.

### ***Physical Activity***

Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.

Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Physical education staff will implement a consistent way to monitor physical fitness levels for all students K-12.

Opportunities for physical activity for students, before and after school should be implemented as appropriate.

### ***Communication with Parents***

1. The school recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.
5. The school will work with the Loyola Parent Association in considering healthy alternatives to fundraising.
6. The Wellness Policy will be made available at each campus and on the school's website for public review.

### ***Implementation and Monitoring***

After approval by the Advisory Council, the Wellness Policy will be implemented throughout the school system.

A school system Wellness Committee will be formed and will include the Food Service Coordinator, one principal, building staff, parents, students, and medical/health/fitness professionals. This committee will meet at a minimum two times per school year.

The Food Service Coordinator will ensure compliance within the school's Food Service Department.

The Administration will ensure compliance of the policy as it relates to curriculum and to food and beverage vending and concessions.

The school system's Wellness Committee will provide an annual report to the President and/or Advisory Council, as requested. The committee will also highlight activities or programs that occur related to nutrition education and promotion, physical activity opportunities and communication with parents.

***Legal References:***

42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)

42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)

P.L. 108-265 (2004) § 204 (Local Wellness Policy)

7 U.S.C. § 5341 (Establishment of Dietary Guidelines)

7 C.F.R. § 210.10 (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

***Local Resources:***

Minnesota Department of Education, [education.state.mn.us](http://education.state.mn.us)

Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)

Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)

**ASBESTOS**

The Asbestos Hazard Emergency Response Act (AHERA) requires schools develop comprehensive plans to ensure learning and living environments where students are protected from asbestos hazards. Precautionary measures have been taken to identify and eliminate potential exposure in each of our buildings. Using an accredited firm, we have completed a thorough inspection in all our facilities. From our inspection, a comprehensive management plan has been created and is reviewed periodically. The plan is located in the main office in the school vault. If parents have questions regarding the management plan, they may contact administration. Parents can be assured we will continue to do all possible to protect students from harmful and hazardous substances.

**PESTICIDES**

According to Minnesota statute (§121A.30) schools are required to inform parents and guardians if they apply certain pesticides on school property.

Specifically, the law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), you may contact the school office.