



PARENT HANDBOOK

2021-2022

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ADMINISTRATION:

Administrator: Mrs. Michelle Litke

Office Personnel: Mrs. Alicia Cebulla, Mrs. Lynn Dombovy and Mrs. Debra Meyer-Myrum

PASTORS:

Fr. Ken Popp – St. Joseph’s, Pierz and St. Michael’s, Buckman

Fr. Jose Chettoor – St. John’s, Lastrup and Holy Cross, Harding

BOARD OF EDUCATION:

Pastor Representative:

Fr. Ken Popp 320-468-6033

Buckman Parish:

Mr. Keith Janson 320-630-6811

Harding Parish:

Mrs. Sara Carmona 320-360-0139

Mrs. Malinda Rudolph 320-360-0941

Lastrup Parish:

Mrs. Michelle Hanneken 320-468-2526

Mrs. Stacy Monson 320-630-5483

Pierz Parish:

Mr. James Gross 320-468-6129

Mrs. Cindy Marshik 320-468-2790

At Large Member:

Mr. Brad Bednar 320-266-2887

Board meetings will be held the 3rd Wednesday of the month in Room 101 unless noted differently in the weekly newsletter.

ORGANIZATION:

Corporate Board:

The Corporate Board members are the Bishop, Vicar-General, Chancellor and parish pastors. The Corporate Board meets once per year to appoint Board of Education members, review finances and affirm the school strategic plan, ensuring that the school is supporting the mission of the church: evangelization.

Catholic Education Ministries (CEM):

CEM provides educational support to Diocesan schools.

Board of Directors

The Board of Directors shall manage the business affairs of the corporation. Membership of the Board shall consist of two persons from each parish. The pastor of one parish shall be an ex-officio director and sit on the Board.

The Board meetings are open to the public unless certain situations may require the Board to conduct an “Executive Session”. If the “Executive Session” is not in effect, then anyone may attend the meeting but may not voice their opinions unless they are officially put on the agenda. To be placed on the agenda, one must contact, in writing, the administrator or the school board president, seven (7) days before the next meeting.

Board members approve the minutes at each board meeting. A copy of the minutes is kept on file at the school. Parents may request a copy.

Pastors

The pastors are the spiritual leaders of the parish faith community and of the school. Each pastor is in a unique position to impress his parishioners with the importance of Catholic education, and to influence the quality of education in the school.

Administrator

The administrator is the chief administrator of the school and in this position administers policies set by the school board. The administrator is the religious leader, human relations leader, academic leader and managerial leader of the school. This includes supervision of instruction, curriculum development, and the professional development of the staff through in-service programs. The administrator takes care to develop good public relations with the school board, the pastor, the parents and the neighboring public school.

In accordance with the school's philosophy and values and in situations where policies and procedures have not been established, the administrator has the authority to determine and invoke actions or disciplinary consequences regarding students, non-students and parents/guardians.

The administrator has the authority to:

1. Amend, revise or change school practices, procedures, regulations and other guidelines. Changes are communicated through FastDirect, written notices sent through students or verbal announcements, when applicable.
2. Determine what is appropriate behavior or dress becoming a student or non student. The administrator is the final recourse in all matters of discipline and school related matters and may waive any disciplinary rule for just cause at his/her discretion.
3. The administrator is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.

Teacher

The teacher is responsible for contributing to the educational system as a unit and to the growth of each student. The Catholic school teacher assists each student to develop skills to acquire knowledge, to realize his/her potential, and most importantly to help students see the relevance of a Christian value system in their daily lives.

SCHOOL SPIRIT

Students are encouraged to integrate the spirit of Holy Trinity Catholic School (HTCS) in all aspects of life. Pride in our school will be reflected in all that we do, in how we act toward others, and how we will be seen in our community. We strive to have the spirit of HTCS be clearly evident in the faces and hearts of our students.

Students are encouraged to wear a school shirt on Friday to liturgy for Spirit Day or on field trips. School spirit shirts will be available at a shirt exchange or to order during open house.

Our School Colors are **Royal Blue and White.**

I. MISSION STATEMENT, PHILOSOPHY, DESCRIPTION OF A SIXTH GRADE GRADUATE, ACCREDITATION, AND STRATEGIC PLAN

MISSION STATEMENT:

Holy Trinity Catholic School is a Christ-centered Catholic community where faith and learning are lived and celebrated daily through Gospel values and academic excellence.

PHILOSOPHY:

HTCS provides a Catholic, Christian environment in which staff and students model faith and love in their daily interactions. A lifelong foundation for successful learning is built upon spiritual growth and academic excellence, where students will acquire the skills to reach their highest potential.

We believe the students will develop an awareness and understanding of their place in the global community through stewardship, service projects, and an acceptance of individual differences. Our atmosphere reflects the importance of the relationship between the church, family, and school working together to provide the basis for strong faith-filled leaders of tomorrow.

DESCRIPTION OF A SIXTH GRADE GRADUATE:

A HTCS sixth grade graduate would have a strong foundation of faith and be an active member of his/her community by being a role model and sharing Christian values with others. The successful graduate would be self-motivated, proficient in technology, and academically prepared for seventh grade.

ACCREDITATION:

The Minnesota Nonpublic School Accrediting Association (MNSAA) accredits HTCS. The formal evaluation and team visit takes place every seven years.

STRATEGIC PLAN: Annually, HTCS submits a progress report to the Minnesota Nonpublic Accrediting Association. In June the progress report is critiqued according to MNSAA standards. The current HTCS strategic plan is in compliance with all MNSAA requirements and no corrective action was needed.

II. DIRECTORY

PERSONNEL: 2021-2022 SCHOOL YEAR

HOLY TRINITY CATHOLIC SCHOOL STAFF:

FR. KEN POPP	ST. JOSEPH/ST MICHAEL PASTOR
FR. JOSE CHETTOOR	ST. JOHN/HOLY CROSS PASTOR
MR. MICHAEL PEKAR	PASTORAL ASSOCIATE
MRS. MICHELLE LITKE	ADMINISTRATOR
MRS. ALICIA CEBULLA	ADMINISTRATIVE ASSISTANT
MRS. LYNN DOMBOVY	ACCOUNTING CLERK
MRS. DEBRA MEYER-MYUM	MARKETING MGR & HTKP DIRECTOR
MRS. CASSIE WOITALLA	PRESCHOOL
MRS. SHIRLEY KIMMAN	KINDERGARTEN READINESS
MRS. LONNA BECKER	KINDERGARTEN
MRS. LUCRETIA JOHNSON	GRADE ONE
MRS. STEPHANIE LANNERS	GRADE TWO
MRS. KELLY GANGL	GRADE THREE
MRS. BARBARA MILLER	GRADE FOUR
MRS. RACHEL PRZYBILLA	GRADE FIVE
MS. KAYLIN CHERNE	GRADE SIX
MR. MARK WOLTERS	GRADE SIX
TO BE ANNOUNCED	MUSIC & LIBRARY
MRS. KRISTI GODBOUT	MEDIA / TECHNOLOGY SPECIALIST
MRS. BECKY PRZYBILLA	PHYSICAL EDUCATION (PT)
MRS. LACEY MYRUM	PARAPROFESSIONAL
MRS. KIM KRUSCHEK	PARAPROFESSIONAL
MRS. JENNY LARDY	PARAPROFESSIONAL - K READINESS
MRS. NATALIE GRUBER	PARAPROFESSIONAL
TO BE ANNOUNCED	PRIMARY GRADES READING CORP
TO BE ANNOUNCED	K-READINESS READING CORP
MR. GUNNAR POPILEK	CUSTODIAN
MS. LOIS LEIDENFROST	CUSTODIAN ASSISTANT
MS. JEAN FLICKER	FOOD SERVICE DIRECTOR

DISTRICT 484 STAFF / SERVING HTCS STUDENTS

MRS. MIRANDA HOHEISEL	SPECIAL EDUCATION / TITLE I SERVICES
MRS. ROBYN SKWIRA	REGISTERED NURSE
MRS. MARIA ANDREA	SPEECH
MR. CARL MATHWIG	BAND – FULL GROUP LESSONS
MR. JOEL POHLAND	BAND – INDIVIDUAL LESSONS

DISTRICT #484 PERSONNEL

MR. GEORGE WEBER, SUPERINTENDENT	468-6458
MRS. KARRIE BOSER, HIGH SCHOOL PRINCIPAL	468-6491
MR. TOM OTTE, ELEMENTARY PRINCIPAL	468-6458
MRS. TRACY VOIGT, DISTRICT BUS MANAGER	630-3475

DIOCESAN OFFICE

MR. DAVID FREMO	251-0111
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DAILY ROUTINE

SCHOOL DAY

6:45-7:45	Holy Trinity Kids Place open for childcare. Students arriving during this time report to HTKP.
7:15	ECE Extended Care open
8:00	HTCS students arriving during this time report to the classroom.
8:00-8:20	Homeroom Period
8:20	Bell rings / Students not in the classroom are marked tardy. Each five unexcused tardies will result in an unexcused absence.
8:30	Liturgy on Friday
8:30	Parent notification to the office on child's absence.
10:30-12:35	ECE - Grade 6 Lunch and Recess
1:10-1:25	Recess for Kindergarten, First and Second Grades
2:58	Bell for bus pack-up
3:02	Bus students walked
3:05	Buses leave
3:10	Parent pick-up students and walkers dismissed to pack up
3:15	Parent pick-up students and walkers walked to parent vehicles by staff. Staff patrol students.
4:00	ECE Extended Care closes
5:45	HT Kids Place closes for childcare.

CALENDAR

The school calendar is available on FastDirect or the school website: www.holytrinitypierz.org

III. INSTRUCTIONAL PROGRAM

Holy Trinity Catholic School's curriculum is based on the MN State curriculum standards or federal standards. The curriculum is updated on a seven year review cycle. The teachers research the standards and use the information to develop or update a curriculum map for each subject at each grade level. The curriculum maps are used to guide instruction. Resources are purchased to support the curriculum.

Curriculum:	Mathematics	Language Arts
	Religion	Reading
	Art	Spelling
	Music	Writing
	Physical/Education	Social Studies
	Science/Health	Computer
	Library	Assessment Tools

ACADEMIC TESTING

In fall, winter, and spring students will be tested using FAST (K-2) or Measures of Academic Progress (MAPS) (3-6). The students will be tested in mathematics, reading and language arts. FAST and MAPS testing creates a personalized assessment experience by adapting to each student's learning level. The results of these tests provide the teachers with information to use in assessment of student growth and curriculum analysis. A report of each child's score is shared with parents after each test session.

BAND INSTRUCTION

Students in grades 5-6 may enroll in band class. Small group instruction and large band instruction is provided at the public school in the Healy High School Band room. A schedule will be provided for parents, once the District establishes a schedule of instruction. Students are transported by District busses.

CURRICULUM ENRICHMENT

- ★ KNOWLEDGE BOWL: This is an interdisciplinary academic competition that promotes academic achievement for grades 5 & 6. Students travel to other schools for competitions. This is held in the fall and must have parent volunteers to assist with the program. Mrs. M & M is the coach.
- ★ FINE ARTS: Students will have an opportunity to be enriched through various on and off site activities.
- ★ SPELLING BEE: Students will participate in the annual spelling bee competition (grades 3-6). Students will have opportunities to practice before the competition.
- ★ FAMILY FUN EVENT: The family fun event is held on the weekend of Catholic Schools Week.

FIELD TRIPS

- ★ HTCS recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. The administrator pre-approves all field trips that take place.
- ★ The following regulations should be taken into consideration when any field trips are being planned:
 - Adequate supervision by qualified adults, including one or more employees of the school.
 - All volunteers must complete Diocesan mandated safety training to be allowed to chaperone.
 - Signed adult liability waiver.
 - If a fee is charged for the field trip, a contingency should be made for any student who cannot afford the trip.
 - Inclusion of a proper first aid kit, parent contact numbers and student medications.

- Teachers may include more than one field trip on a form if the field trip is within walking distance of the school and takes place within 45 days of each other.
- Finally, to insure the desired outcome of such field trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen.
- Additionally, the teacher should make an advance visit to the site of the field trip so that any and all unforeseen circumstances, situations, and/or events could be properly planned for; so that any difficulties would be minimized.

GRADING/CONFERENCES AND PROGRESS REPORTS

- ★ Communication between parents and teachers is essential to the education of a child.
- ★ Student progress is reported through parent contact, FastDirect communication system, midterms and/or quarterly report cards.
- ★ Grading Periods and Marks Used
 - HTCS operates on a quarterly (nine week) grading period.
 - Conferences take place in November and February or as needed/requested
 - The following grading key is used for Preschool, K Readiness and Kindergarten:
 - S –Successful–skills easy, normally accomplished with no/little frustration
 - E –Emerging – child is working on this skill with little frustration
 - N –Not Achieved – attempts not successful, shows frustration
 - NA – Not Assessed – skill has not been focused on or assessed
 - The following grading key is used for Grades 1 and 2:
 - 4 – Exceptional Work
 - 3 – Meets expectations
 - 2 – Working towards expectations
 - 1 – Does not meet expectations
 - The following grading key is used for Grades 3 – 6:

■ 100-93%	A	Excellent work
■ 92-83%	B	Knows work
■ 82-70%	C	Working Well / Mastering Some Material
■ 69-60%	D	Progress Not up to Ability / Lack of Mastery
■ 59 % and Below	F	Failing
■ H – Highly Satisfactory	(+)	Very Well
■ S – Satisfactory	(Blank)	Satisfactory
■ N – Needs Improvement	(-)	Needs Improvement

GRADUATION: KINDERGARTEN AND SIXTH GRADE

- ★ Kindergarten graduation is held on one of the last school days for Kindergarten.
- ★ Sixth grade graduation is held at St. Joseph Church during the last week of school and is followed by a reception sponsored by fifth grade students and their parents.

HOMEWORK

- ★ **Homework** is a necessary part of a student’s education. It provides an excellent opportunity for parental involvement, increases student sense of responsibility, strengthens study skills, and develops skills of independence building self-confidence. Homework will be meaningful and individualized. Students will use homework to strengthen areas of weakness and/or enrich areas of strength. The average amount of homework is 10 minutes per grade level per night. Example: 3rd grade = 30 minutes. Persistent, excessive homework or no homework at all may often reveal faulty work habits, which need attention and correction. Parents are invited to consult with teachers if there is a problem. Students are responsible for class and homework assignments. Failure to complete an assignment may result in a zero.
- ★ **Make-up Work Procedures:**
 - It is the responsibility of the student/parent to arrange with the teacher the time and place for make-up work. Students will be allowed two (2) days to make up schoolwork after returning to school. Students who do not make up work during the allotted time, or who have not made any other arrangements with the teachers, may expect to get a zero for missed work.
 - If a student is absent for several days, parents should contact the office to obtain assignments from the teachers.
- ★ **The third through sixth grade student homework requirements and guidelines for what needs to be signed by parent and returned to classroom teacher:**
 - All Grades: Core of homework should be reading and math home links - due the next day.
 - 3RD: 30 minutes for homework or reading; parents sign and return tests for math, science, social, spelling and language; sign notes for social and science
 - 4th: 40 minutes for homework or reading; review assignment book; sign and return science, English and social tests.
 - 5th: 50 minutes for homework or reading; review Google classroom assignments, as needed, sign and return science, math and social tests
 - 6th: 60 minutes for homework or reading; review Google classroom assignments, as needed sign and return science and social tests

LIBRARY

The library is a learning hub that centers the school’s social and intellectual development as it fosters a community of collaboration, learning and a love of literacy. This is where “YES!” happens. It is where learners can exercise choice with as little interference as possible. The book selection a student makes is valid for him or her, and should be supported; the book is meaningful to the child and that is what is important.

Material Check-Out

- Materials are never to be taken from the library without being checked out, even if it is for a few minutes. Books, and multimedia resources are available for students to read in the library, check out and enjoy. Students are responsible for using their own account when checking out materials. They should not lend materials checked out in their name to others.
- Kindergarten – students may check out one book for a one-week period.
- First Grade – students may check out one item for a period of one week with the option to renew for the first semester of the school year. After demonstrating proper care and return of materials, students may check out two items. Once they begin participating in Accelerated Reading (AR), their AR book counts as the second item.
- Second Grade – students may check out up to two items for a period of one week, with the option to renew. It is highly recommended that one of the items is an AR book.
- Third through Sixth Grade – students may check out two items for a period of two weeks. It is recommended that one of the items be an AR book. Additional books may be checked out if needed for classroom research, or if the student has permission from the librarian.

- If students do not need to check out material, they are expected to read, or do homework. Magazines are available to read in the library. Students may also explore STEM activities quietly.

Material Returns

- Materials need to be returned on time to allow others access to items.
- Students are not allowed to shelve materials. A book placed in the wrong spot is considered a lost item.
- Overdue lists are provided to classroom teachers weekly.
- Fees and Refunds – Students are responsible for lost or damaged items. If an item is not returned within three weeks of being due, a letter with the replacement cost will be sent home. Please return payment to school in an envelope marked “library.” A refund will be issued if an item has been found within three months of original due date, or before the end of the school year, whichever comes first.

LITERACY

READ, READ, READ! Please role model the importance of spending time each day reading to, with or having your child read each day. This is the most important key to student success in school.

Reading support will be provided for students who score below 10% on the FAST / MAPS testing program.

Students struggling in reading will receive one on one instruction with a paraprofessional using the Barton reading method and/or Reading Corp strategies. Barton strengthens decoding skills and builds student’s confidence to become fluent readers. Reading Corp strategies provide one on one instruction with a trained paraprofessional. The one on one instruction will be scheduled based on the student’s classroom schedule. Parent signature is required for students to participate in either program.

Reading is one of the most essential tools a person will need in society today. To foster the students’ reading capabilities, they will take part in the reading incentive program: Accelerated Reading (AR) Program.

PHYSICAL EDUCATION

Participation in PE is mandatory for all students. Exemption may be given to students who present a note signed by a parent. Any additional exemptions will require a doctor’s note. Students must have tennis shoes for PE class.

PROMOTION AND RETENTION POLICY #510

The promotion or retention of a learner should be based primarily on the degree of achievement of the specific objectives of the grade or course. A learner who has not achieved satisfactorily in a grade should repeat the grade. There may be cases in which ability, effort, interest, and other factors must be weighed. The administrator, parent(s), and teachers made the final decision for retention. In the event that parents refuse the retention, there shall be a signed document.

Parents shall be informed in writing of possible non-promotion at the beginning of the second semester or as soon as this becomes evident. Parents should be included in the on-going remediation efforts prior to and after formal notification of the possibility of retention.

Resources that should be used:

- Teachers’ input / observation
- Classroom work
- Parent / staff meetings and or discussions
- Achievement test results
- Special education staff (public school employee resources)

PUBLIC SCHOOL EDUCATION SERVICES

TITLE I: Title I provides funds to local school districts to support additional services and programs for children, grades K-3, who are working below grade level in the areas of reading and/or mathematics. **(Title 1 funds received in the District are based on the % of students who qualify for free and reduced lunches. Please make sure you complete the hot lunch forms, even if you think you may not qualify. Thanks!)**

SPECIAL EDUCATION: Special Education Services are offered for students who meet the Federal program's criteria.

To: Parents of children who attend private schools

From: Director of Special Education for Mid-State Education District

Re: Identification of Students with disabilities

I am writing to explain your rights under the Individuals With Disabilities Education Improvement Act (IDEA 2004), which requires public school districts to identify children in non-public schools who have disabilities within its school district's boundaries. Should you perceive that your child has a disability and is not making satisfactory academic, social behavioral and/or communicative progress and has a substantial limitation in the areas of learning and communicating, you may seek a screening and evaluation through the public school whose boundaries contain the private school your child attends. The evaluation will be designed to determine whether or not your child has a disability as defined by special education eligibility criteria in Minnesota Rules (MR) 3525. For children with disabilities who are found eligible to receive special education services, parents will be invited to participate on a planning team that will review the information and propose services. The process is as follows:

- You will be invited to attend the planning team meeting at the public school.
- Representatives from the non-public school will be invited to attend also. The team will review the information presented by your child's teacher, evaluator, and/or other staff.
- You will also have an opportunity to share information, as you deem appropriate.
- You will receive a written notice of the proposed evaluation for your approval. This notice requires written permission by the parent prior to the public school conducting the evaluation.
- Once written parental permission is received, then the public school special education staff will conduct your child's evaluation. You will have an opportunity to provide further information about your child's needs as a part of the evaluation.
- The planning team will complete an Evaluation Summary Report and they will make a decision regarding your child's eligibility for special education.
- Children eligible for special education services under (MR) 3525 will have an Individual Services Plan developed by a planning team of public school special education staff, non-public school staff and you.

Please request a brochure for further information and the name and contact information for the Special Education Coordinator serving the public school district in which your private school is located. Please direct your questions and communications between the private school and the public school to the person named in the brochure.

SPEECH SERVICES: Speech Services are provided for students with language difficulties (grammar and sounds of letters) who meet the program's criteria. Identification goes through the ISD #484 speech teacher assigned to HTCS.

NURSE: A District hired LPN will provide health services for HTCS families. She/he provides classroom instruction in hand washing, dental health, body hygiene and maturation, as well as other health topics. Lice, vision and hearing screening are conducted annually. Hours will be communicated through the school newsletter. ISD #484 provides the services of a school nurse through state aid-to-nonpublic funds.

DENTAL HEALTH: Daily care of teeth may make yearly dental check-ups less expensive. Due to current health concerns, fluoride treatments will not be provided during the 2020-2021 school year.

RELIGION PROGRAM

Religious training is an integral part of HTCS. In addition to daily religion classes, students celebrate the liturgy weekly with their classmates and the staff. The three R's, "Religion, Respect, and Responsibility" are a focal point of all religious training at HTCS.

Sacramental study is an integral part of the Religion curriculum. Second grade students are prepared for the reception of Reconciliation and First Communion. Parents are involved by completing assignments at home, attending sacrament stations with their child and attending mandatory parent meetings. The celebration and reception of the sacraments occur within the parish community. Sacramental preparation for children outside 2nd grade will take place with the parish.

STUDENT RECORDS

HTCS adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student's records.

SERVICE PROJECTS

Students are involved in service projects during the school year. Service projects include visiting the Villa, Horizon Health, Meadow Ponds, collecting for the Giving Tree project, food shelf collection, and other projects suggested by teachers or parents.

TECHNOLOGY

Technology Vision Statement: Holy Trinity Catholic School will use educational technology to empower students and teachers with the knowledge, skills and encouragement to be lifelong learners.

Technology Philosophy Statement: Our philosophy is to view technology as an educational tool to be used creatively, responsibly, and collaboratively for teaching and learning in order to problem solve, and to access, analyze, present and communicate information.

Kindergarten through second grade classrooms have iPads. Third through sixth grade students have one-to-one Chromebooks. Each grade level has technology standards that are introduced during computer class (two times per week) and integrated into classroom projects. All students learn about computer components, their purpose and how to care for them. They also learn to keyboard, computer code, create presentations, and use a variety of applications for learning.

A priority is to keep students safe, while exploring the Internet and using on-line resources. All grades will discuss Acceptable Use which covers cyber-bullying, accessing appropriate Internet sites, and what to do if they come across something that is inappropriate while on the Internet, or if they see a classmate misusing technology. Acceptable use also takes into account plagiarism, and care of the technology students are using.

TEXTBOOKS

Textbooks are furnished by the school and are issued at the beginning of the school year. Students are responsible to keep books free of writing and in the same shape as they received the book. A student who loses or damages a book(s) must pay the full replacement cost of an identical volume(s). The average replacement cost is from \$20-\$60.

IV. SERVICES

FASTDIRECT WEB BASED INFORMATION SYSTEM

HTCS provides a web based communication system, **FastDirect Communications**, for communication between home and school. FastDirect is a secure system that is password protected. Personal information is only accessible to those individuals who are allowed access by the administrator, Mrs. Debra Meyer-Myrum. FastDirect provides the following information: calendar, newsletters, financial information, contact information, email access, student's grades and lunchroom information. (If you do not have internet, printed copies of information are available upon request.) For log-on information contact the school office.

SCHOOL LUNCH PROGRAM

The federal hot lunch program is available for all children. Families are encouraged to take advantage of the hot lunch program. The lunchroom is located in the St. Joseph Church basement. Children who bring a cold lunch from home may buy a carton of milk (\$0.40) in the lunchroom.

Due to liability and time management of the cafeteria, the staff cannot cook / warm-up meals for students. Please send cooked food in a thermos to keep warm until lunch time.

LUNCH REGULATIONS: POLICY #S420

UNPAID MEAL CHARGE AND DEBT COLLECTION

I. Purpose: The purpose of this policy is to establish consistent school practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

II. General Statement of Policy

Holy Trinity Catholic School's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges. It is the policy of Holy Trinity Catholic School to offer lunch meals that meet state and federal guidelines.

Payment Procedures: Holy Trinity Catholic School has many simple payment options for you to choose from. No matter which payment option you choose, please remember that the current negative balance must be paid as soon as possible.

- *Pay in the Mail:* Send a check to 80 Edward St. S. Box 427 Pierz, MN 56364 Checks should be made payable to Holy Trinity School. Please include your child's name when sending a payment.
- *Pay in Person:* Stop by the school office between 7:30 am and 3:30pm Monday through Friday to pay by cash or a check. You may also send cash or a check to school with your child. Checks should be made payable to Holy Trinity School.
- After paying back your debt, we encourage you to create a "safety net" for your child. Pre-paying for your child's meals is a simpler way of managing their account, and prevents unpaid meal charges. If your family is experiencing a financial setback, please contact us so we can help. We are willing to work with you to develop a payment plan for your debt. We can also assist you in applying for free or reduced price meal benefits.

III. How to Apply for Free or Reduced-Price Meals

If you think your child may be eligible for free or reduced price meals, please submit a school meal application. You may do this at any time during the school year. Applications are available at the school office between 7:30 am and 3:30 pm Monday through Friday. Applications are also available on the school website: www.holytrinitypierz.org.

You must submit an application each year to be considered for free or reduced price meals. Even if your child received free or reduced price meals last year, you must submit a new application this year.

It is important to us that all eligible children receive free or reduced price school meals. We are happy to help you complete the application. If you have any questions or need help, please contact the accounting clerk at 320-468-6446.

Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the school prior to the student's first day of classes. In addition, applications are available in the school office from 8am – 3:30pm. If household income or size change, families can apply for meal benefits anytime during the school year.

IV. Charge Policy

- If the family account has insufficient funds to pay for or lunch meals,
 - Family will be allowed to charge up to \$135.00.
 - Students will always be given a meal.
 - An alternate meal, which meets the required meal pattern guidelines, will be offered to students with an overdrawn account.
- Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts. When a student eligible for PAID meals has “cash in hand” to pay for a meal, the student will be served a meal regardless of unpaid foodservice accounts. The “cash in hand” will not be applied towards past due balances.

V. Notification of Account Status

- Families can check their child's meal account balance via FastDirect or can contact the bookkeeper for account balances.
- The bookkeeper notifies parents weekly by email if their account status is \$10.00 or below. A phone call will be made if account status is \$-50.00 or below.
- Bookkeeper will encourage parents to complete the free/reduced-price meal application.
- A second request for payment is sent if parents have not responded to the first request.
- Notification methods may be different depending on individual circumstances.

VI. Collection of Unpaid Meal Debt

- When the student meal balance is -\$250.00 the following collection actions will be taken:
- The bookkeeper will contact the administrator if no payment is received. The administrator will contact the parent/guardian to determine an appropriate solution. Parents will be informed that they are responsible to provide meals for their child until the agreed upon solution is in place.
- Assistance from the county social services may be requested by the school if parents refuse to provide meals or pay for school prepared meals for their children.
- A formal letter will be sent to the household notifying that the debt will be turned over to the collection agency and the student meal account will be closed.
- The expectation is all fees owed to the school will be paid in full by June 30th of the fiscal year.

Adopted: June 8, 2017

Holy Trinity Catholic School Board

PICK 3 – select at least 3 out of 5 food groups – one must be a ½ cup fruit or vegetable, but take all 5 for the best nutrition: milk, vegetable, fruit, bread and meat / meat-alternative. Maximum calories served per meal will be 650, less than 10 grams of saturated fat, and less sodium.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual

orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

HT KIDS PLACE

Our school age childcare program, ages 42 months through age 11, offers activity-based experiences for children within a fun and safe environment. The program is available from 7:00 am - 8:00am and 3:15pm - 5:45 pm Monday through Friday. The program is designed with flexibility and creativity in order to respond to each child's individual needs. This child-centered program offers children opportunities to pursue personal interests, develop friendships, and build self-confidence. The goal of our qualified staff is to provide a daily variety of fun and stimulating activities. Contact HT Kids Place at (320) 232-5775 for additional information.

SCHOOL PATROL

The school patrol assists children who are walking across the street and Hwy 25. A staff member supervises the patrol. Fifth and sixth grade boys and girls of good character have been selected for this very important duty. It is considered a great honor to be a member of the school patrol.

VOLUNTEERS

It takes many hands to keep a school running smoothly. HTCS has a reputation for having a large number of generous parents and friends who help with tasks at home and at school. In the fall registration packet, you will be given an opportunity to become a school volunteer. **All volunteers must participate in the mandated Diocesan Safe Environment Training before volunteering.** The procedure for completing the mandatory training has changed. Information on the training is included in the packet.

PARENT TEACHER ORGANIZATION (PTO)

HTCS PTO membership includes parents and staff. The PTO's purpose is to establish a close relationship between home and school by advancing opportunity for all parents to become involved in our HTCS community. The PTO supports teachers in classroom settings, raises funds for supplemental educational materials and experiences, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact our children. It is our belief that the team effort of a parent teacher organization offers the best possible learning environment for our children.

Meeting dates and times will be posted on FastDirect, Facebook page, and in the newsletter.

V. PROCEDURES

CELL PHONES

Use of cellphones is not allowed during the school day (8:15-3:00). If a student is found using his or her cell phone, a staff member will take it from the student and deliver it to the office until the end of the day.

CLASSROOM VISITING:

Parents are welcome to visit the classroom. Arrangements should be made ahead of time with the administrator and teacher. For building security, all parents and visitors will sign in and out of the office.

COLLECTING LABELS, BOX TOPS, UPCs

Please ask family, neighbors and include yourself in collecting the following items:

- Country/Village Hearth “Loaves 4 Learning”
- “Box Tops for Education” labels are being phased out. Please use the BTFE mobile app to scan your grocery store receipts for points.
- Coborn’s “More Rewards” see website www.morerewards.com/school
- Pierz Foods (Best Choice UPC)
- Amazon “SMILE”

DUE PROCESS PROCEDURE

See parent grievance policy on page 58.

Your Concern
Meet with a person with whom you have a concern
Not satisfied, notify school administrator (who will respond within two school days)
Not satisfied, contact the chairperson of the Board of Education (who will address the issue at the next school board meeting)

FACULTY AVAILABILITY

Most teachers are available from 7:30 am. – 8:00 a.m. or 3:00 p.m. – 3:30 p.m or by appointment. For teachers that are part time, please check with them for their schedule.

FUNDRAISING

Fundraising is critical to the financial management of the school. Each family will have a fundraising quota. There are three fundraisers from which to choose to designate toward the fundraising quota: marathon, calendar raffle, and carnival raffle. If the fundraising quota is not met, the balance will be added to the tuition.

K-6 Family fundraising quota \$1,200

K-6 families, who fundraise over \$1,400 from the three school fundraisers, can apply the money raised to tuition.

GUM CHEWING

Gum chewing will only be allowed on special occasions approved by the teacher.

LOST AND FOUND

Items found are placed in the lost and found located by the middle entrance doors. Items such as purses, billfolds, glasses, watches, etc. are brought to the office.

MONEY

Money should be sent to school only for school purposes in a labeled envelope.

PRAYERS

Each morning begins with prayer and the Pledge of Allegiance. The day should also end with an appropriate prayer in the student's last class. Prayers are not specified in order to allow for variety in individual and group prayer styles. Prayer, however, should be an integral part of our day as we strive to develop Christian community. Prayer in the classroom should also model various types of prayer, not only personal petitions.

TELEPHONE CALLS

A student may use the office phone, with permission of the teacher and office personnel.

VI. HEALTH, SAFETY AND EMERGENCY PROCEDURES AND POLICIES

ACCIDENTS AND ILLNESS

If your child becomes ill or injured at school, he/she will be taken to the nurse's office. Office personnel or the school nurse will assess your child's injury or illness. In each case the child will receive either the first aid indicated or parents will be notified. If symptoms are minor, the student may rest up to 20 minutes. After that time a decision to return to class or notify the parents will be made.

Parents will fill out emergency contact information for each child on the registration form in order to provide office staff with emergency contact information.

If emergency treatment is required and parents cannot be reached, an ambulance will be called at your expense.

ATTENDANCE

ATTENDANCE AT SCHOOL IS CRITICAL! Instruction and class activities are planned in sequential order, the student's presence at school is very important. It is difficult for a student to make up missed instruction time. When a child misses a day he/she misses many activities that happen in the classroom.

When your child is absent from school, **please phone school before 8:30 A.M.** Office personnel will contact you, if we do not hear from you. During a prolonged absence, a phone call on the first day will suffice, but keep us informed when the student will return.

TARDY: The school day begins at 8:20 a.m. and ends at 3:02 p.m. If the student arrives after 8:20, s/he needs to report to the office to sign-in, as this is considered tardy to school. Each five unexcused tardies will result in an unexcused absence.

ABSENT: See Truancy information listed below.

DISMISSAL DURING SCHOOL DAY

If students are to be released during the regular school day, the school office should be notified by 8:30 a.m. either through a phone call or a written note indicating the reason and time the student is to be released. If possible, try to schedule dental and doctor appointments outside of school hours. If for some good reason a child needs to be picked up by you during the school day, the child will remain in class until you arrive to pick up.

Parent information/permission is required for the following reasons:

- to explain why a child is absent
- to keep a doctor or dental appointment
- to be excused from school early
- to leave the school premises

TRUANCY

Minnesota Statute 260015 Subd 19 defines a habitual truant as a child under the age of 16 who is absent from school without lawful excuse for seven (7) school days if in elementary school. If a child has three (3) days in which he/she has been absent without lawful excuse, a letter should be sent to the parent/s restating the attendance policy for HTCS. The 1993 legislature amended the Minnesota Statute 626.556, the mandatory child abuse reporting law. "Neglect" now includes failure by a parent or guardian to ensure that a child is educated according

to state law. (This may include children under age seven (7) who are on an I.E.P.) This means school personnel must report educational neglect to the social service agency. The law presumes a child's absence from school is due to the parents' failure to comply with the law if the child is less than twelve (12) years of age. The State Department of Education states what shall be considered as an excused absence. The following information is taken from the Manual of Instructions, uniform Child Accounting for Minnesota School Districts. Absences generally considered to be excused are:

- o Sickness of a child
- o Sickness or death in the family
- o Impassable roads or weather making travel unsafe
- o Observance of religious holidays
- o Quarantine
- o Required to be in court
- o Emergency work at home
- o Emergency medical or dental treatment
- o Attendance at funeral of close friend or relative
- o Excuses for other absences would be granted at the discretion of the administrator.

Since it is the primary responsibility of parents that students attend school, it is expected that all absences be documented with verbal or written communication between parents and school.

Following the seventh (7th) day a student has been absent due to illness, a letter will be sent to parents notifying them that a written, signed medical explanation from a physician must be sent to the school office. If this explanation is not received at the school office within three (3) school days of the absence, a truancy report will be filed with Morrison County Social Services.

TRUANCY PROCEDURES:

For children under age 12:

- The administrator or teachers, file a report of educational neglect with Morrison County Social Services.
- An intake worker will assess the report by contacting the parents, student, and school officials. If educational neglect is found, Morrison County will provide Social Services on a voluntary basis or will refer the matter to the County Attorney's Office for a CHIPS (Child in Need of Protection and Services Petition.)
- When necessary, the truancy petition will be filed with the Court and a hearing scheduled. If the child and/or parents deny the allegation, school personnel may be called to testify.
- If the child is determined to be a truant, a service plan will be established. The Court's order may include family or individual counseling, supervision by a probation agent or social worker, placement of the child outside the home, a fine or community work service, or other appropriate alternatives.

HEALTH CARE SERVICES

In addition to the following school health policies, Holy Trinity implemented a school preparedness plan addressing COVID-19 guidelines. As of August 1, 2021, all guidelines and restrictions have been lifted. Holy Trinity has the right to reimplement the usage of the preparedness plan in the event the state of MN and the St. Cloud Diocese dictate.

The following school health policies have been compiled to provide a reference and foundation for health practices within the school. Pupils exhibiting one or more of the following symptoms should be kept home from school. If these symptoms appear while the child is in school, parents will be asked to come and take their child home.

- Temperature over 100.0 degrees F. (38 degrees C.)
- Vomiting
- Diarrhea
- Sore and/or red eyes
- Suspicious rash
- Symptoms associated with COVID-19 (persistent cough, fever/chills, shortness of breath, sore throat, loss of taste/smell)

Student(s) may return to school once they have been symptom free for 24 hours. This will aid in reducing the spread of illnesses.

The administration may decide to close school when its operation may significantly influence the spread of a communicable disease or unhealthy condition. This decision would be made with the advice of the school medical advisor and the District representative from the MN. Department of Health.

MEDICATION AT SCHOOL POLICY #S515:

PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering medication to students, during the regular school day.

GENERAL STATEMENT OF POLICY

HTCS acknowledges that some students may require prescribed drugs or medication during the school day. The licensed school nurse, or school staff person trained by the licensed school nurse, will administer medications in accordance with school procedures.

REQUIREMENTS

- The administration of prescription and nonprescription medication or drugs requires a completed signed request from the student's parent or guardian. The school may rely on an oral parent or guardian request to administer medication or drugs for up to two school days, after which a written authorization is required.
- An "Authorization for Administration of Prescription Medication" form or physician's order must be completed annually (once per school year) for all prescription medications that are to be given for a period of time greater than 14 calendar days and/or when a change in the prescription or requirements for administration occurs.
- Prescription medication must come to school in a current pharmacy labeled container that lists correct medication and dosages.
- Nonprescription medications must come to school in an original, properly labeled container, which clearly identifies the medication and proper dosages. Dosage may not exceed that which is recommended by the label. Students will be responsible to provide their own nonprescription medications.

- All prescription medications are to be kept in a locked drawer, cabinet or refrigerator and not carried by the student with the exception of inhalers, Epi-Pens, insulin or other emergency type medications that are ordered to be carried and self-administered by the physician. Written physician's orders must be received annually (once per year) indicating the need to carry and self-administer. Competence of student to carry and self-administer medication must be established and documented by physician or licensed school nurse.
- Nonprescription medications must be kept in a locked, drawer, cabinet or refrigerator for all elementary level students. Cough drops may be used at all age levels at the discretion of the student's teacher but must be brought from home. The school may revoke a student's privilege to carry and self-administer any medication if they feel they are abusing the privilege.
- At the end of the school year all medications will be returned to parents or guardians. If medications cannot safely be returned with students as determined by the school nurse, a parent must pick the medication up. If this is not done, the school will destroy leftover medication. Two individuals will be present to witness and document the disposal.
- The school must be notified immediately by the parent or guardian in writing of any change in the student's medication or if the medication is no longer required. A new container label with new pharmacy instructions shall be required within two days of the change.
- For drugs or medication used by children with a disability, administration may be as provided on the Individual Service Plan (ISP), Section 504 plan or Individual Health Plan (IHP).
- The school nurse, or other designated person shall be responsible for the filing of the "Authorization for Administration of Prescription Medication" form in the health records section of the student file and initiating the medication log which includes the student name, name of medication, dosage, route, time to be given, count of controlled substances, and any special instructions for individuals who will be giving medication as trained by the school nurse to do so.
- Those giving medication will document time, date, ongoing controlled substance count and initials when giving a dose of any medication. Documentation will be done in unalterable ink and will become part of the student's health record. Documentation will also be done if a student misses a dose along with the reason why they missed the dose.
- The school nurse has the ultimate authority and responsibility to reject a parent's request or physician's order and can refuse to administer a medication if it is believed that the medication is inappropriate or harmful to the student.
- Procedures for administration of drugs and medicine at school shall be developed in consultation with the school nurse and school administration.

NOT COVERED BY THIS POLICY:

- Special health treatments such as catheterization, tracheotomy suction, and gastrostomy feedings do not constitute administration of drugs and medicine.
- Emergency health procedures, including emergency administration of drugs and medicine is not subject to this policy.
- Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.

ADOPTED: November 10, 2011

IMMUNIZATION

To be allowed to enter a school building in MN, all children must have proof of immunity from German measles, red measles, or rubella, diphtheria pertussis, polio, mumps, Varicella, Hepatitis A and B, and Haemophilus Influenzae type B. Parents will be notified of any immunization deficiency or need at Early Childhood Screening. Students who are not fully protected will be allowed the necessary time period between doses. After that time students not complying with this law will be restricted from attending classes until either the building

administrator or school nurse receives proof of immunization. This requirement will take effect beginning with the first day of school each year. Students who are new to the district are allowed 30 days for transfer of records.

Each year routine screening programs will be conducted as follows:

- Vision – Kindergarten through Sixth Grade
- Hearing – Kindergarten through Sixth Grade
- Spine and posture – Fifth and Sixth Grade – Girls Only
- Preschool Screening – 4 year olds

Students in grades other than those above will be screened on request of a teacher, student or parent. All new students and those with known problems will also be screened.

SAFETY AND EMERGENCY PROCEDURES

ASBESTOS

HTCS has been inspected for asbestos under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). Some asbestos-containing building materials (ACBM) were found in the school buildings. A management plan detailing the location and description of the ACBMs has been submitted to the Minnesota Department of Education and is available for your inspection in the school office. The school custodian is the Asbestos Program Manager for this school.

BACKGROUND CHECK NOTICE

In 2008, the Minnesota legislature made changes to the laws relating to the use of criminal background checks used in schools. Among the changes made is a requirement that all Minnesota schools notify parents and guardians each year about the school's criminal background check policy. MN. Laws, Ch. 275, sec. 1 – 123B.03, Subd. 1(e). The new disclosure law provides,

At the beginning of each school year or when a student enrolls, a school hiring authority must notify parents and guardians about the school hiring authority's policy requiring criminal history background check on employees and other individuals who provide services to the school, and identify the positions subject to a background check and the extent of the hiring authority's discretion in requiring a background check. The school hiring authority may include the notice in the student handbook, a school policy guide, or other similar communication. The amendment is effective September 1, 2008.

Mandatory Criminal Background Check. All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors.

The following paid positions are subject to a mandatory background check:

Teachers	Substitute teachers	Specialist teachers
Tutors	Extracurricular advisors	Janitorial service personnel
Paraprofessionals	Office personnel	Food service personnel

DELIVERY AND PICKUP OF STUDENTS

Morning Drop-Off:

There is no student supervision before 8:00 am, except at HT Kids Place and the Early Childhood Education Extended Care time.

Bus drop off is by the **MIDDLE/BREEZEWAY DOORS**.

Vehicle drop off is at the **NORTH FLAGPOLE DOOR**. Please stop by the sidewalk and drop off your child. If you are walking in with your child, please park across the street and walk your child to the building.

Afternoon Pick-Up:

Buses park diagonally in front of the school. The street is closed to traffic during this time. **DO NOT** park south of the cemetery driveway or in the cemetery driveway.

Parent pick-up will be in front of the school, after the buses have left the school.

DRILLS: FIRE, TORNADO AND LOCKDOWN

Drills are a serious matter for students and teachers. HTCS will practice 5 fire drills, 5 lock-downs and 2 tornado drills during the school year.

Tornado drills: Students and staff evacuate to the classrooms located under the stage in the gym addition of the school.

Fire drills: Students and staff evacuate the building to St. Joseph's Church.

Lock-downs: Classrooms are locked and office personnel accounts for all people located in the building.

INCLEMENT WEATHER

School closings related to the weather will follow the same procedure as District #484 at Pierz. Closings will be announced on WCCO, KLTF, WYRQ and parents will be notified through an automated calling system. If school needs to be closed for any other reason, the same procedures will be followed.

PESTICIDE NOTICE:

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this 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 at each school office.

Estimated schedule of Pest Control Service Visits

St. Joseph Church – Cafeteria

Service visits – September 20-24, 2021; December 20-24, 2021; March 21-25, 2022; June 20-24, 2022. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

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), please contact the office.

RECESS

Recess time gives the children an opportunity to be outdoors where they can exercise, learn people skills, and have fun. Since children are expected to spend the recess periods outdoors, they are expected to dress accordingly. During inclement weather (temperature below 0 degrees F), the students will be kept inside.

If your child is unable to go outside for recess or is unable to participate in sports and games, please send a written request.

RECESS APPAREL

Temperature guidelines that will be followed for proper apparel:

- 55 degrees and warmer short sleeves ok
- 35-55 long sleeves, jacket, sweater, or layer clothing
- 35 and below winter coat, winter hat, gloves
- Snow requires a jacket, snow pants, winter hat, mittens & boots. 5th and 6th can choose not to wear snow pants and/or boots, but have to play on the tar and will need a second pair of shoes to change into for outside wear.

Noncompliance:

1st: verbal warning

2nd: consequence

SAFE PLAYGROUND RULES

Have **fun** on the playground by being cooperative and following the rules. The playground supervisor is there to ensure the safety and welfare of all students. If a student does not follow the rules, the discipline police will be enforced.

The playground is to be a safe place for all to play. Safety precautions are extremely important. Teachers will walk the students through a safety course on the playground.

Students are to:

❖ COOPERATE WITH THE SUPERVISOR

- Use good judgement in playing on equipment
- Engage in safe play only
 - No rough-housing is permitted
 - No tackle football
 - Green barrel is not a play area
 - No name calling. Talk positively and encourage others
 - Play fair, be a good sport
 - Stay within sight of playground supervisor without leaving playground area
 - Not allowed in SW corner of playground area, under the tree
 - Try to settle disagreements on your own by listening and compromising
 - Do not bring personal items to recess unless directed by your teacher

❖ SLIDES

- Feet first, sitting up, on your bottom
- Only bodies on the slide (no toys, rocks, etc.)
- One at a time

❖ SWINGS

- One rider/one pusher only
- Do not jump off
- Bottom on the seat, sitting straight up
- Swing front to back
- Pusher needs to stand a safe distance back

❖ THREE LEVEL BARS

- You have to be able to get on by yourself
- Only one person on each height level at a time

- ❖ MONKEY BARS
 - You can only hang on them by your hands
 - You can only use them if you can reach them yourself
 - You are not allowed on the top of the bars

- ❖ GRAVITY SPINNER
 - You can only use if you can reach it yourself
 - Use two hands when hanging
 - When pushing around spinner: stay a safe distance back and push at a safe speed

- ❖ BATS and BALLS
 - You can only kick the soccer balls, footballs, and kickballs
 - Only soft balls used for baseball
 - Keep a safe distance from the batter

- ❖ FREDDY FIRETRUCK
 - Feet stay on the ground (don't stand on seats etc.)
 - No toys on Freddy
 - Do not play under Freddy

- ❖ SLIDING BAR
 - One person at a time
 - Have to reach by yourself

- ❖ BRIDGE
 - Feet stay on the ground
 - Stay off when icy

- ❖ END OF RECESS
 - When the whistle blows stop playing immediately, pick up equipment and line up

- ❖ WINTER RULES
 - Stay off ice
 - Snow is for playing not for throwing
 - Sleds: one person at a time, slide on bottoms only
 - 6th grade does not need snow pants, but MUST stay on the tar if not wearing

- ❖ INDOOR RECESS
 - Balls need to be thrown, not kicked
 - Stay inside gym unless told otherwise by a supervisor
 - Not allowed to go on stage, bleachers, chin up bars or folded mats
 - All other outdoor rules apply

- ❖ CHURCH PARKING LOT
 - Stay off the brick walls
 - Steps are for walking up and down only
 - Stay in permitted area
 - Can roll down the hill or slide down with sleds, only when permitted by a supervisor

- Do not do anything that could put yourself or others in harm's way.
- Do not do anything that could damage the recess equipment or school property
- Follow the guidelines set by Holy Trinity Catholic School

LUNCHROOM

The lunchroom is a place to eat lunch and quietly visit with classmates. You are expected to be courteous and follow these rules:

- Enter the cafeteria, stand on the floor mark indicating social distancing.
- A lunchroom helper will hand you a tray, silverware, and milk.
- Walk by the serving line: pick 3 out of 5 food groups: milk, vegetable, fruit, bread, meat/meat alternate – one must be a ½ cup fruit or vegetable! Take all 5 for the best nutrition!
- Remember to say please, thank you, and no thank you to the lunchroom staff.
- Students eat only off their own plate and will not bother other students for food from their plate.
- All food stays in the lunchroom.
- Students will raise their hand to be allowed to move from their table.
- Students should use the school bathrooms before coming to the lunchroom.
- A student will clean his/her table space when done eating by putting milk carton, napkin, silverware and spilled food on the plate.
- Students will join together in praying the after meal prayer before leaving lunchroom.
- Students will be dismissed from the table once they are quiet and table space is clean. (Dismiss one table at a time)
- Students are to walk to the plate cleanup table, hand their plate to the plate scraper, and walk to line up for recess.
- The supervisor will take you outside once you are lined up, quiet and show that you are ready to leave.

ASSIGNED TO OFFICE DURING RECESS

If a student is assigned to the office during recess:

- Teacher will notify the administrator and office staff by email or written note before lunch.
- Student assigned to the office for discipline will meet with the administrator after lunch/recess. Teacher or supervisor will communicate to the administrator about the incident in writing or verbally.

TRANSPORTATION RULES

The safety of the students is a primary consideration during bus transportation. Holy Trinity Catholic School will work with ISD #484, the bus supervisor, and the bus driver in disciplining students for inappropriate behavior on the bus.

Safety and order require that bus students abide by these bus regulations:

- Be at the pick-up station on time.
- Walk on the left side facing traffic where there are no sidewalks.
- STAY OFF the road and act in a safe manner while waiting for the bus. Respect other people's property; stay off their driveways and porches. (Line up in an orderly manner while waiting.)
- DO NOT move toward the bus until it has come to a complete stop. Never run to the loading zone. Someone may slip and fall under the bus. Do not attempt to enter a moving bus.
- Put on your mask.
- Sit in your assigned seat. Keep your hands and head inside the bus. Keep your feet, books and other materials out of the aisles.
- Help keep the bus safe and sanitary; no yelling or loud laughing, it may distract the driver, no spitting and no gum chewing.
- Never throw any kind of object at the bus, on the bus, or from the bus.
- Wait until the bus has come to a stop before attempting to get off.
- If you ever go home on another bus, you need a note from home. The note is sent to the office, returned to the classroom teacher and then returned to you to give it to the bus driver.

Violation of these rules may mean you lose your privilege of riding the bus. Students who damage a school bus in any way are to be denied the privilege of riding the bus until they or their parents have paid for repairs. The administrator may withdraw the bus privilege for a longer period.

BUS APPAREL:

- Boots - PK-4
- Gloves & Hats - in backpacks
- Snow pants - Blustery day; PK-2 teacher determine other times

VISITOR / STUDENT SAFETY

The welfare and safety of the students is a primary concern of the school. In order to ensure student safety, all persons coming onto the campus are to check-in at the school office and obtain a visitor badge. Teachers do not release students to anyone, including parents, who have not had clearance through the school office.

VII. POLICIES

GENERAL ADMISSION: POLICY 500

HTCS shall be open to students who sincerely seek a faith-based education. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference shall be given to Catholic students. Students will not be refused admission to Catholic schools based on sex, race, color, or ethnic origin.

No person shall be admitted as a student unless that person and the parents/guardian subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school.

Catholic and non-Catholic students must agree to participate in religion classes and attend the religious activities conducted in the school.

Students shall not be denied admission to a Catholic school because of a disability unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the student.

A student entering school, having English as a second language, may not be denied admission based solely on language skills. Assessment of the child's academic and language proficiency levels may determine appropriate placement.

If the student is transferring from another school, the registration should not be finalized and the student should not be formally admitted until all previous school records have been received and reviewed. The school to which the student is transferring will request the transfer of records.

A student may be admitted any time during the school year. Prior to admission the parent/guardian should reach an agreement regarding tuition obligations and expectations with HTCS.

ADOPTED/REVISED: JUNE 13, 2013

CHEMICAL USE: POLICY S517

The school board recognizes the significant problems created by chemical use and abuse in society in general. The school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

GENERAL STATEMENT OF POLICY

Use of controlled substances, toxic substances and alcohol is prohibited in the school setting in accordance with policy S516. It is the policy of this school to provide an instructional program in chemical abuse and the prevention of chemical dependency. The school shall establish and maintain a chemical abuse assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

DEFINITIONS

“Chemical abuse” means use of any psychoactive or mood altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.

“Chemicals” includes but is not limited to alcohol, toxic substances, and controlled substances as defined in school policy S516 Drug Free Workplace and Drug Free School.

“School Location” includes school building premises; approved vehicle used to transport students to and from a school approved activity or event; field trip; any event where students are under the jurisdiction of the school.

PROCEDURES

Instruction The school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school will involve parents, students, health care professionals and members of the community in the implementation of a curriculum.

Assessment Team The team will be composed of classroom teachers, administrator, school nurse and other appropriate staff that can participate from the public school district. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases. Within 20 days after receiving an individual reported case, the team shall make a determination whether to provide the student’s parent/guardian with information about school and community services in connection with chemical abuse.

Reports of Chemical Use / Abuse In the event that an employee observes a student using or in possession of chemicals in a school location, the employee shall take the student to the administrator. The administrator will notify the student’s parents. If there is a medical emergency, the administrator will notify the school nurse or outside medical personnel as appropriate.

The administrator will notify law enforcement officials. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student’s personal effects, locker or areas within the student’s control. The school will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings and/or referral to a detoxification center or medical center.

ENFORCEMENT

Student data may be disclosed without consent in health and safety emergencies pursuant to MN Stat 13.32 and applicable federal law and regulations.

Records created or maintained by the team about the student shall be destroyed not later than 6 months after the determination of services or student is no longer enrolled in the school.

This section shall govern destruction of records notwithstanding provisions of the Records Management Act, MN Stat. 138.163.

ADOPTED/REVISED: May 12, 2011

CHILD ABUSE: POLICY S514:

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

PURPOSE

It is the policy for HTCS to protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect.

It is the policy of HTCS to comply with the law requiring the reporting of physical or sexual abuse and conditions of neglect involving children.

The reporting of maltreatment of minors shall be strictly in accordance with the provisions of MN Statutes, Section 626.556.

GENERAL STATEMENT OF POLICY

MANDATORY REPORTING LAW:

PERSONS MANDATED TO REPORT:

- A professional or his delegate who is engaged in the healing areas, social services, hospital administration, psychological or psychiatric treatment, child care, education or law enforcement who knows or has reason to believe a child is being neglected or physically or sexually abused shall immediately report the information to the local social service agency, police department, or county sheriff.
- Any person may voluntarily report to a social service agency, police department, or the country sheriff if he knows or has reason to believe a child is being neglected or subjected to physical or sexual abuse.
- Any person who makes a report shall upon written request to the social service agency, receive a summary of the disposition of the report, unless release would be detrimental to the best interests of the child.

IMMUNITY FROM LIABILITY:

Any person making a voluntary or mandated report or assisting in an assessment, pursuant to this law shall have immunity from liability civil or criminal, that otherwise might result by reason of his action.

FALSIFIED REPORTS:

Any person who willfully or recklessly makes a false report under the provisions of this law shall be liable in a civil suit for any actual damages suffered by the person(s) so reported and for any punitive damages set by the court or jury.

FAILURE TO REPORT:

Any person who is mandated by this law to report who knows or has reason to believe that a child is neglected or physically or sexually abused and who fails to do so shall be guilty of a misdemeanor.

DEFINITIONS

- “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - is not likely to occur and could not have been prevented by exercise of due care; and
 - if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- “Child” means one under age 18 and, for purposes of MN Stat. Ch. 260C [Child Protection], includes an individual under age 21 who is in foster care.
- “Immediately” means as soon as possible but in no event longer than 24 hours.
- “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

- “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
 - failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 - failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 - failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 - Failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 - prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance;
 - medical neglect as defined by MN Stat. § 260C.007, Subd. 4, Clause (5);
 - chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 - emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.
 - Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child’s health.
- “Non Maltreatment mistake” means: (1) at the time of the incident, the individual was performing duties identified in the center’s child care program plan required under MN Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under MN Rules Ch. 9503.
- “Physical abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by MN Stat. § 121A.67 or § 245.825.
 - Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian, which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, administrator, or school employee as allowed by MN Stat. § 121A.582.
 - Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking,

burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in MN Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under MN Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under MN Stat. § 121A.58.

- "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in MN Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in MN Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.
- "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

REPORTING PROCEDURES

- A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
- If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

- A person mandated by Minnesota law and this policy to report that fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

INVESTIGATION

- The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- Where the alleged perpetrator is believed to be a school official or employee, the school shall conduct its own investigation in conjunction with the Diocese of St. Cloud and, if involved, the local welfare or law enforcement agency.

MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- All records regarding a report of maltreatment, including any notification of intent to interview, which was received by the school, as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

- Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

DISSEMINATION OF POLICY AND TRAINING

- This policy shall appear in school personnel handbooks.
- The school will develop a method of discussing this policy with school personnel.
- This policy shall be reviewed at least annually for compliance with state law.

ADOPTED/REVISED: JANUARY 10, 2013

CHILD ABUSE POLICY PROCEDURES

RESPONSIBLE REPORTER: Any employee who knows or has reason to believe that a child is being physically or sexually abused or neglected shall immediately report this information to the designated building administrator. The employer will then make a report to the Morrison County Social Services or County Sheriff's Department.

Although consultation may be used in helping to determine whether abuse or neglect has occurred, the decision to report is the responsibility of the individual employee. Consultation with the building administrator or Child Protection Team may be helpful but should not inhibit the individual from reporting when, in their own best judgment, a concern remains for the welfare of the child.

REPORTING PROCESS:

- An oral report shall be made immediately to the building administrator.
- An oral report shall be made immediately to the Morrison County Social Services.
- A written report will be completed as soon as possible (within 24 hours) by the reporting person using the appropriate forms.
- Consult with the child protection team if you desire.

REPORT CONCERNING A SCHOOL EMPLOYEE: Any report of alleged physical or sexual abuse by a school employee will first be reported to Morrison County Social Services and then to the St. Cloud Diocese.

TEAM FUNCTIONS:

- HTCS has established a child abuse team, which consists of the administrator, school nurse, and reporting individual.
- The administrator shall ensure that all employees of the school are aware of the identity of the team members and of their function.
- The team role is to review questionable cases to determine whether or not there is reasonable cause to believe that maltreatment has occurred.
- The school nurse may assess possible cases of maltreatment and confer with the other team members.
- If there is reasonable cause to believe that abuse has occurred, the following agencies shall be officially notified immediately.

MORRISON COUNTY SOCIAL SERVICES - (320) 632-2951 x 201

Initial notification will be oral followed by a written report using the designated form. The reporting person must inform the administrator of the report within 24 hours.

STAFF AWARENESS

Designated persons from the child abuse team shall present an in-service to the teaching and non-teaching staff of the school. The reporting laws and definitions of child abuse shall be reviewed. The composition of the child

abuse team and its function will be discussed. The staff should know that they would receive support from the team when they report and that confidentiality will carefully be maintained. Referral resources in our community will be listed.

LIFE THREATENING SITUATION:

Whenever circumstances suggest that a child’s health or welfare is in jeopardy:

- The employee may first report these circumstances to the Morrison County Sheriff, (320)632-9233, for they are the only agent who has authority to remove a child from school or home except by court order.
- The administrator must be notified about action taken.

CLASS SIZE: POLICY S602

HTCS will provide a classroom environment that provides for the safety, welfare and educational experience of the students. The school will adhere to the following class size guidelines whenever factors are favorable in finance and personnel availability.

Minimum	Grades K-6	12 students
Maximum	Preschool & K-Readiness	10 students to 1 adult
Maximum	Grades K-2	20 students
Maximum	Grades 3-6	25 students

Maximum class size may be increased when personnel consists of a classroom teacher and a paraprofessional in the grade level, or when the core subject areas of reading/language arts and math instruction are provided within the guidelines.

Specialists in physical education, technology and music serve students. Class size policy does not apply to specialists.

ADOPTED/REVISED: December 2007; November 2013

COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS: POLICY S523

PURPOSE

Public concern that students and staff of HTCS be able to attend school without becoming infected with serious communicable or infectious diseases requires that the school adopt measures effectively responding to health concerns while respecting the rights of all students and employees, including those who are infected.

GENERAL STATEMENT OF POLICY

Students

It is the policy of the school that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of HTCS. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school in a Section 504 health plan by the administrator and school nurse, in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including review of the educational implications for the student and others with whom the student comes into contact.

Employees

It is the policy of the school that employees with communicable disease not be excluded from attending to their customary employment as long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken.

Circumstances and Conditions

Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties) and the probabilities the disease will be transmitted and will cause varying degrees of harm.

Precautions

The school will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration guidelines of the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school procedures regarding blood-borne pathogens developed pursuant to the school employee right to know guidelines.)

Information Sharing

Employee and student health information shall be shared within the school only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employee's right to know requirements.

Employee and student health data shall be shared outside the school only in accordance with state and federal law and with the school policies on employee and student records and data.

Reporting

If a medical condition of a student or staff threatens public health, it must be reported to the Commissioner of Health.

Prevention

The school shall plan curriculum that will prevent and reduce the risk of communicable disease and infection. This includes: Planning materials, guidelines and other technically accurate and updated information. Comprehensive, developmentally appropriate and updated curriculum that includes helping students to abstain from sexual activity until married. Involvement of parents and other community members; Diocese of St. Cloud Office of Family and Marriage. In-service training for staff

Vaccination and Screening

The school, administrator and school nurse, will develop procedures regarding the administration of vaccinations keeping with current state and federal laws.

ADOPTED/REVISED: MAY 12, 2011

DISCIPLINE: POLICY 506

HTCS shall have procedures in place for the discipline, suspension and expulsion of students. Procedures will be in keeping with its philosophy of Catholic education and consistent with accepted educational practices to insure high standards of moral, intellectual and spiritual training of its students. The essence of Christian discipline is self-discipline. Students are expected to exhibit Christian behavior consistent with their age and maturity level.

The administrator must notify the local public school authorities of the withdrawal of any student who falls into the age category for mandatory school attendance.

Disciplinary records are not placed into the student's permanent file.

ADOPTED/REVISED: April 12, 2012

DISCIPLINE PROCEDURES: POLICY 507

HTCS believes that students are entitled to a safe and positive, Christian environment. The goal is to develop moral behavior in children, to teach them a good sense of values, respect for self, others, all property, the environment, and to take responsibility for their actions. Cooperation, as well as participation, from parents will reinforce good habits that will last a lifetime.

CREATING A CULTURE FOR LEARNING:

Nine essential skills for the classroom, which include communication with parent(s).

Building a Caring Classroom Culture:

Skill 1: Neutralizing student arguing

Skill 2: Using delayed consequences

Skill 3: Using empathy

Skill 4: Using the recovery process

Building Connection Within the Classroom:

Skill 5: Developing positive teacher-student relationships

Building Student Competence for Problem-Solving and Decision Making:

Skill 6: Setting limits with enforceable statements

Skill 7: Using choices to prevent power struggles

Skill 8: Using quick and easy classroom interventions

Skill 9: Guiding students to solve their own problems

DISCIPLINE CONSEQUENCES AND BULLYING BEHAVIOR RUBRIC

The discipline rubric defines the steps that will be taken to correct student behavior and will involve the parents. These steps may include in-school suspension, out-of-school suspension or expulsion.

ADOPTED/REVISED: April 12, 2012

- The discipline rubric is appendix A.
- The bullying rubric is appendix B.

DRESS CODE: POLICY S513

A dress code contributes to an environment that supports a productive and educational atmosphere. Dressing modestly and in good taste contributes to the student's educational discipline and to the creation of a desirable atmosphere for learning.

The intent of the dress code is the development of habits of neat appearance and good grooming, which supports the school's academic environment and Christian values. Students in Preschool through sixth grade are expected to follow the dress code. Parents / guardians are encouraged to help enforce this dress code. All clothing will be neat, clean and in good repair.

Dress-up days may be scheduled for special occasions with the approval of the administrator.

LITURGY DRESS: Students will wear clothing that shows the importance of participation in the Liturgy. This will assist with the building of student character and the value of faith formation.

PANTS: Pants must be pulled up to waist level.

SHORTS: Shorts may be worn to school, but not Liturgy. Short length must be as long as the tips of the fingers when standing straight with arms at the wearer's sides.

SKIRT/DRESS: Skirt or dress length must be as long as the tips of the fingers when standing straight with arms at the wearer's sides.

SHIRTS, T-SHIRTS, SWEATSHIRTS: Shirts must cover the upper part of the body completely. Logos must be modest and appropriate for the school environment. Shirt straps must be at least 1" in width.

FOOTWEAR: Dress shoes, tennis shoes and sandals are permitted. Shoes are to be clean and in good condition. Laces must be tied or straps fastened. For safety reasons flip-flops are not permitted.

Students are expected to have boots to wear from first snow until snow melts for recess and the bus ride.

HATS: Hats may not be worn in the school building, except on special occasions, or lunchroom.

MAKEUP: Minimal makeup is permitted in 5th and 6th grade.

WINTER WEATHER: Students are expected to have snow pants, hat, mittens and boots for outside play.

The Administrator shall have the authority to make the immediate decisions as to what is and is not acceptable in the way of dress and grooming.

ADOPTED/REVISED: MARCH 14, 2013

DRUG FREE WORKPLACE AND DRUG FREE SCHOOL: POLICY S526

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician prescription.

GENERAL STATEMENT OF POLICY

Use of controlled substances, toxic substances and alcohol on school grounds is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

The school will act to enforce this policy and to discipline or take appropriate action against a student, employee or member of the public who violates this policy.

DEFINITIONS

- “Alcohol” includes any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor.
- “Controlled substance” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or and other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, including analogues and look-alike drugs.
- “Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- “Possess” means to have on one’s person, in one’s effects or in an area subject to one’s control.
- “School Location” includes school building premises; approved vehicle used to transport students to and from a school approved activity or event; field trip; any event where students are under the jurisdiction of the school.

PROCEDURES

- Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school’s medication guidelines.
- Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform the administrator. The employee will be required to provide a copy of the prescription.
- Each employee shall be provided with written notice of this Drug-Free Workplace / Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- Employees are subject to a random drug and alcohol test.

ENFORCEMENT

Students: A student who violated the terms of this policy shall be subject to discipline in accordance with the school discipline policy. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials.

Employees: An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or termination as deemed appropriate by the school board. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

The Public: A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

ADOPTED/REVISED: May 12, 2011

ANTI-HARASSMENT, INTIMIDATION, AND BULLYING: POLICY S521

HTCS teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance.

The administrator will provide staff development training in bullying prevention, and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

This policy should appear in student handbooks, publications that set forth rules of conduct, teacher, staff, parent and volunteer handbooks, communications to parents / guardians at the beginning of the school year.

The following statement shall be included:

- Harassment, intimidation, or bullying behavior by any student/school personnel in HTCS is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation that a reasonable person under the circumstances should know will the effect of:
 - Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.
- HTCS will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

Definition

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

- Causes mental or physical harm to the other; and
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

- Physical violence and/or attacks;
- Threats, taunts and intimidation through words and/or gestures;
- Extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based online sites (also known as “cyber bullying”), such as the following:
 - Posting slurs on Websites where students congregate or on Web logs;
 - Sending abusive or threatening instant messages;
- Using camera phones to take embarrassing photographs of students and posting them online; and
- Using Web sites to circulate gossip and rumors to other students;
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher or administrator to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher or administrator; and
 - Write down exactly what happened, keep a copy and give another copy to the teacher, or administrator including:
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the student said or did, either at the time or later;
 - How the student felt; and
 - How the harasser responded.

Complaint Procedure

HTCS expects students and/or staff to immediately report incidents of bullying to the administrator. Staff members are expected to immediately intervene when they see a bullying incident occur. “A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.

The administrator upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident.

The administrator may appoint an investigator. The complainant completes an *Anti-Harassment/Bullying Complaint Form* (see guideline A). Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the administrator, or the administrator has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form*. Information received during the investigation is kept confidential to the extent possible.

HTCS prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the administrator. The investigator will provide a copy of the findings of the investigation to the administrator.

Resolution of the Complaint

Following receipt of the investigator's report, the administrator may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the administrator may, at the administrator's discretion, interview the complainant and the alleged harasser. The administrator will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation.

Points To Remember in the Investigation

- Evidence uncovered in the investigation is confidential
- Complaints must be taken seriously and investigated
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigation.

ADOPTED/REVISED: January 13, 2011

LOCKED DOOR: POLICY S702

It is the policy of HTCS to protect children whose health or welfare may be jeopardized through the use of violence.

All doors will be locked at all times. Guests will gain entrance to the school through school personnel.

ADOPTED/REVISED: September 2013

INTERNET ACCEPTABLE USE AND SAFETY: POLICY S620

PURPOSE

The purpose of this policy is to set forth guidelines for access to HTCS computer system and acceptable and safe use of the Internet, including electronic communications.

GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to HTCS computer system and the Internet, including electronic communications, HTCS considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and employees. Access to HTCS computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources. HTCS encourages faculty to blend thoughtful use of the school's computer system and the Internet throughout the curriculum and to provide guidance and instruction to students in its use.

LIMITED EDUCATIONAL PURPOSE

HTCS is providing students and employees with access to the school's computer system, which includes Internet access. It is not the purpose of the system to provide students and employees with unlimited access to the Internet and electronic mail, or to create a limited public forum for the discussion of issues. Access to the school's system is limited to educational purposes, which includes use of the system for classroom activities, educational research, and professional or career development activities, and for school administration. Users are expected to use the school's system to further educational and professional goals consistent with the mission of the school and school policies. Uses, which might be acceptable on a user's private personal account on another system, may not be acceptable on this limited-purpose network.

USE OF SYSTEM IS A PRIVILEGE

The use of the school's system and access to use of the Internet is a privilege, not a right. Acceptable use of the school's computer system is the responsibility of the user. HTCS has the right to monitor its computer system and enforce this policy. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

UNACCEPTABLE USES

The following uses of the school's computer system and Internet resources or accounts are considered unacceptable:

- Users will not use the school system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - pornographic, obscene or sexually explicit material.
 - materials that use language or images that are inappropriate or disruptive to the educational process;

- materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination or threatens the safety of others.
- Users will not use the school’s system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, use language that is abusive, hostile, demeaning, disrespectful or threatening toward another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not use the school’s system to engage in any illegal act or violate any local, state or federal statute or law.
- Users will not use the school’s system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in “spamming” or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school’s security system, and will not use the school’s system in such a way as to disrupt the use of the system by other users.
- Users will not use the school’s system for unauthorized access to information resources or to access another person’s materials, information, or files without permission of that person. Students or staff shall not deliberately or knowingly delete another student or employee’s file.
- Users will not use the school’s system to post private information about another person's, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual’s identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. Students using social networking tools and curriculum content management software for a teacher’s assignment are required to keep personal information as stated above out of their postings.
 - This paragraph does not prohibit the posting of employee contact information on school web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e. communications with parents or other staff members related to students).
 - This does prohibit the school system to post personal information about the user or another individual on social networks including but not limited to (Facebook or MySpace).
- Users must keep all account information and passwords on file with the media specialist and administrator. Users will not attempt to gain unauthorized access to the school’s system or any other system through the school’s system, attempt to log in through another person’s account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school’s system may not be encrypted without the permission of appropriate school authorities.
- Users will not use the school’s system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works on the Internet.
- Users will not use the school’s system for conducting business, for unauthorized commercial purposes, for promotion of political views or social agendas, or for financial gain unrelated to the mission of the school. Users will not use the school system to offer or provide goods or services or for product advertisement.

Users will not use the school system to purchase goods or services for personal use without authorization from the administrator.

- Students and staff shall not use the HTCS computer network to engage in other illegal acts such as arranging for the sale and use of drugs and/or alcohol, facilitating criminal gang activity, facilitating gambling, or threatening the safety of others.
- Assignments involving the use of Web 2.0+ tools on the internet are like any other assignment in school. Students in the course of completing assignments are expected to abide by the policies and procedures in the **student handbook**.
- Students shall not meet with someone they met online without parental approval.

A student or employee engaging in any of the foregoing unacceptable uses of the Internet when off school premises and without the use of the school system also may be in violation of this policy as well as other school policies. When the school discovers or receives a report of an unacceptable use originating from a non-school computer or resource, the school may investigate to determine whether the use is connected with the school. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access of the school computer system and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to a staff member. In the case of a school employee, the immediate disclosure shall be to the administrator. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment, and if done with the prior approval from a teacher or administrator.

FILTER

With respect to any of its computers with Internet access, the School will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to web sites that are:

- Obscene;
- Child pornography; or
- Harmful to minors.
- The media specialist or administrator may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school computer system and use of the Internet shall be consistent with school policies and the mission of the school.

NO EXPECTATION OF PRIVACY

- By authorizing use of the school system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of files on the school system.
- Routine maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law.
- Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.

- School employees should be aware that the school retains the right at any time to investigate or review the contents of their files and email files. In addition, school employees should be aware that data and other materials in files maintained on the school system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- The school will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school system.

INTERNET USE AGREEMENT

- The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school.
- This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- The Internet Use Agreement form for students must be read and signed by the user, and a parent or guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

LIMITATION ON SCHOOL LIABILITY

Use of the school system is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through unauthorized use of the school system or the Internet.

USER NOTIFICATION

- All users shall be notified of the school policies relating to Internet use.
- This notification shall include the following:
 - Notification that Internet use is subject to compliance with school policies.
 - Disclaimers limiting the school's liability relative to:
 - Information stored on school hard drives or servers.
 - Information retrieved through school computers, networks or online resources.
 - Personal property used to access school computers, networks or online resources.
 - Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
 - A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - Notification that, even though the school may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

- Notification that, should the user violate the school's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school system and of the Internet if the student is accessing the school system from home or a remote location.
- Parents will be notified that their students will be using school resources/accounts to access the Internet and that the school will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - the user notification form provided to the student user.
 - A description of parent/guardian responsibilities.
 - A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - A statement that the Internet Use Agreement must be signed by the user, and a parent or guardian prior to use by the student.
 - A statement that the school's acceptable use policy is available for parental review.

IMPLEMENTATION; POLICY REVIEW

- The administrator may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- The administrator shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- The school Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- Because of the rapid changes in the development of the Internet, the school board may regularly revise this policy.

ADOPTED/REVISED: MAY 2011

NON-DISCRIMINATION: POLICY S100

In fulfilling the obligation imposed by federal and state anti-discrimination laws and regulations, the following resolution was adopted by the HTCS Board on April 12, 2012.

It is the policy of HTCS to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in this school shall, on the grounds of race, color, national and ethnic origin, sex, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration, or selection, whether part-time or full-time under any educational program, employment, or activity operated by the school.

Exceptions to this non-discrimination policy may be necessary when based upon a bona fide occupational qualification or in exercising the religious rights afforded HTCS under the Minnesota and United States Constitutions.

HTCS is in compliance with the above resolution.

The Title IX coordinator for HTCS is its administrator.

ADOPTED/REVISED: May 10, 2012

SCHOOL INCOME: POLICY S402

HTCS is financed by parish investment, tuition, and fundraising. HTCS Board shall annually perform a budget analysis and provide parents and parishioners with information about the cost per student in relation to tuition.

In this process HTCS Board may encourage the option to negotiate tuition amounts based on whatever portion of the actual cost that parents are able to pay.

HTCS will establish tuition amounts and announce these publicly prior to registration of students for the following year.

In order to assure that all interested Catholic children are able to attend a Catholic school, HTCS Board shall adopt and regularly publicize a policy which clearly states that no child shall be refused admittance because of inability of parents to pay any or all of the education cost.

HCTS shall establish an organized schedule for collecting tuition and fees.

ADOPTED: January 2008

SCHOOL INCOME: K-6 TUITION: POLICY S402.1

Each family will pay tuition toward the cost of their child(ren)'s education.

Holy Trinity Catholic School Board will annually establish the tuition rates.

Tuition payment arrangements must be made at the time of registration or registration will not be complete.

Registration and fees:

- Registration begins in March.
- EFT form is attached to the registration form.
- Families will not be denied entrance to Holy Trinity Catholic School due to lack of finances.

Payment options:

- In full by June 30
- 12 monthly EFT payments (June-May)

Family Discounts:

- PAY IN FULL
 - •5% discount check / cash
 - •2.5% discount credit card
 - •Paying full tuition (excluding fundraising quota) by June 30, 2021.
- K-6 VARIABLE TUITION RANGE
 - \$1,000-\$2,575 / child
 - Families receiving variable tuition are not eligible for paid in full discount.
- FUNDRAISER BENEFIT
 - K-6: Fundraise over \$1,400 from the three fundraisers and the amount can be applied to tuition payments for the current school year.
 - Fundraising overage can be applied to current year tuition or options listed on overage form sent to family after fundraising is completed.

Family Tuition Schedule 2020-2021:

K-6	One child	Variable: \$1,000 to \$2,575
K-6	Two children	Variable: \$2,000 to \$5,150
K-6	Three or more children	Variable: \$3,000 to \$7,150

Family Fundraising Quota

Each family will have a fundraising quota. There are three fundraisers from which to choose to designate toward the fundraising quota: marathon, calendar raffle, and carnival raffle. If the fundraising quota is not met, the balance will be added to the tuition.

Family fundraising quota \$1,200

K-6 families, who fundraise \$1,400 or more from the three school fundraisers, can apply the money raised to tuition. (Example: raised \$1,500, \$100 goes toward tuition.)

Adopted: March 13, 1996 Holy Trinity School Board
 Revised: February 9, 2017; March 2, 2018; May 9, 2019; February 20, 2020

SCHOOL INCOME: EARLY CHILDHOOD EDUCATION PROGRAM TUITION: POLICY S402.11

Each family will pay tuition toward the cost of their child(ren)'s education.

Holy Trinity Catholic School Board will annually establish the tuition rates.

Tuition payment arrangements must be made at the time of registration or registration will not be complete.

Registration and fees:

- Registration begins in March.
- Capacity 20 students per day per classroom
- EFT form is attached to registration form

Payment options:

- In full by August 7, 2021
- 9 monthly payments (August-April) EFT

Family Discounts:

- PARENT AWARE EARLY LEARNING SCHOLARSHIPS
 - \$5,000 per child
 - Complete application form
- OPTIONAL FUNDRAISER BENEFIT
 - Fundraise over \$300 and the amount can be applied to tuition payments for the current school year. The fundraisers are Marathon, Calendar Raffle, and Carnival Raffle.
- ECE CHILDREN ARE NOT ELIGIBLE FOR MULTI-CHILD FAMILY DISCOUNT

Early Childhood Education Program Tuition 2021-2022:

5-Day	\$400/month
4-Day	\$320/month
3-Day	\$280/month
2-Day	\$200/month

Adopted: February 20, 2020 Holy Trinity School Board
 Revised: August 18, 2021

TUITION- NON CATHOLIC: POLICY S402.11

The tuition fee for a student who is non-Catholic will be assessed by: Catholic student tuition + 15% = Non-Catholic tuition. Families can apply for variable tuition.

Non-Catholic students will be required to attend liturgies and religion classes. Parents will be given the opportunity to preview the religion curriculum. Content that could be confusing to the non-Catholic student will be addressed with respect for the religious tenets of the student's family.

CATHOLIC PARISH: NO SCHOOL TO SUPPORT: POLICY S402.12

Tuition fees for students from Catholic parishes with no school to support will be assessed at the same rate as for corporate parish students. Registration of child is dependent on the parents informing the parish pastor that their child is attending HTCS or the tuition will follow the non-Catholic policy.

Catholic parishes with no school to support will be assessed 35% of the estimated cost per pupil for each student attending HTCS.

TUITION COLLECTION: POLICY S402.2

The following procedure will be followed for tuition collection:

1. When an account becomes 60 days past due, the administrator will contact families to establish past due tuition payment plan.
2. When an account becomes 90 days past due, the finance committee will meet with the family to discuss nonpayment of past due tuition payment plan.
3. At the end of JUNE a registered letter will be sent to families who have not followed the tuition payment plan informing them that the past due tuition may be sent to collection agency at the end of July.

In extraordinary circumstances the principal has the administrator to make an exception to the policy.

ADOPTED/REVISED: September 2017

TOBACCO-FREE ENVIRONMENT: POLICY S522

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

GENERAL STATEMENT OF POLICY

It shall be a violation of this policy for any student or employee to use tobacco or tobacco-related devices in a "school location". The school will act to enforce this policy and to discipline or take appropriate action against any student or employee who is found to have violated this policy.

TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- "Tobacco" means forms of tobacco, prepared in such manner as to be suitable for chewing or smoking.
- "Tobacco-related devices" means cigarette papers or pipes for smoking.
- "Smoking" includes carrying a lighted cigar, cigarette, pipe or any other lighted smoking equipment.
- "School Location" includes school building premises; approved vehicle used to transport students to and from a school approved activity or event; field trip; any event where students are under the jurisdiction of the school.

EXCEPTION

It shall not be a violation of this policy for an adult to light tobacco on school property as part of a traditional spiritual or cultural ceremony used in a school educational experience.

ENFORCEMENT

Students who violate this tobacco-free policy shall be subject to school discipline procedures.

School employees who violate this tobacco-free policy shall be subject to school discipline procedures.

A member of the public who violates this policy shall be informed of the policy and asked to leave.

ADOPTED/REVISED: May 12, 2011

VIOLENCE, POTENTIAL SITUATIONS: POLICY S512

PURPOSE:

The purpose of this policy is to maintain a learning and working environment, which provides a safe, secure setting for students and employees.

GENERAL STATEMENT OF POLICY

It shall be a violation of this policy for any student or employee to disrupt the school learning and working environment. The school will act to enforce this policy by taking such actions necessary including immediate suspension or expulsion.

DEFINITIONS

“Willful conduct” means deliberate actions of an individual.

“Behavior” means conduct or actions of an individual.

PROCEDURES

This policy provides that a student or employee shall be immediately removed from an educational setting (classroom, bus, etc) when behavior affects the learning environment:

- Endangers other students or employees
- Disrupts or threatens to disrupt the ability of others to obtain an education
- Possession of a gun, knife or other dangerous weapon, whether on the person, locker, on school grounds or bus.

Students

- School shall determine the nature, extent or duration of any such removal.
- Administrator shall contact parents.
- Parents and student shall conference with the administrator.
- Student shall serve discipline procedures as determined by the school is necessary.
- School shall make reasonable efforts to assist the student and student’s parents in seeking alternative educational programs of service.
- Parents and student have a right to due process.

Employee

- School shall determine the nature, extent or duration of any such removal.
- Employee has a right to due process.

ENFORCEMENT

Students who violate this policy shall be subject to school discipline procedures, including suspension or expulsion.

School employees who violate this policy shall be subject to school discipline procedures including termination of employment.

ADOPTED/REVISED: May 12, 2011

WELLNESS: POLICY S524

PURPOSE: Holy Trinity Catholic School (hereto referred to as the School) is committed to the optimal development of every student. The School believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically. Finally, there is evidence that adequate hydration is associated with better cognitive performance.

This policy outlines the School’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the School have access to healthy foods throughout the school day – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the School in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The School establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff and schools in the School. Specific measurable goals and outcomes are identified within each section below.

I. School Wellness Committee

Committee Role and Membership

The School will convene a representative School wellness committee (hereto referred to as the SWC) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this School-level wellness policy (heretofore referred as “wellness policy”).

The SWC membership will represent the school and include (to the extent possible), but not be limited to: parents and caregivers; representatives of the school nutrition program; physical education teacher; health education teacher; school nurse; school administrator; school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public.

Leadership

The administrator will convene the SWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy. The designated official for oversight is administrator, Debra Meyer-Myrum.

II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The School will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the [Healthy Schools Program online tools](#) to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at: www.holytrinitypierz.org

Recordkeeping

The School will retain records to document compliance with the requirements of the wellness policy at administrator office and/or on school's website. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the School uses to make stakeholders aware of their ability to participate on the SWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The School will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The School will make this information available via the School website and/or School-wide communications. The School will provide as much information as possible about the school nutrition environment. This will include a summary of the School's events or activities related to wellness policy implementation. Annually, the School will also publicize the name and contact information of the school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the School will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the School is in compliance with the wellness policy;
- The extent to which the School's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the School's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Debra Meyer-Myrum, HTCS administrator. The SWC will monitor schools' compliance with this wellness policy. The School will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The SWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as School priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The School is committed to being responsive to community input, which begins with awareness of the wellness policy. The School will actively communicate ways in which representatives of SWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that School.

III. Nutrition

School Meals

Our School is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal program aims to improve the diet and health of school

children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

The School participates in USDA child nutrition programs, including the National School Lunch Program (NSLP). The School does not operate additional nutrition-related programs and activities at this time. The School is committed to offering school meals through the NSLP and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The School offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Promote healthy food and beverage choices using the following [Smarter Lunchroom techniques](#):
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
 - Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.
 - All available vegetable options have been given creative or descriptive names.
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - White milk is placed in front of other beverages in all coolers.
 - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - Student artwork is displayed in the service and/or dining areas.
 - Daily announcements are used to promote and market menu options.
- The School child nutrition program will accommodate students with special dietary needs.
- Students will be allowed at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated.
- Students are served lunch at a reasonable and appropriate time of day.
- Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.
- The School will implement the following Farm to School activities
 - Local and/or regional products are incorporated into the school meal program;
 - Messages about agriculture and nutrition are reinforced throughout the learning environment;
 - School hosts field trips to local farms; and

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus. The School will make drinking water available where school meals are served during meal times. Students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

Holy Trinity Catholic School does not sell foods or beverages.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

- Celebrations and parties. The School will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
- Classroom snacks brought by parents. The School will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards.
- Rewards and incentives. The School will provide teachers and other relevant school staff a [list of alternative ways to reward children](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*. The School will make available to parents and teachers a list of healthy fundraising ideas [examples from the [Alliance for a Healthier Generation](#) and the [USDA](#)].

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout school, classrooms, and cafeterias. The School will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal program. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

Nutrition Education

The School will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

The School will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate](#)
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- [The Dietary Guidelines for Americans](#)
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The School is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The School strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on School property that contains messages inconsistent with the health information the School is imparting through nutrition education and health promotion efforts. It is the intent of the School to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the School's wellness policy. Any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards.

IV. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the School is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment

for any reason. The School will provide teachers and other school staff with a [list of ideas](#) for alternative ways to discipline students. To the extent practicable, the School will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The School will conduct necessary inspections and repairs.

Physical Education

The School will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The School will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All School elementary students in each grade will receive physical education for at least 60-80 minutes per week throughout the school year. The School physical education program will promote student physical fitness through individualized fitness and activity assessments (via the [Presidential Youth Fitness Program](#) or other appropriate assessment tool) and will use criterion-based reporting for each student.

- Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.
- All physical education teachers will be required to participate in at least a once a year professional development in education.
- All physical education classes are taught by licensed teachers who are certified or endorsed to teach physical education.

Essential Physical Activity Topics in Health Education

Health education will be required in all grades. The School will include in the health education curriculum a minimum of 12 the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity

- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

Holy Trinity will offer at least 20 minutes of recess on all full days of school during the school year. If recess is offered before lunch, there is an appropriate hand-washing facilities in the lunchroom. There is adequate transition period/timeframe for students to hand-wash and remove coats, hats, etc.

Outdoor recess will be offered when weather is feasible for outdoor play. Students will be allowed outside for recess except when outdoor temperature is below 0 degrees with wind chill or play outside isn't safe. In the event that the school must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks

The School recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The School recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The School will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through [USDA](#) and the [Alliance for a Healthier Generation](#).

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The School will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

Pierz Public School - Community Education Program provides opportunities for students to participate in before and after school activities.

Active Transport

The School will support active transport to and from school, such as walking or biking. The School will encourage this behavior by engaging the activities below:

- Designate safe or preferred bike routes to school
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Use crossing guards
- Use crosswalks on streets leading to schools
- Document the number of children walking and or biking to and from school

V. Other Activities that Promote Student Wellness

The School will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The School will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes. All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

The School will continue relationships with community partners in support of this wellness policy implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The School will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

Staff Wellness and Health Promotion

The SWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Professional Learning

When feasible, the School will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help School staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing School reform or academic improvement plans/efforts.

HOLY TRINITY CATHOLIC SCHOOL WELLNESS GOALS

Module 1: School Health and Safety Policies and Environment

- HTCS meets all the criteria in this module.

Module 2: Health Education

- Teachers of health education will participate at least once a year in professional development in health education

Module 3: Physical Education and Other Physical Activity Programs

- Physical Fitness:
 - Promote 60 minutes per day of physical activity
 - PK-2 grades 30 minutes PE 2X/Week
 - PK-2 grades daily 15 minutes afternoon recess
 - 3-6 grades 40 minutes PE 2X/Week
 - Recess 20 minutes per day
 - Five minutes of Go Noodle per day in classroom
 - Shape America daily activity promoted by PE teacher, classroom teacher, and sent home monthly to families

Revision of PE curriculum to new PE standards

Module 4: Nutrition Education

- Teachers of health education receive professional development in delivery of the school's health and safety curriculum every two years.
- School meals include a variety of foods that meet the following criteria:
 - Go beyond the National School Lunch Program requirements to offer one additional serving per week from any of the 3 vegetable subgroups (dark green, red and orange, dry beans and peas)
 - Offer a different fruit every day of the week during lunch (100% fruit juice can be counted as a fruit only once per week)
 - Offer fresh fruit at least 1 day per week
 - Offer foods that address the cultural practices of the student population
 - Offer an alternative entrée option at least one time per week that is legume based, reduced fat dairy or fish based (including tuna)
 - Offer at least 3 different types of whole grain-rich food items each week
- Healthy food and beverage choices are promoted through the following techniques:
 - Whole fruit options are displayed in attractive bowls or baskets (instead of chafing dishes or hotel pans)
 - Sliced or cut fruit is available daily
 - Daily fruit options are displayed in a location in the line of sight and reach of students
 - All available vegetable options have been given creative or descriptive names
 - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal
 - White milk is placed in front of other beverages in all coolers
 - Alternative entrée options (salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas
 - Student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas.
 - Student artwork is displayed in the service and/or dining areas.
 - Daily announcements are used to promote and market menu options
- Nutrition service staff members use three or more of the following methods to collaborate with teachers to reinforce nutrition education lessons taught in the classroom?
 - Display educational and informational materials that reinforce classroom lessons
 - Provide food for use in classroom nutrition education lessons
 - Provide cafeteria tours for classes
- HTCS will implement, a minimum of three, Farm to School activities:
 - Local and/or regional products are incorporated into the school meal program
 - Messages about agriculture and nutrition are reinforced throughout the learning environment
 - School hosts field trips to local farms

Module 5: Health Services

- HTCS meets all the criteria in this module.

Module 6: Counseling, Psychological and Social Services

- HTCS meets all the criteria in this module.

Module 7: Health Promotion for Staff

- HTCS will form a staff wellness subcommittee to focus on staff wellness issues and identify specific actions staff members can take to promote wellness.

Module 8: Family and Community Involvement

- Students and family members will have opportunities to provide both suggestions for school meals and other foods and beverages sold, served and offered on school campus and feedback on the meal programs and other foods and beverages sold, served and offered on school campus.

PARENT GRIEVANCE POLICY S520

POLICY STATEMENT: HTCS will develop and document grievance procedures for parents.

DESCRIPTION:

If a parent has a complaint or concern that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. A grievance exists where a person believes a complaint or concern has not been handled appropriately or where they believe their needs have not been adequately met. If a parent has a grievance, a resolution may be sought through informal discussions with the administrator (or his or her delegate) about the problem in order to come to a mutually acceptable resolution, or through a formal grievance procedure. There are specialized policies and/or to cover certain types of complaint that may occur in schools – for example sexual harassment. This policy is not intended to replace any such specialized policies or procedures, but is to provide direction in areas not covered by them. This policy is not intended to apply to complaints alleging criminal behavior, which should be referred to the administrator for police action.

RATIONAL:

The Policy exists to implement procedures to safeguard the rights and acknowledge the responsibilities of all parties, should a grievance arise.

IMPLEMENTATION ISSUES:

- While maintaining the integrity of the guidelines for grievance procedures the school administrator will ensure that the procedures adopted are relevant to HTCS context.
- HTCS is responsible for the regular monitoring and evaluation of the grievance procedures.
- The administrator is responsible for the implementation of the procedures.
- The procedures will be published annually for the information of the school community.

Adopted: March 12, 2015

PARENT GRIEVANCE GUIDELINES

The following procedures have been established to facilitate reconciliation and to maintain unity within Holy Trinity Catholic School. So far as possible, all grievances should be settled “as close to the problem” as possible.

PROCESS:

- Therefore, the first step of every grievance process requires that the aggrieved person (petitioner) and only the petitioner speak directly and privately with the person with whom he/she has the grievance (respondent). The grievance must be made within ten (10) days of the incident.
- The two should make every effort to come to agreement.
- In the event that the petitioner decides to continue the grievance the petitioner should next speak with the person to whom the respondent is directly accountable.
- Again, every effort should be made to resolve the problem.
- The petitioner may, if necessary, continue the process by petitioning the school board grievance committee. The school board grievance committee is the school board chairperson and personnel committee.
- No step in the process may take more than ten (10) working days.
- Examples of the proper order
 - Parent/Guardian
 - Teacher
 - Administrator
 - School Board Grievance Committee
 - School Board

FORMAL PARENT / GUARDIAN FILING OF A GRIEVANCE FORM

Instructions: This formal grievance process is in place to resolve matters where it is believed by the aggrieved person (the petitioner) that he/she has a grievance (the respondent).

NAME OF PETITIONER: _____ TODAY'S DATE _____

DATE & TIME OF GRIEVANCE: _____

LOCATION WHERE ACTION OR EVENT OCCURRED: _____

STATEMENT OF GRIEVANCE BY PETITIONER:

(GIVE TO ADMINISTRATOR)

STATEMENT OF RESPONDENT

Signature of Respondent

Date

(GIVE TO ADMINISTRATOR)

(COPIES TO GRIEVANCE COMMITTEE-DATE____) Signature of Administrator

Date

(MEETING DATE SET: _____)

FINDINGS OF GRIEVANCE COMMITTEE:

Signatures of Committee Members:

_____ Date: _____

(GIVE BACK TO ADMINISTRATOR)

(DATE OF CONFERENCE BETWEEN ADMINISTRATOR AND PETITIONER : _____)

ADOPTED: MARCH 12, 2015

HOLY TRINITY CATHOLIC SCHOOL BOARD

PIERZ, MN

DISCIPLINE RUBRIC

S507a

Holy Trinity Catholic School shall have procedures in place for the discipline, suspension and expulsion of students. Procedures will be in keeping with its philosophy of Catholic education and consistent with accepted educational practices to insure high standards of moral, intellectual and spiritual training of its students. The essence of Christian discipline is self-discipline. Students are expected to exhibit Christian behavior consistent with their age and maturity level.

Any behavior that is outrageous, overly disrespectful, or dangerous, or not specifically stated in the rubric, is subject to principal review, immediate office referral, and assignment of consequences.

Rubric may be adjusted for younger students depending on history and severity of student action.

BEHAVIOR	1 ST CONSEQUENCE	2 ND CONSEQUENCE	3 RD CONSEQUENCE
General school rules *Continued breaking of general school rules found in the student handbook may be considered "refusal to follow school procedures" <ul style="list-style-type: none"> ● Prompt / prepared ● Respect authority ● Respect rights of others ● Respect property ● No gum chewing ● Concern for learning ● Social skills ● Positive character ● Dress code ● No hats worn indoors ● School work ● Recess rules ● Bus rules 	*Child is sent to principal office for 40 minute in-school suspension *Parents are notified of action taken	*Child is sent to principal office and spends remainder of school day and/or 3 hours in school suspension. *Parents are notified of action taken	*Child is sent to principal office and parents called to set up a meeting to discuss behavior plan *Child spends 1-2 days in-school suspension
Possession or evidence of: nuisance item cell phone headphones electronics	*Item confiscated *Returned end of the day	*Item confiscated *Parent notified to pick up item in office	*Item confiscated *Parent notified to pick up item in office *Loss of multiple lunch / recesses or in-school suspension
Bullying Behaviors	See "Student Bullying Type Behavior" rubric		
Plagiarism Cheating Forgery / Misrepresentation of a parent Lying	*Acknowledgement letter *No credit for assignment *Teacher consequence for behavior *Inform parents and child spends 2 recesses in the office	* Acknowledgement letter *No credit for assignment *Inform parents and child spends 3 hours in-school suspension	* Acknowledgement letter *No credit for assignment *Inform parents, child spends 1 day in-school suspension *Conference with parents to establish a behavior plan
Skipping class or leaving school grounds without permission	*Child is sent to principal office for 40 minute in-school suspension *Parents are notified of action taken	*Child is sent to principal office and spends remainder of school day and/or 3 hours in school suspension. *Parents are notified of action taken	*Child is sent to principal office and parents called to set up a meeting to discuss behavior plan *Child spends 1-2 days in-school suspension

Violation of Internet Acceptable Use Policy	*Internet access revoked / limited *Inform parents and child spends 2 recesses in the office	*Internet access revoked for 1 month *No credit for assignment *Inform parents and child spends 3 hours in-school suspension	*Internet access revoked for remainder of school year. *No credit for assignment *Inform parents, child spends 1 day in-school suspension *Conference with parents to establish a behavior plan
Theft Vandalism	*Item replaced or damage restitution made *Inform parents, child spends 1 day in-school suspension *Conference with parents to establish a behavior plan *Police notification	*Item replaced or damage restitution made *Child is suspended from school for a determined number of days based on incident. *Police notification	*Child is suspended from school and an exclusion hearing will be held with School Board committee within 10 days of incident *Possible expulsion *Police notification
Causing false alarms or emergencies	*Inform parents, child spends 2 day out-of-school suspension *Conference with parents to establish a behavior plan *Police notification	*Child is suspended from school and an exclusion hearing will be held with School Board committee within 10 days of incident *Possible expulsion *Police notification	X
Violence or threat of violence towards a staff member	*Inform parents, child spends 2 day out-of-school suspension *Conference with parents to establish a behavior plan *Police notification	*Child is suspended from school and an exclusion hearing will be held with School Board committee within 10 days of incident *Possible expulsion *Police notification	X
Possession or use of: Drugs Alcohol Tobacco	*Child is suspended from school and an exclusion hearing will be held with School Board committee within 10 days of incident *Possible expulsion *Police notification	X	X
Possession of weapon or item perceived as a weapon / dangerous or illegal devices	*Child is suspended from school and an exclusion hearing will be held with School Board committee within 10 days of incident *Possible expulsion *Police notification	X	X

Appendix B

STUDENT: “BULLYING TYPE” BEHAVIOR AND CONSEQUENCE RUBRIC

	Type of Behavior	First Incident	Second Incident	Third Incident
Verbal	<ul style="list-style-type: none"> • Name Calling • Teasing • Angry Language • Inappropriate Language • Insults • Physical Comments • Threats 	Inform parents and child spends 1 recess in the office.	Inform parents and child spends 4 recesses in office.	Conference with parents and child spends 3 hours in-school suspension.
Emotional	<ul style="list-style-type: none"> • Gestures • Rumors • Exclusions • Humiliation 	Inform parents and child spends 1 recess in the office.	Inform parents and child spends 4 recesses in office.	Conference with parents and child spends 3 hours in-school suspension.
Physical	<ul style="list-style-type: none"> • Pushing • Scratching • Throwing rocks, snow, ice or food • Taking others belongings • Pinching • Pulling hair 	Inform parents and child spends 2 recesses in the office.	Conference with parents and child spends 3 hours in-school suspension.	Conference with parents and child spends 1-2 days in in-school suspension.
Severe Physical	<ul style="list-style-type: none"> • Choking • Punching/Hitting • Kicking • Biting • Any excessive behavior that inflicts bodily harm 	Conference with parents and child spends 4 recesses in office.	Conference with parents and child spends 1-3 days in in-school suspension.	Child is suspended from school for a determined number of days based on incident.

Name:

Grade:

Date:

Incident #:

Complete Anti-Harassment/Bullying Complaint Form and attach.

Length of suspension for young students may vary. The principal may take additional disciplinary steps if deemed necessary. This includes suspension and / or expulsion from Holy Trinity School.

Student Signature

Staff Signature

Parent Signature

* Parents, please return this copy to school after signing.

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PARENT SIGNATURE PAGE

TO: PARENTS AND GUARDIANS
FROM: MRS. MICHELLE LITKE, ADMINISTRATOR
DATE: AUGUST 2021

This parent handbook contains policies and regulations on the rights and responsibilities of students, the code of student's conduct, internet acceptable use and safety policy, and other items of importance to the students and parents or guardians.

Regarding the Internet Acceptable Use and Safety Policy:

We understand that if a student-user violates the terms of the Acceptable Use and Safety Policy or directives from a teacher or administrator, the student-user may be subject to discipline including, but not limited to, reduction of grade, loss of credit, suspension, expulsion, referral to law enforcement, and civil liability. Additionally, we understand that use of the school's computer system is a privilege, not a right, and the school may limit or revoke access privileges at any time and for any reason.

We understand that Holy Trinity Catholic School can and will periodically monitor the use of its computer system and any data, files, and communications that are created, processed, saved, or stored by or through the school's computer system. Accordingly, we understand that we have no expectation of privacy relating to any use of the school's computer system.

We understand that while Internet use at Holy Trinity Catholic School is a closely supervised activity, the Internet is also a wide open system that does contain information and visual images that are not appropriate for school-age students. In accordance with federal law, the school attempts to block Internet sites which are obscene or pornographic. If your student encounters inappropriate material, it is their responsibility to notify an adult immediately. **The student is responsible for not pursuing material that could be considered offensive.** Parents should feel free to call their child's teacher to discuss any concerns they may have about Internet access.

Parents or guardians are asked to sign and return this statement to the effect that they have received and read the parent handbook and acknowledge the responsibilities outlined in the handbook.

Please return the notice to the office by **Friday, September 10, 2021.**

If you would like to comment on any contents, please feel free to contact me about it.

Thank you!

I have read the 2021-2022 Parent Handbook and acknowledge the responsibilities outlined in the handbook.

PARENT/GUARDIAN NAME _____
(please print)

PARENT/GUARDIAN SIGNATURE _____ DATE _____

STUDENT NAME _____ GRADE _____

STUDENT NAME _____ GRADE _____

STUDENT NAME _____ GRADE _____

STUDENT NAME _____ GRADE _____

STUDENT NAME _____ GRADE _____

THIS FORM **MUST BE RETURNED** TO THE OFFICE BY FRIDAY, SEPTEMBER 10, 2021.