

# Saint Joseph Lab School

## Welcome to the 2010-11 School Year

Dear Parents and Guardians,

Thank you for choosing Saint Joseph Lab School. We look forward to working with you and your child in providing a high quality academic experience in a faith-based curriculum. We strive to provide a nurturing environment within a supportive community so your child can best learn and develop. We invite all Saint Joseph Lab School parents to be partners in this endeavor and we welcome all returning families and all new families to the new school year.

The fundamental goal of Saint Joseph Lab School is the creation of a Christian Education Community where human culture and knowledge, enlightened and enlivened by Faith, is shared in a spirit of freedom and love. To make this goal a reality there are many ways in which you as parents/guardians can help to improve your child's education in Saint Joseph Lab School. Here are a few:

- Provide a Christian, family-oriented home life for your child which encourages love of God, love of self, love of learning, and love of life!
- Work in partnership with the school to establish desirable attitudes toward school, your child's teacher, the staff and administrator.
- Communicate openly and promptly about any concerns.
- Participate in school activities, committees, and fund raising.
- Show an interest in your child's work.
- Your child needs adequate rest and sleep. A definite schedule for going to bed and getting up is important. A good breakfast is essential to a productive morning.
- Encourage good study and reading habits. Encourage your child to complete any homework early in the evening.
- Limit the amount of "screen" time. (TV, video games, computer)

This handbook will inform you of the policies/procedures of Saint Joseph Lab School. We ask that you read it carefully to familiarize yourself with the school's operations. In addition, you will be asked to sign and return a statement found in your school packet, stating that you and your children have read the handbook and agree to be governed by its contents. This statement should be submitted on the first day of school.

We thank you for your prayers, encouragement, support and generous volunteer service to Saint Joseph Lab School. May we continue to work together to help our children grow in knowledge, love, and service of our God.

Blessings,  
Karl Terhaar, principal

## **Saint Joseph Lab School Mission**

*Saint Joseph Lab School is rooted in Benedictine values, continues a tradition of academic excellence and respect where children learn and live the Catholic faith.*

### **Philosophy of the Saint Joseph Lab School**

The Saint Joseph Lab School, rooted in the Catholic tradition and Benedictine values, is dedicated to inspiring its students to embody the virtues of Saint Benedict.

- An **AWARENESS OF GOD** through religious studies and active participation in the liturgy.
- An appreciation for **COMMUNITY LIVING** through cooperative learning, sharing with others and valuing diversity.
- A respect for the **DIGNITY OF WORK** by seeking academic excellence and achievement.
- The practice of **HOSPITALITY** by the creation of a welcoming and accepting school environment.
- An understanding of **JUSTICE** through participation in community service projects and accepting responsibility to help others.
- An ability to **LISTEN** to others cultivated through an atmosphere of respect within the school.
- A commitment to **PEACE** by learning and living the gospel message.
- A **RESPECT FOR PERSONS** by regarding everyone as Christ.
- An understanding of **STEWARDSHIP** by learning about all of God's creation and our responsibility to care for God's many gifts.
- A practice of **MODERATION** by living simply and by finding a sense of balance between play, work and prayer.
- A commitment to **STABILITY** by developing a shared sense of mission and by living together as a community of faith.

### **Goals**

- Provide an interesting and challenging educational program that will instill and create a desire for learning.
- Provide for individual learning through a variety of teaching methods and techniques.
- Guide students to become self-directing, responsible, motivated, independent, and adaptable.
- Create an environment, which encourages a student to have a positive self-image.
- Provide an evaluation program that is continuous and sequential, using teacher observation, discussion, testing and parent conferences.

### Civil Rights Statement

**"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY)." "USDA is an equal opportunity provider and employer."**

### **Education Advisory Committee (EAC)**

Saint Joseph Lab School Education Advisory Committee seeks to determine, interpret and implement policies that benefit all education programs in the parish, preschool through adults. The EAC serves as a consultative body to the principal, with final authority for all school policy, programs, and budget resting with the pastor.

Any parent of a Saint Joseph Lab School student may serve on the EAC. Meetings are monthly and are open to any parent/parishioner who would like to attend. Specific dates and times will be listed in your weekly news note.

### **POLICIES**

#### **1. PURPOSE**

The policies listed below include both private policies of Saint Joseph Lab School as well as state and federal mandates by which Saint Joseph Lab School will comply in order to insure a safe and secure school facility, as well as continue to receive state and federal nonpublic school funding. Modifications of some guidelines and legislative acts are applicable for special education students as defined in Minnesota Statutes. Saint Joseph Lab School will give equal credence to all students and will review incidents on a case-by-case basis prior to consequences being assigned.

#### **2. RIGHT TO AMEND**

Since situations may arise that are unforeseen and cannot be controlled, Saint Joseph Lab School reserves the right to amend the contents of this handbook as needed. Parents will be notified of any amendments through the school news note.

#### **3. PARENT DUE PROCESS PROCEDURE**

Parents are advised that should a question or problem arise concerning their child, the parent's first responsibility would be to contact the classroom teacher to openly discuss their concerns. Lab School teachers are certified, licensed professionals who are open to parental input and who will not treat the child differently in response to expression of the concern. **A large majority of all parental concerns can and will be settled quickly and easily by open, supportive communication between parent and teacher. However, in the event that open communication between parent/teacher is unsatisfactory, communications should then be directed to the principal.** As a third party in any situation, the principal will work to mediate any potential situation in the best interest of all parties.

If open communication between the parent/principal is also unsatisfactory, that person must then state their concern in writing and submit to the residing pastor at the Church of Saint Joseph so that he may address it in an effort to resolve this, and any issue. This written concern will initiate a process, which will work to gather more information and to take corrective action if the situation warrants.

#### **4. BEHAVIOR CODE/DISCIPLINE POLICY**

Saint Joseph Lab School is a Christian community that thrives on love, respect, and appreciation of the dignity of all people. A firm commitment toward individual responsibility for these core values is necessary for all students in our school community. Maintaining an effective learning environment requires the combined effort and partnership of students, parents, teachers and administrators. This behavior code/discipline policy is intended to ensure a stable learning environment in an atmosphere, which encourages spiritual growth and academic excellence. It is expected that students obey stated school rules and regulations as well as model courtesy and appropriate, respectful behavior. It is very important that school faculty and staff, students and parents work together to support and enforce the code regulations.

- 4.1** Students may not display any behavior that is disruptive to the orderly educational process of the classroom, the school, or the school grounds.
- 4.2** Fighting, physical violence, or assault of any student or school personnel is strictly forbidden and will not be tolerated.
- 4.3** Profane, obscene, harassing, indecent, immoral or offensive language or gestures is not acceptable and will not be tolerated. "Hate Speech" or offensive verbal intimidation based on race, bigotry or intolerance, is not acceptable speech and will not be tolerated. See paragraph 5, below.
- 4.4** Verbal, emotional, physical, or other types of bullying behavior will not be tolerated. See paragraph 5, below.
- 4.5** Insubordination to school personnel, including failure to follow directions, or refusal to comply with school rules will not be tolerated.
- 4.6** Students may not destruct, or attempt to damage or destroy school property, or property of students or school personnel.
- 4.7** The possession of a weapon, controlled substance, being involved in illegal or uncontrollably violent behavior, or determined to be a danger to other students, Saint Joseph Lab School reserves the right to take immediate action. The St. Joseph Police may be contacted, involving juvenile and/or other officers as needed in the immediate situation.

The following federal and state mandates apply:

- 4.7.1 Gun Free/Weapon Free Schools Act** – Federal and Minnesota law prohibits possession of weapons in schools. This includes knives, replica firearms, starter guns, splatter guns, any frame of weapon that expels any type of projectile, or administrative judgment on any type of personal or household gadget used inappropriately to cause danger or harm. In the event a student is in possession of such weapon in a school zone (defined below), he or she may be expelled from school for a period of not less than one year. School officials have discretion on a case-by-case basis to apply a lesser punishment, particularly in cases of special education students. See Minn.Stat. §121A.44. All schools must report incidents

involving the use or possession of dangerous weapons in school zones. See Minn.Stat. §121A.06.

- 4.7.2 Drug Free School Zone** – Federal law prohibits possession or distribution of drugs or look-alikes in school zones (defined below).
- 4.7.3 School Zone** – Defined as any property owned, leased, or controlled by a school district or an organization operating a nonpublic school where educational services in grade one through grade 12 is located, or used for educational purposes, or where extracurricular or co-curricular activities are regularly provided. Also included in the definition is school property to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property and the area within a school bus. See Minn.Stat §152.01, subd. 14a.
- 4.7.4 Searches** – Minnesota law provides that school lockers and desks are the property of the school, and the school will never relinquish control of lockers or desks. Lockers and desks may be searched at any time, without notice, without student consent and without a search warrant. School officials may conduct reasonable searches of students and their property (purses, lunch boxes, backpacks, etc.) if there is an individualized reasonable suspicion that a student is in possession of items or evidence that the student has violated the law or rules of the school. As soon as practicable after the search, the school must give notice, unless such notice would impede an ongoing investigation. See Minn.Stat. §121A.72.
- 4.8** Any other acts determined by the principal and staff which directly or indirectly jeopardize the education, safety, welfare or morals of other students or staff will be considered misconduct.
- 4.9 Disciplinary Measures** – Failure to abide by school rules and regulations will result in disciplinary action that is corrective, instructional, and in some cases restitutorial.
  - 4.9.1** Minnesota law permits the use of reasonable force under two circumstances: (1) when used by a parent, teacher or caretaker of the child or pupil to restrain or correct, or (2) when necessary to restrain the child from self-injury or injury to any other person or property. See Minn.Stat. §609.379.
  - 4.9.2** Saint Joseph Lab School reserves the right to suspend or expel a student. Suspension and/or expulsion will be the result of frequent, consistent, and/or intentional rule infraction or any behavior detrimental to education, welfare, safety or morals of other students. A discipline conference with the parent, principal and classroom teacher will determine the course of appropriate disciplinary action. In a case of possible expulsion, the Pastor may also be present at the conference.
  - 4.9.3** **Except as set forth in paragraph 3 above, the principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. In the case of possible suspension, there will be a more extensive investigation prior to a decision being made.**

## **5. HARASSMENT POLICY**

Definition of harassment: A persistent effort by someone to irritate, disturb, or trouble another person. It may involve unwanted threats, demands, nagging, teasing, taunting, insults, exclusion or heckling. Harassment includes such types as sexual, gender, or racial based. These are protected under the Minnesota Human Rights Act.

- 5.1 If a student believes he/she is being harassed the offensive behavior should be reported immediately to the classroom teacher or principal. Documentation of this report will be made and kept on file in the school office.
- 5.2 All complaints will be thoroughly investigated. A conference will be held with all students involved in the incident with the intent to remediate the situation. A written harassment statement/report may be asked for from the student and/or parents. Prompt and appropriate action may be taken immediately to end harassing behaviors.
- 5.3 Discipline will be based on the nature, severity and pervasiveness of the conduct, and may result in suspension or dismissal from school, referral to the proper legal authorities for action, detention or in school suspension, or referral to outside agency for evaluation and follow up care.
- 5.4 The school is not responsible for harassment issues that take place outside of the school day/activities.

## 6. **ADMISSION POLICY**

- 6.1 Saint Joseph Lab School, in compliance with Christian values and the teaching mission of the Church, extends an invitation of admission to students regardless of their race, gender or national origin. A disability, either temporary or permanent, is not a disqualification of admission, providing that with reasonable accommodation the disabled person can function in the school environment. Determination as to the suitability of Saint Joseph Lab School to meet the extraordinary needs of the student will be made prior to formal admission of students with extraordinary needs.
- 6.2 **Basic Requirements for Admission** – Completed registration form, tuition commitment and registration fee.
- 6.3 **Priorities for Enrollment** – Saint Joseph Lab School is part of the education ministry of the parish. It is intended to provide members of the parish an opportunity to have their children educated in an environment where the Catholic faith is openly and enthusiastically professed and promoted. Because it is an integral part of the parish, the schools foremost concern is to assist the members of the parish in their child's education. This principle is an overall guideline for admission of students. Since financial assistance is available, families are expected to be in good financial standing with the school at the time of enrollment.

Saint Joseph Lab School will accept enrollment as outlined below, and does reserve the right to give early registration/admission preference to students that are members of the Saint Joseph Parish. Students who are not Catholic are welcome to enroll, with the understanding that Catholic schools form part of the teaching mission of the Catholic Church. This mission involves the active transmission of the values, principles, teachings and traditions of Catholicism. All students will participate in weekly Masses, prayer services, prayers, and classroom religious activities regardless of religious affiliation.

Priority will be given in the following order:

- 6.3.1** Currently enrolled students in preschool or day school.
  - 6.3.2** Siblings of currently enrolled students (This does not apply to new preschoolers).
  - 6.3.3** New students of families registered as members of the parish or parish staff.
  - 6.3.4** All other students will be admitted with space available.
- 6.4** There will be no guarantee of placement in school for students of families not registered before the publicized open registration date to new families or registrations received without the registration deposit, or families that are not current in tuition/fee payments.
- 6.5** **Preschool** – Preschool entrance recommends students to be three years old by September 1 of the year in which they enroll. Students must also be potty trained. Preschool classes are typically limited to 10 students only, but exceptions can be made at the discretion of the preschool teacher and principal. No more than 12 students will be allowed in a class. Although registration begins with current families, preschool students who are repeating the same class will be given priority to remain in that session. All other registrations will be on a first come, first served basis until the day/time is filled.
- 6.6** **Kindergarten** – Kindergarten entrance requires students to be five years old by September 1 of the year in which they enroll. State law requires all prospective Kindergarten students to participate in a preschool/early childhood screening program before entrance into Kindergarten. Kindergarten students must have a record of their immunizations on file before entrance to school. A notarized, original birth certificate must be presented to the school for a copy to be made. The original will be returned to you.
- 6.7** **Transfer Students** – Transfer students will be accepted at any time of the school year if there has been a change of residence or other extenuating circumstances. Age and academic achievement will be considered for grade level placement. Admission to the school is contingent upon having met all financial obligations at a previous private school. If enrolling during the school year, the principal and the parent/guardian will agree on a prorated tuition amount and other financial obligations, and additional expectations concerning completion of the school year. Formal acceptance will not be granted until all previous school records have been released and reviewed. Full disclosure of academic, behavioral, emotional or learning difficulties must be shared at time of registration or admission may be denied or revoked without refund of any paid fees or tuition.

## **7. TUITION**

- 7.1** No child will be refused enrollment because of economic or financial reasons. However, a financial commitment is your expectation and responsibility to our school family. Tuition assistance is available to all qualified applicants. Tuition is expected to be paid on time according to the current year, signed tuition contracts.
- 7.2** Tuition, instructional fees and other fees will be determined on a yearly basis.
- 7.3** Full tuition payment up front or monthly automatic withdrawal are the preferred methods of payment. Other modes may be determined in a case-by-case situation.

- 7.4 At the sole discretion of the principal, families may be charged a processing fee for monthly statements and payments made on credit cards. This fee covers the cost of additional processing time, postage, paper, credit card fees, etc.
- 7.5 Tuition payments are due on the 20th day of the month, or according to mode of payment determined. Tuition payments will be assessed over ten months beginning in July.
- 7.6 Families who are delinquent in their school tuition will not be allowed to register for the subsequent school year until tuition due has been **paid in full** or an acceptable payment arrangement has been made in writing with the school principal or parish business manager. Failure to meet the obligation of the arrangements and/or to make payment in full may result in further collection efforts within the legal rights of the school/parish.
- 7.7 Contact will be initiated if tuition payment falls into arrears of two months past due. Contact may be written, electronic, or phone.
- 7.8 Fundraising requirements must be met during the school year. Any fundraising amount not met will be added onto the final tuition statement of the year.

## **8. FINANCIAL AID**

- 8.1 Registered families may apply for financial assistance through the third party company used by the school to determine assistance eligibility. All applications are confidential and only recommended award amounts are sent to the school administration. Forms are available in the school office during the enrollment process for the pending school year.
- 8.2 Families will be notified of the amount of award or of not-eligibility by the school staff in written form. Awards are based on the amount of available funds at the beginning of the school year, financial hardship, and the amount of anticipated need of all families applying.
- 8.3 Families who come into financial hardship during the school year should contact the principal and request assistance. Decisions on assistance will be based on the amount of available funds, amount of anticipated need and other factors.

## **9. ABSENCE/ATTENDANCE/DROP OFF/TARDINESS/DISMISSAL**

- 9.1 Supervision is provided outside (or inside if there is inclement weather) starting at 7:15 until 7:30. Student then will be allowed to proceed to their classroom at 7:30. Parents are required to bring students after 7:15 a.m. and before 7:30 a.m. when school begins. Parents are responsible for supervision of their children if they are dropped off prior to 7:15. The school personnel are not responsible for students dropped off before the scheduled open time.
- 9.2 A drop off area has been established in front of the school on Minnesota Street. The drop off zone was planned for parents to "drop off" their students, not to park and escort them into school. Parents who would like to escort their student into the building are required to park on Minnesota Street or in the church lot across the street from the parish offices.

- 9.3** CARS ARE NOT ALLOWED TO ENTER SCHOOL GROUNDS AREA BETWEEN 7:10 A.M. AND 7:35 A.M. TO DROP OFF STUDENTS.
- 9.4** School patrols are provided by the school only when students are required to cross at the corner of Minnesota Street and College Avenue. Patrols are provided only when walkers are designated as the morning/afternoon
- 9.5** For the safety of our children, parents are expected to contact the school before 8:30 if your child will be absent from school. **Any child arriving after 7:40 will be marked tardy/absent.** Students arriving late must be escorted to the office and signed in by a parent or other adult.
- 9.6** **It is of the utmost importance that your child is on time for school.** Frequent tardiness or absence without a written parental excuse must be reported to the Department of Social Services. A total of ten late/tardy arrivals warrant contacting Stearns County Human Services Department.
- 9.7** If a student has not arrived by 8:30, the secretary will call his/her residence to see if the child is ill. Students absent/tardy from school must present a written excuse from parent or guardian to the teacher upon return.
- 9.8** A written request/permission/excuse from parents is required for early dismissal, release from physical education participation, and absence.
- 9.9** If a child will be picked up early by anyone other than a parent or guardian, a written note must be sent to the school office in the morning indicating who will be picking up the child and at what time.
- 9.10** A written parental permission form must be sent to the office when students in grades K-6 leave the building who are not following their usual dismissal routine. Students should leave the building for home promptly at 2:10, unless other arrangements (i.e. study buddies or aftercare) have been made with their classroom teacher/principal.
- 9.11** Students who remain on school property, unsupervised, following the 2:10 dismissal will be taken up to the after care program and parents will be billed accordingly. Students may not wait in the entry or outside the building for a ride without supervision. Teachers are not allowed to provide supervision for students after school hours when after care is available.
- 9.12** **Compulsory Attendance Law** – Minnesota law requires that every child entering Kindergarten this school year must graduate from high school or remain in high school or in an alternative program until age 18. Only those who have been accepted in the military or an institution of higher learning can leave school before they are 18 years old. Minn.Stat. Chapter 120A.

## **10. BAND/INSTRUMENT LESSONS**

- 10.1** All students taking instrument lessons are included in the Saint Joseph Lab School Band.

- 10.2** Saint Joseph Lab School students in grades four, five and six grade students may participate in musical instrument lessons. Instrument rental and instructional costs are the sole responsibility of parents.

## **11. BICYCLES**

- 11.1** Students in grades 2-6 only are allowed to ride their bicycles to school.
- 11.2** All bicycles must be parked in the rack and locked. The school is not responsible for lost, stolen, or damaged bicycles.
- 11.3** Students riding bicycles must follow safety regulations. They are to walk their bicycles across crosswalks, highways, and on sidewalks. Bicycles may not be ridden on the playground during school hours. Bicycle riders are not to arrive at school before 7:15 a.m.

## **12. CARE OF BOOKS & SCHOOL MATERIALS**

Children must carry his/her books in some type of plastic or school bag to and from school. Books should not leave the school without being in a bag. Replacement costs for lost or damaged books will be billed to the family.

## **13. CHANGE OF ADDRESS**

Parents must notify the school office and teachers of changes in address or phone numbers. The school will not be responsible for attempts to contact parents for emergency situations when current information is not provided to the office and teachers.

## **14. CHEATING/PLAGRISIM**

- 14.1** Students who have been determined to have plagiarized or cheated on either their daily work or test will be given a zero for the work involved.
- 12.02** Classroom teachers, responsible for students in such situations, will notify the parent/guardian of the student as soon as possible. Teachers will also report the action to the principal. Further disciplinary action may be taken.

## **15. CHURCH ATTENDANCE**

All school liturgical/prayer celebrations and masses during the school day are obligatory for all students to attend regardless of religious affiliation.

## **16. EDUCATIONAL RECORDS/DIRECTORY INFORMATION/DATA PRIVACY**

- 16.1** Individual student health data and educational data maintained by the school are considered to be private data accessible to the parent/guardian of a minor.
- 16.2** An appointment must be made with the school administrator to review any/all educational records.
- 16.3** Unless contacted by parents or legal guardians to refuse the release of student information, Saint Joseph Lab School will allow the following information to be made public as described:

- 16.3.1** Pictures/photographs of children, identified by name, released to local and diocesan newspapers. Individual photographs will also be included in the school yearbook. In addition, videotaping of programs and special requests would also be included in this area. Videotapes may be broadcast on the cable access television in the St. Joseph area.
- 16.3.2** A directory of your child's classroom families will be distributed to parents of that grade listing parents, students, address, and phone number. Information will not be released to other parties and parents are **required** to use the list for school related purposes only.
- 16.4** If you disagree with any of the information in the Directory Information Policy, you are requested to file a written response to the Saint Joseph Lab School principal stating your opposition and non-participation in this policy. If a note is not on file in the office, by the start of the current school year the above information will be released as described.
- 16.5** **MN Government Data Privacy** – Parents or legal guardians have the right to know what kind of data an agency maintains on them, the right to access the data and the right to contest the accuracy of the data. Education data, including student health data, is private and may not be disclosed to the public except as follows:
- 16.5.1** With informed consent;
- 16.5.2** A valid court order;
- 16.5.3** A statute authorizing access;
- 16.5.4** To protect the health and safety of the student;
- 16.5.5** Pursuant to the Family Education Rights and Privacy Act (see below); and
- 16.5.6** Upon enrollment in another school.
- 16.6** **Family Educational Rights and Privacy Act of 1974** – The parent of any student, whose custody has been determined by the courts, must file a court certified copy of the custody section of the court decree with the school office. It is the responsibility of the parent to notify the school office of any changes in the custody agreement. Custodial and non-custodial parents will be given access to school records if requested, unless there is a court order to the contrary.

## **17. DRESS CODE/SCHOOL ATTIRE**

Minnesota law is that individual schools have discretion to set standards of appropriate dress.

- 17.1** Students should dress in appropriate, neat clothing. Clothing that is not acceptable for boys and girls are short shirts that expose the stomach area, muscle shirts, biking shorts, mini skirts, beach wear, pajama bottoms, halter tops or tube tops. Knee length shorts may be worn at a reasonable length (no short, shorts). Jeans are acceptable providing there are no holes or tears. Caps and hats may not be worn inside the school during the school day.
- 17.2** Any item of clothing that advertises illegal products for students of school age (i.e. beer, tobacco, alcohol) promotes hatred of others, gang insignias, or contain rude/vulgar sayings or pictures is unacceptable.
- 17.3** Jewelry should be of an unobtrusive nature (i.e. earrings of short length and size).

- 17.4 Clothing that exposes undergarments or private areas of the body, may not be worn.
- 17.5 The dress code will be enforced throughout the school day, including all school-sponsored field trips and events.
- 17.6 Students should dress properly for the weather since they will be going outside most days. When the parking lot and/or playground are covered with more than three inches of snow, hiking or snow boots need to be worn. Students will need to wear snow pants and boots to play on the snow hill.

## 18. EMERGENCY SCHOOL DISMISSAL/WEATHER RELATED DISMISSAL

- 18.1 Emergency school closing, late starts or early dismissals due to severe weather or for any other weather related reasons will be announced on local stations. **Saint Joseph Lab School is closed when "St. Cloud Area School District 742 Schools" are announced as closed.**
- 18.2 Emergency dismissal (closing while in school) procedures will send students to their usual after school destination.
- 18.3 Should students need to evacuate the Lab School during the school day, for reasons other than weather related emergencies, students will be brought to their emergency destination.

## 19. FIRE/TORNADO/LOCKDOWN DRILLS

Emergency drills will be held periodically during the year in accordance with state, federal, diocesan, and insurance regulations. Teachers review procedures with students. It is the responsibility of each student to know the exiting procedures that are posted in the classrooms.

## 20. FIELD TRIPS

- 20.1 Field trips and tours are a valuable part of the learning experience. However, field trips are a privilege and not a right. Students may be denied participation if they fail to meet academic or behavioral requirements.
- 20.2 A written permission slip signed by a parent or guardian must be returned before your student may leave the school grounds for any school sponsored field trip/activity. **A phone call is not acceptable.**
- 20.3 Transportation for field trips is usually via bus, but occasionally may be accommodated by walking or a car.
- 20.4 If for some extraordinary reason a student will not participate in this educational experience, he/she is still required to attend school on that day.
- 20.5 Supervision of students will be determined by the requirements of the facility that is being visited.

- 20.6** In case of illness or injury during a field trip, the same policies as the school day will be followed.
- 20.7** Field trips are considered part of the school day, students who miss field trips will be expected to complete assignments.
- 20.8** All school rules and policies apply during field trips and over night trips.

## **21. HOMEWORK**

- 21.1** It is the student's responsibility to contact all teachers upon his/her return from an absence to make up homework/tests missed. If a student misses more than two days of school, parents are encouraged to pick up missed assignments and needed textbooks to have the student work on items from home.
- 21.2** Students are given two days per day absent from illness to make up work. This time may be shortened if it is near the end of a grading period and grades need to be tabulated.
- 21.3** Students who miss school due to vacations may check with the teachers for anticipated work that may be missed. Teachers may put together some items, but are not required to provide all work prior to a student vacation. Students on vacation will have one day per day gone to make up missed work. Additional work that was not given prior to the vacation absence will be given upon return.
- 21.4** Students can expect approximately 10 minutes of homework multiplied by the grade level per night. Students with special needs or learning difficulties may take longer to complete assignments and the amount of time may be different for each student.

## **22. ILLNESS, INJURIES AND ACCIDENTS**

- 22.1** If your student becomes ill or is injured at school, we will make every effort to notify you immediately. A student must report to the principal's office before leaving the school during school hours.
- 22.2** Parents must fill out an EMERGENCY CARE CARD each year and return it to the school by the required date. If the student's address, telephone number or any other pertinent information should change during the course of the school year, the school office should be notified immediately. It is the parents' responsibility to contact the office and teachers when information changes. In the event that your student becomes ill or injured during school and we have not been given updated information, the school will not be responsible for any actions or procedures taken on behalf of your student.
- 22.3** In case of a minor injury, school personnel will administer reasonable first aid as necessary, within the scope of training received. If the injury requires more care, the parent will be called. If the parent cannot be reached, an alternate person listed on the student's emergency card will be called.

- 22.4** If the situation warrants, emergency medical technicians (911) will be called to provide appropriate medical treatment on site or to provide ambulance transportation to enable treatment. Parents are responsible for costs related to emergency transportation.
- 22.5** Please DO NOT send your student to school on days when any if these symptoms are present:
- 22.5.1** Fever of 100 degrees or more;
  - 22.5.2** Vomiting;
  - 22.5.3** Diarrhea;
  - 22.5.4** Inflammation, crusting, or redness of the eye;
  - 22.5.5** Any contagious or infections disease of the skin, mouth or eyes or unidentified rash;
  - 22.5.6** Chronic cough;
  - 22.5.7** Sore throat with fever and/or swollen glands;
  - 22.5.8** Heavy nasal discharge/mucous-any color (the first two to three days of mucous are contagious);
  - 22.5.9** Taking prescription medication such as antibiotics for contagious illnesses must have taken them for a full 24 hours before returning to school.
- 22.6** Students who become ill during the day will be allowed to rest in the office until a parent or designated contact person arrives.
- 22.7** If your student has been diagnosed with a contagious illness such as strep throat, conjunctivitis, chicken pox, or impetigo, please let the school know as soon as possible so that we many make parents aware of their student’s potential exposure to the disease.
- 22.8** **Please do not send your student to school with head lice.** When a case of head lice is suspected, the student will be evaluated by school staff. If the case is confirmed, the parent/guardian will be notified to arrange for the student's exclusion from school. Students with head lice shall be excluded from school until they have received the proper treatment (no live lice, removed nits), in accordance with State and Local Health requirements.
- 22.9** Fifth's Disease is a very common childhood viral illness. Symptoms are a low-grade fever and a very characteristic rash on the cheeks. It looks as if someone slapped the student’s cheeks. A fine, lacy rash may appear on the arms and legs also. The illness is most contagious before the onset of the symptoms, and is unlikely to be contagious after the rash appears. If the student does not have a fever and feels OK, he/she may stay in school.
- 22.10** On occasion, episodes of biting occur in the school setting. Because of the potential of exposure to contagious illnesses, the school plan is to notify the parents of the students involved. When a biting incident occurs, the school may recommend contacting your student's physician for his/her input. The potential exists for exposure to blood and body fluids by all students, and particularly those in contact sports. The school nurse may recommend parents contact their physician for follow-up care in the event of such exposure.

## **23. LIBRARY/MEDIA CENTER**

- 23.1** The policy for checking out books is as follows: Grades K-1 are allowed two books weekly, with a maximum of 4 books at any one time. Grades 2-3 are allowed three books

weekly, with a maximum of 5 books at any one time. Grades 4-6 are allowed six books weekly, with a maximum of 6 books at any one time.

**23.2** Books may be renewed a maximum of two times.

**23.3** Students who lose or damage books will be asked to pay the replacement cost of the book. Replacement costs include the replacement book, electronic recording of books, labels and other library essentials. Students are asked to show minor tears or other needed repairs to the librarian who will mend minor tears without charge.

**23.4** Computer printouts of overdue books will be sent home as necessary. If books are not returned within one month of notification of late/missing book, a fee statement will be sent home with the replacement costs for the book(s) listed. All outstanding fees to be paid before a student may continue to check out books from the library. Any unpaid fees for lost or severely damaged books will be added to the final tuition statement at the end of the school year.

**23.5 Internet Access/Acceptable Use**

**23.5.1** Student access to the internet is a privilege, and one that will be reissued yearly to qualifying students. Students in grades K-6 will review and sign the "Acceptable Use Contract" yearly, indicating their agreement to observe and follow appropriate guidelines for network etiquette.

**23.5.2** Students may not give out personal information or share the name and location of the school without their teacher's permission.

**23.5.3** Students will use appropriate language and images. Students will report inappropriate images or messages immediately to their teacher.

**23.5.4** Inappropriate behaviors will be reported and disciplinary action will be taken. Violations may result in a loss of access to the network and e-mail system and/or other disciplinary action. When applicable, law enforcement agencies may be involved.

**23.5.5** If a parent/guardian is not in agreement with the Internet acceptable use policy, a written response stating that your child does NOT have parental permission to have internet/e-mail access must be on file in the school office.

**24. LOST AND FOUND**

Saint Joseph Lab School is not responsible for items that are lost, misplaced or stolen. Students are not allowed to bring electronic toys, CD players, iPods or other personal entertainment items or toys from home.

**25. MOVIES**

**25.1** Movies shown in classrooms or at all school assemblies will be rated G. Movies that have other ratings may be shown if parent permission is received for each student that will see the movie.

- 25.2** Movies shown at After Care may be rated G or PG. Parents can request a list of movies and indicate those that are PG that are not acceptable.

**26. PLAYGROUND/RECESS**

- 26.1** Students are expected to follow all directions given by our playground supervisor(s) while on the playground. Playground rules are reviewed with students at the beginning of the school year and are posted in each classroom.
- 26.2** There is NO supervision on the playground after school, therefore all students must go home after the 2:10 dismissal or attend the After Care program.
- 26.3** All students will be required to go outside for recess daily unless a doctor release is received for medical reasons to not participate.
- 26.4** Indoor recess may be held on days of inclement weather, or when the temperature is or wind chill are -10° or colder.

**27. PROGRESS REPORTS/CONFERENCES (REPORT CARDS)**

- 27.1** Two scheduled parent/teacher conferences are held per academic year. Parents are required to be in attendance at both and any other conference requested by teacher or principal.
- 27.2** Progress reports (report cards) will be distributed on a trimester (3 times yearly) basis.
- 27.3** Conferences are scheduled as one appointment per student. If a family requests separate conferences for each parent or guardian, they must contact the classroom teacher prior to conferences to set up appointments. It is not the responsibility of the school to automatically set up separate appointments.
- 27.4** Copies of report cards will be made available in accordance with the Buckley Amendment for non-custodial parents. It is the responsibility of the non-custodial parent to contact the school to request information.
- 27.5** Parents have five (5) days to contest a grade. The parent must contact the teacher who gives the grade that is being contested and must contact the principal to receive a contested grade form.
- 27.6** **Retention** – In the event that SJLS recommends retention of a student due to academic concerns, parents who will not agree to have their student retained must sign a statement that they understand the student is being moved to the next grade against the professional advice of the classroom teacher and school administrator.

**28. CHAPTER (TITLE) ONE**

Saint Joseph Lab School participates in this state funded program available to students in need of academic assistance/remediation in math and reading when the program is available. A licensed teacher or trained assistant is available for this program. The school must follow state regulations for student participation. Currently, since Chapter One services are not provided at Kennedy Elementary, these services then are not provided at Saint Joseph Lab School.

## **29. TELEPHONE/ELECTRONIC COMMUNICATION DEVICES**

- 29.1** Students may use the school telephone with adult permission in cases of an emergency. Students will not be allowed telephone privileges to obtain permission to visit other classmates' homes or to call for forgotten items.
- 29.2** Messages for teachers/students can be left on the classroom voice mail by pressing the # key prior to the extension number. However, teachers do not necessarily check voice mail during school hours. If you have to get in contact of your student's teacher, contact the school office. Do not call the classroom and interrupt the teacher and students.
- 29.3** Students are not allowed to use electronic communication devices such as pagers, beepers, and cell phones during the school day or at After Care. They may use them after school hours to contact parents.
- 29.4** If it is necessary that an elementary student have a cell phone at school they must be kept in lockers in the OFF position during the school day. A school official who observes a student talking on a phone or who hears a phone ringing at an inappropriate time may confiscate the phone. Such devices will be confiscated and returned to the parent/guardian only.
- 29.5** Students may not use cell phones for picture taking on school or parish property.
- 29.6** Students may not use cell phones for game playing, Internet, e-mail, access, gambling or making purchases of any kind.
- 29.7** Those who violate the rules regarding cell phones or other electronic devices may forfeit their privileges of bringing them to school.

## **30. TREATS (approved 2009/2010, Education Advisory Committee)**

- 30.1** Students who choose to bring a treat to school for birthdays or holiday celebrations must bring a non-food item with the exception of the events listed below. All treats will be sent home with students at the end of the day to be given at the discretion of parents. Parents are encouraged to ask teachers for suggestions on non-food items. Examples are stickers, pencils, fun-shaped erasers, library book donation, etc.
- 30.2** Exceptions to the non-food treat policy are for Valentine's Day and Halloween celebrations. While the school continues to encourage non-food items on these days, students may share store bought, individually wrapped food items. Nutritious snacks are preferred. The U.S. Health Department regulations forbid home-baked goods. Gum and pop are not allowed as treat items by school policy. **Food treats cannot contain peanut products.**

## **31. VISITING SCHOOL**

- 31.1** For the safety of the students and employees, all visitors are asked to report to the office before going to any classroom.

**31.2** North entrances to the school will be locked to prohibit unnecessary entry during the school day. The east entry will be open during school hours.

**32. CHILD ABUSE REPORTING ACT**

Minnesota law mandates the reporting of neglect, physical or sexual abuse of a child, which is known or suspected. Education professionals must make a report if that person "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." Teachers and staff will not keep confidences when life, safety, or health is involved. See Minn.Stat. §626.556.

**33. ASBESTOS INFORMATION**

In response to the Asbestos Hazard Emergency Response Act (AHERA) FEDERAL REGULATION, 40 CFR, Part 763, subpart E, we certify that Saint Joseph Lab School has been inspected by a certified Asbestos Building Inspector, and has implemented current federal and state regulations in regard to asbestos containing materials. Specific records pertaining to the AHERA are on file both in the school office and in the State Department of Education, and are available for individual inspection. An Asbestos Management Plan is required for each school in the state of Minnesota, and each building must be available to be inspected at any time. Saint Joseph Lab School has complied with designated rules, and has completed all stages of our management plan. An annual update of our management plan will be made available to the Department of Education at the beginning of each school year.

**34. "PARENTS RIGHT TO KNOW ACT" - PEST CONTROL**

Minnesota law requires nonpublic schools to provide notification to parents when pesticide applications will be done. Our school utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school buildings. All pest control materials are chosen and applied according to label directions per Federal law. We make every attempt to have the applications completed when students are not in the building. See Minn.Stat. §121A.30.

**35. STATE INCOME TAX CREDIT AND DEDUCTION**

Minnesota law permits taxpayers to subtract from gross income of the amounts spent for assisting their children's education. Examples of qualifying expenses include: tuition; tutoring by qualified instructors; home computer hardware and educational software (up to \$200); academic books and materials used during non-religious school classes; fees paid of transportation; music lessons by qualified instructors; summer camp tuition primarily academic in focus; and after-school enrichment programs. For more information, contact your tax preparer or refer to the instructions for Minnesota's state individual income tax form, M1.

**36. BUS RIDING PRIVILEGE**

Minnesota law addresses issues of misbehavior by students on school buses by declaring that "transportation by school bus is a privilege and not a right. Eligibility to ride a school bus may be revoked for violation of a school/district bus safety or conduct policies. See Minn.Stat. Chapter 123B

**36.1** Free busing to school is provided to students who live within the attendance boundaries set by District 742. Students who live less than a mile or outside the established boundaries are not bused to our school, or may be bused for a fee. Busing boundaries are subject to change by state or district mandates.

**36.2** Buses And Bus Conduct – District 742 has initiated a policy of bus safety rules:

- 36.2.1** Concern for the safety of the students is great. Therefore, we wish to remind parents of the following district and SJLS school policy.
- 36.2.2** If students are eligible for bus transportation, they should ride the bus regularly during the school year. If eligible bus students ride the bus only during severe weather, they cause overcrowded conditions, and those pupils may be refused any bus transportation.
- 36.2.3** If a regular bus pupil is not to ride the bus home from school, the parent is to notify the child's teacher by note. If there is a question as to where your child should go at the end of the day, and a note has not been received, your child will go home as usual. Only students eligible for bus transportation may ride and **only** on their regularly assigned bus.
- 36.2.4** You are encouraged to report any bussing concerns to Trobec Bus Service Inc. (251-1202).
- 36.2.5** Parents must sign an agreement stating that they have read and reviewed the Bus Discipline Policy and agree to be governed by its contents.
- 36.3** **Bus Ridership Training And Evacuation Drills** – Continuing programs will be implemented to make the students aware of rules and regulations of school bus ridership. Evacuation drills and training classes will be held yearly at school. It is mandatory that students participate in the training classes.

## **37. WITHDRAWALS/TRANSFERS**

- 37.1** Whenever a student/family is transferring to another school the following steps must be followed:
- 37.1.1** Meet with the principal;
  - 37.1.2** Return all textbooks, library books, equipment, etc.; and
  - 37.1.3** Pay all outstanding debts (tuition, library fines, etc.).
- 37.2** Educational records will be transferred directly to another school facility within ten (10) business days upon receipt of written release request from the new school facility location. Records may not be transferred via parents. Parents may request a copy of information at any time.

## **38. IMMUNIZATIONS**

Minnesota law requires all students enrolled in public or private schools to be fully immunized against eight preventable, communicable diseases. An immunization certificate verifying that your child has received the required immunizations must be completed and signed by a parent or physician. State law requires this certificate to be on file in the St. Joseph Lab School office prior to the first day of the new school year. Minnesota Statute 121A.15 mandates all persons over two months must have immunizations to enroll in any elementary school, secondary school, or child care facility. A "NO SHOTS, NO SCHOOL" law has been enacted to deny the attendance of students (particularly Kindergarten who have not received necessary immunizations). No child may attend even one day of school without an immunization record on file in the school office. Immunization requirements are as follows:

5 DTP (diphtheria, pertussis, tetanus)  
1 MMR (measles, mumps, rubella)  
1 HIB (haemophilus influenza type B)

4 Polio  
3 Hepatitis B

### **39. VISION, HEARING SCREENING**

All students are screened every year for possible vision problems. Grades 1, 2, 3 & 5 are screened for hearing difficulties. Additional students may be screened for auditory concerns at the parents/teacher request. Grades 5 and 6 are screened annually for scoliosis-related back problems. Health records are kept and updated annually on all students as required by State law. Any special health problems of the student should be made known to the school so that adjustments, if any, can be made in the classroom setting.

### **40. MEDICATIONS**

District 742's medication policy states only prescription medications can be dispensed at school and those only if there is NO viable alternative. Medications dispensed three times a day or less, such as antibiotics are generally not approved by the school nurse for dispensing during school hours. Before school, after school/supper time and bedtime are recommended for those medications. Non-prescription drugs CANNOT be dispensed. Parents whose children require medications at school will need to complete an authorization form, available from the school office. Prior to dispensing medication approval from the school nurse will be obtained. All medication must be kept in the school office. NO medications, including cough drops, ointments or over the counter medications are allowed in the student's possession. PRESCRIPTION MEDICATION MUST BE IN A PRESCRIPTION BOTTLE INDICATING THE NAME OF THE MEDICATION, DOSAGE, DATE, CHILD'S NAME AND DOCTORS NAME. All druggists know this law and will make duplicate containers available if necessary.

- 40.1** Minnesota law permits elementary school students to possess and use asthma medications based on annual written authorization from parents. Contact the school for further information on this matter. It is the parent's responsibility to check expiration dates on any medications, asthma, or epi pens.

### **41. WELLNESS POLICY**

The school will engage teachers, food service professionals, administrators and the Education Advisory Committee in developing, implementing, monitoring, and reviewing nutrition and physical activity plans. All students will have opportunities, support, and encouragement to be physically active on a regular basis. Foods and beverages served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*. Our lunch program will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat. Our school will participate in available federal school meal program. The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

- 41.1** The school will provide a yearly review to revise and monitor the wellness plan. This review will be completed by those engaged in the program development and supervision.

- 41.2** Meals served through the National School Lunch Program will:

\* be appealing and attractive to students;

- \* be served in clean and pleasant settings;
- \* meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- \* offer a variety of fruits and vegetables;
- \* serve only 1%, and fat-free milk and nutritionally equivalent non-dairy alternatives (to be defined by USDA); and
- \* ensure that half of the served grains are whole grain.

**41.3 Hot Lunch** – Lunch and milk prices are subject to change at least yearly. Prices may be changed during the school year if costs to provide the meals increase or milk prices rise. Prices may be increased without prior notice to families.

**41.4** Milk is included in the price of a hot lunch ticket or is available for purchase for those who bring a lunch from home. Students may not purchase or bring soda pop to school as their lunch beverage unless designated for special events.

**41.5** Students may not have parents deliver fast food or restaurant meals in place of school lunches or home bag lunches.

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

**41.6.1** State and federally funded programs are available for free and reduced lunch tickets for eligible families. Your student's eligibility status (free, reduced, paid lunches) is private data. Families must re-apply yearly to determine eligibility for the free and reduced lunch program.

**41.6.2** Families who qualify for the free and reduced lunch program are subject to a qualification audit as directed by the State of Minnesota. Audit families are chosen randomly each year. Failure to participate in the mandatory state audit, could cause disqualification from the program for the year.

**41.6.3** Families who qualify for the free and reduced lunch program with the federal government can qualify for a discount on the cost of After Care. To receive the After Care discount, parents must contact the school principal to let him/her know that they would like the discount for After Care.

**41.6.4** The discount will only apply while the student is actively qualified for the federal program. Families must re-apply for free & reduced lunches each year. Therefore, families must reapply for the After Care discount each year.

**41.7 Meal Times and Scheduling** – The school will do the following:

**41.7.1** Provide students 20 minutes to eat lunch;

**41.7.2** Discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some students' diets.

- 41.7.3** Schedule meal periods at appropriate times, *e.g.*, lunch should be scheduled between 11 a.m. and 1 p.m.;
- 41.7.4** Not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- 41.7.5** Provide student's access to hand washing or hand sanitizing before they eat meals or snacks; and
- 41.7.6** Take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (*e.g.*, orthodontia or high tooth decay risk).
- 41.8** **Qualifications of School Food Service Staff** – Qualified nutrition professionals will administer the school meal programs. As part of the school's responsibility to operate a food service program, the school or lunch program provider will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.
- 41.9** **Beverages**
- 41.9.1** Allowed: water or seltzer water, without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally equivalent nondairy beverages (to be defined by USDA);
- 41.9.2** Not Allowed: soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine), which may be offered one time per week or on special occasions.
- 41.10** **Snacks** – Snacks served during the school day, in after care, or enrichment programs will make a positive contribution to students' diets and health. The school will send home treats that are brought in for birthdays at the end of the day with the students to allow parents to monitor the intake of snack items.
- 41.11** **Rewards** – The school will discourage the use of foods or beverages, especially those that do not meet the nutrition standards for foods and beverages, as rewards for academic performance or good behavior and will not withhold food or beverages (including food served through school meals) as a punishment. Reward certificates for food items that are redeemed outside of the school day with the discretion of the parent will be allowed.
- 41.12** **Celebrations** – The schools will limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages stated previously.

**41.13 Nutrition Education and Promotion** – Saint Joseph Lab School aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- \* Is offered at each grade level as part of a comprehensive program 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 classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- \* Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- \* Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise); and
- \* Includes training for teachers and other staff.

**41.14 Communications with Parents** – The school will support parents' efforts to provide a healthy diet and daily physical activity for their students. The school will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

The school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day in parent newsletters; and support parents' efforts to provide their students with opportunities to be physically active outside of school.

**41.15 Food Marketing in Schools** – School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on bulletin boards, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free samples or coupons.

**41.16 Integrating Physical Activity into the Classroom Setting** – Students will receive daily physical activity to fully embrace regular physical activity as a personal behavior. Students need opportunities for physical activity beyond physical education class.

- \* Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.
- \* Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**41.17 Physical Education (P.E.) K-6** – All students, including students with disabilities and special health-care needs will receive physical education at least twice a week (30 minutes)

for the entire school year. All physical education will be taught by a certified teacher. Student involvement in other activities involving physical activity (*e.g.*, recess, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

**41.18 Daily Recess** – All students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. Students are not allowed to use over 20% of their recess time in any given week to complete schoolwork unless authorized by the principal.

**41.19 Discouraged Inactivity** – The school will discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

**41.20 Physical Activity Opportunities Outside the School Day** – After-school childcare and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants. Extra-curricular physical activity based programs should be encouraged.

**41.21 Physical Activity and Punishment** – Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as punishment. Removal from recess or other physical activity may be used if necessary for safety or inability to follow rules occurs.

**41.22 Monitoring** – The principal or designee will ensure compliance with these guidelines and will report on the school's compliance to the Education Advisory Committee.

School food service staff, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the principal. In addition, the school will report on the most recent USDA School Meals Initiative.

The principal will report to the EAC, parent/teacher organizations, and school health services personnel on school-wide compliance with the established nutrition and physical activity wellness plan as needed.

**41.23 Plan Review** – The wellness plan will be reviewed at least every three years. As part of that review, the school will review our nutrition and physical activity plans; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education plans and program elements. The school will, as necessary, revise the wellness plan and develop work plans to facilitate their implementation.

