

# Loyola Catholic School

145 Good Counsel Drive  
Mankato, Minnesota 56001

## Family-Student Handbook



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

~Proverbs 22:6~

## RIGHT TO AMEND

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

### **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 was then located on two campuses. Today, LCS is on one campus on the Good Counsel Hill.

### BOARD OF TRUSTEES

The purpose of the BOT is to provide advice and counsel to the school leader and to who acts 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 Preschool–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) 388-0600. 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***

**Students must have a Smart Tuition Account (a 3rd party provider) and have a payment plan on file in order to begin school or begin practice for fall sports.**

### ***Aligned/Non-Aligned***

Area parishes of Holy Rosary, St. John the Baptist, St. Joseph the Worker and Ss. Peter and Paul, and All Saints 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 non-aligned tuition. Often, this additional LCS tuition amount can be met through a family's request of their parish.

### ***Tuition***

Tuition contracts are available through Smart Tuition beginning in the spring. Smart Tuition is contracted by LCS to make these automatic withdrawals on a pre-determined schedule.

### ***Fees***

Activity fees are found on the LCS website at [www.loyolacatholicschool.org](http://www.loyolacatholicschool.org).

## 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 Smart Tuition to assist us in granting financial assistance to families who need additional help with tuition. LCS believes that Smart Tuition 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 online. 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 and other school fees through purchase of gift certificates. Families 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. SCRIP may be purchased from the SCRIP website: [www.shopwithscrip.com](http://www.shopwithscrip.com)

### **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/Theology***

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 ( Spanish)

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

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

##### ***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, physics and STREAM

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

History, geography, economics, current events

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##### ***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. (please see curriculum guide for course offerings.)

### ***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-6, 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. Birthday treats may also be ordered from Loyola Food Service. **Invitations for private birthday parties may not be distributed at school (Preschool-12) unless they are distributed to the entire class.**

### CONFERENCES, PROGRESS and EVALUATION

Preschool-12 conference dates are found on the LCS website. Conferences are scheduled for all grade levels each year. We have two conferences which 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 have 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-12. 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.

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. All field trip fees are covered by Loyola Catholic School.

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. All parent chaperones must be Virtus trained.

#### LOCKERS

Students in grades Preschool–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.

***If a locker is left unlocked, the school is not responsible for lost or stolen items.***

***Locks are available upon request.***

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 K-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. Individual students or classes may use the Library-Media Center for study, research, and reading of library materials.

Books are checked out for one week and may be renewed at any time. Students with overdue books may not check out additional books. Any damaged or lost books will be charged to your family's tuition account.

### STUDENT TRANSFERS

Please notify the school office at least one 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.

### 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, email 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 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 an appointment or needs to leave school for a family emergency, please inform the school 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 notifies parent(s)/guardian(S) of high school students 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 participate in co-curricular activities on that day. Suspended students from school will not be allowed to practice or compete in co-curricular activities 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 7-12**

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

- The student will earn one hour of detention for three tardies.

**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 unexcused absences from school.

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

#### 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 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.

Preschool-12 Attendance Line: **507-386-5312**

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. Preschool-12 teachers begin each class with a prayer. Please consider the chapel which provides a quiet place for private prayer and reflection as well as for group prayer services and Mass.

### ***Retreats***

Retreats are an integral part of Loyola's culture. Retreats focus on building community within and between classes, fostering the values of personal reflection, and prayer. All retreat fees are covered by Loyola Catholic School.

## RESPECT of 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 will 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. Our dress code reflects 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-6 Boys***

#### ***Grade K-6 Girls***

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

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

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

**Skorts/Skirts:** Plaid #57 from uniform company or any navy or khaki 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 and white sweaters are acceptable

**Sweatshirts:** School branding only

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

**Shoes:** Athletic shoes may be worn for everyday uniform. No open heel or open toe shoes.

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*

**Sweatshirts:** School branding only.

ONLY Loyola sweatshirts (blue, gold, gray, white, navy, black) may be worn with uniforms; other non-Loyola sweatshirts will not be permitted.

### ***Grades 7 -12***

Time and place will often signify appropriateness of dress. Although some clothing may be fashionable, it may not be appropriate in a school setting. Students are expected to wear appropriate attire at all times. Administrative judgment will be used to determine appropriateness of attire. If you feel something is questionable, please consult with administration. We believe in working with you to ensure we are balancing your fashion styles along with the expectations of our school climate and culture. Please be respectful of the dress code. It is better to ask in advance as opposed to surprises.

### ***Specific Expectations***

- Clothing should be in good condition.
- All pants and shorts must be worn above the hips.
- Sweatpants/athletic pants/shorts are not permitted.
- All shorts must be at least mid-thigh in length.

- Spaghetti strap 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 appropriate clothing.

***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 substantial disruption to the educational process.
- Clothing that contains obscene, discriminatory, sexually suggestive, profane language/pictures.

Considerations for special requests in regards to clothing that conflicts with the dress code should be consulted with administration in advance.

***7-12 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.
- 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 detention **AND** the parent/guardian, student, and administration will meet regarding the dress code violation **AND** student will meet with the LCS Student Leadership Team.

**CELL PHONE & DEVICE USAGE**

As a 1:1 MacBook school, it is important we align reasonableness and responsibility when it comes to student use of their cell phones or other devices. There is an appropriate time for cell phone and other device usage and inappropriate times. Inappropriate and unacceptable times are in bathrooms, locker rooms, Masses, lunch and while you are in your classroom, anytime until given permission by your teacher. Appropriate times are in hallway passing, when given permission by your teacher, and before and after school. It comes down to responsibility and respect and gaining an understanding of when appropriate. We are preparing you for your next

level of education and as you prepare to enter into the work world. Students who are using their cell phone or other device during an inappropriate time will face consequences.

First offense- the phone is taken away until the end of the day.

Second offense- the phone must be picked up by a parent or guardian or have the phone removed from school grounds for 5 days (Parent's Choice)

Third offense- The student will receive detention

Any further infractions will result in the student receiving a suspension and their device remaining off school grounds for five days. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

### 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. LCS has a single bullying report person and all claims will be submitted through them. 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 and other devices.**

### ***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) suggest 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

LCS is a tobacco free zone. Smoking, chewing tobacco, or vaping 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 principles 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 firearm, 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 (365 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

**Grades K-12: 8:00AM – 2:45PM**

**School Office: 7:15 AM – 3:45 PM**

Students who are dropped off by a parent/guardian should not arrive earlier than 7:30AM.

K-4 students will be supervised on the playground beginning at 7:30AM until the bell rings.

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 5-12**

The instructor calculates and assigns course grades.

A student in grade 6-12 whose academic performance indicates serious deficiencies may be placed on academic probation.

###### **Loyola Catholic School Academic Grading Scale 5-12**

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-
<60	.00	F	<60	0.00	F

### ***Grade Point Average (GPA) Grades 9-12***

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.

### **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

<b>Grade 9 Requirements</b>	<b>Grade 10 Requirements</b>
Theology I 1.0	TheologyII 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/Econ 1.0	World History/ Geography 1.0
Physical Ed/Health 1.0	Career/College Prep 0.25
Elective (Language, Art, Music) 1.0 OR 2.0	Elective 2.0 OR 3.0
<b>TOTAL 7.0</b>	<b>TOTAL 7.25</b>
<b>Grade 11 Requirements</b>	<b>Grade 12 Requirements</b>



Theology III	1.0	Theology IV	1.0
English III	1.0	English IV	1.0
American History	1.0	*Econ	0.5
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.

\*Econ requirement must be met before 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.

**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

##### ***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 re-apply 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** eat 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 office.

#### 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

The LCS building is 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, 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.

#### CLUBHOUSE - AFTER SCHOOL CHILD CARE

LCS provides after school care for students in grades kindergarten through 6th. 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.

#### 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 are set up. The same traffic regulations that apply to automobiles apply to bicycles.

## VII. SCHOOL TECHNOLOGY

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. The complete *LCS Technology Use Policy* document and *LCS Technology Use Agreement* form can be found on the Loyola website under ACADEMICS -> Technology.

## 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***

The school recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.

The school will support parents' efforts to provide a healthy diet and daily physical activity for their children.

The school encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

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.

The Wellness Policy will be made available 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 Director, administration, building staff, parents, students, and medical/health/fitness professionals. This committee will meet at a minimum two times per school year.



The Food Service Director 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.

