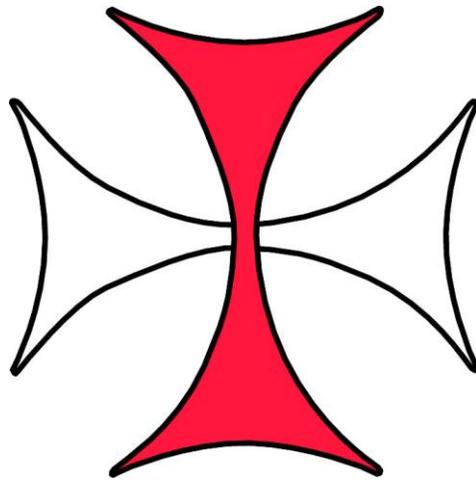


# New Students Grades K-8 Handbook



St. Odilia Catholic School  
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# Introduction

The New Student Handbook has been created to acquaint you with the major components of life at St. Odilia. Please keep this as a reference guide for the entire year.

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Dear Parents,

We are happy to have your child with us! We look forward to watching your child grow and develop. Family is important to us, and we will work to provide both you and your child with a rewarding, well rounded experience. Good communication between parents and staff is essential. Please keep us informed of your needs, concerns, questions and comments. When we work together, your child wins 100% of the time!

At St. Odilia, we believe each child is a gift from God. At the core of our philosophy is the development of a strong faith foundation. Some of the ways we accomplish this are by: beginning and ending the day with prayer; having our students plan, prepare, and participate in weekly all-school Masses; studying the Catholic faith and Christian ideals in religion classes; and participating in monthly service projects. However, at St. Odilia service is more than a “project”. It is an attitude and a true expression of our faith in action. This solid foundation of faith, gained by each child, leads to strong moral and character development that lasts a lifetime.

We also believe it is equally important that each child receives an excellent academic education. This is a time of both social and academic growth for children. Here at St. Odilia we teach each child by individualizing the curriculum to meet each student’s needs. Every child is given what they need while the learning outcome is being met. Small class sizes allow teachers to give students individual attention.

Finally, we believe that young minds learn best in a safe, nurturing, and fun environment. We achieve this through social interaction, discovery, and creativity; by engaging students in daily hands-on activities to make learning new skills and concepts fun! Our goal at St. Odilia is to provide students with a year full of challenges and learning experiences that will enhance the whole child.

Our strong test scores and the success of former St. Odilia students can attest to this academic excellence. But do not just take it from me, you will see the difference a St. Odilia education can make when your child comes home with a smile on his/her face every day, telling you all the wonderful topics discussed and lessons learned that span beyond the 3R’s but include the 3C’s; Compassion, Character, and Christ.

You will be receiving additional information, as well as paperwork, to complete in the coming months. In the meantime, if you have any questions please contact me at 651-484-3364. Thank you for choosing to send your child/ren to St. Odilia School and know that I look forward to having your entire family be a part of our school community.

Sincerely,

Vicki Marvin

Principal

### **St. Odilia Mission Statement**

It is the mission of St. Odilia School to educate the whole child: spiritually, academically, emotionally, socially and physically. Each child will develop a clear Catholic identity, an understanding of the Gospel's call to service, and an appreciation for the larger community. Our faculty, staff and curriculum promote a love of learning and a respect for self and others.

### **St. Odilia School Philosophy**

We believe Catholic education is based on the premise that every child is a child of God. Each child has received the life and love of the Creator and is called into a relationship with Jesus Christ. We strive to foster an environment in which each child will advance in spiritual maturity while achieving knowledge and skills in the academic disciplines, the humanities, the arts, and Catholic Christian living in his/her search for truth.

We recognize that parents are the primary educators of their children. The work of St. Odilia School is to assist and share with parents the responsibility for the development of each child in light of Christian principles. Those entrusted with the ministry of education must give witness to the integration of faith, culture, and living by the knowledge they impart and the relationships they foster.

St. Odilia School strives to help each child receive the message revealed by God and proclaimed by the Church. Each child is encouraged to become an active member of the Faith community by participating in the Sacramental life of the Church. Our school environment and learning program offer each child the opportunity to develop his/her gifts and talents to be of service in the world community. We are committed to instilling Catholic Christian values in each child in order to assist him/her in developing a sense of moral responsibility

### **Prep for School Day**

Prep for School Day is an opportunity for students & parents to meet the teachers, locate classrooms, and drop off school supplies before beginning the school year. The event is held the Thursday before school starts.

### **School Hours**

For the 2021-2022 school year, St. Odilia students will be in session each day from 9:25-3:55. Students arrive between 9:05-9:20 (PLEASE do not arrive before 9:05).

## School Web Site

<http://www.stodiliaschool.org> is always a great place to start for information! Teacher and administrative emails are available as well as the school calendar, weekly handouts, lunch menus and pricing, the student handbook and much, much more! Parents are also able to notify the school of student absences, late arrivals and early dismissals through the website.

## Communication

We **welcome** communication with our families! Please feel free to call or email us at any time with ANY questions or concerns. We are here to help your child and your family throughout the school year.

### School Office

Phone: 651-484-3364

E-mail: [attendance@stodilia.org](mailto:attendance@stodilia.org)

**School Telephone Use:** Students are given permission to use the office or classroom phones in cases of emergencies or if after school activities have been changed during the school day.

**Cell Phone Use:** Students are allowed to bring a cell phone to school but they may not be used during school hours (9:05-3:55). Students who bring a cell phone to school must adhere to the following guidelines:

- Upon arrival to school students should turn their phone off and it should be stored in their locker for the entire school day.
- Upon afternoon dismissal, students should wait to have their cell phones out and turned on until they have entered their bus or, if being picked up, until they have entered the vestibule. Students should not walk down the hallways during dismissal with a cell phone in hand.

You can find out more about other forms of communication by visiting our website and following the path below:

[www.stodiliaschool.org](http://www.stodiliaschool.org) > Parents Resources

## Weekly & Monthly School Updates

E-Handouts are e-mailed each Wednesday. The e-mail includes school updates, volunteer opportunities, parish, and community hand-outs. A great way to stay informed and helps eliminate paper handouts sent home in your child's folder.

The Knightly News is a newsletter sent out via email once a month. The Knightly News will fill you in on new and exciting events going on in our wonderful school along with telling you important information. If you don't receive these e-mails, please contact the school office and we can add you to the distribution list.

## School Directory

Here at St. Odilia we use Membership Toolkit (MTK), an online student directory, to help parents and students stay connected. It has an app, which allows for a much more convenient way to access and view contact information for our school families. This is *not a public system* that anyone can access; **only St. Odilia families have access to this information**. To learn more visit, (<http://www.stodiliaschool.org>) parents resources > online directory)

## Uniforms

All students, K-8, are required to wear uniforms on school days, with any exceptions announced in the Newsletter or by specific permission from the principal. Administration reserves the right to interpret and enforce the Uniform Code as necessary. One acceptable vendor (Donald's) has been selected for consistency of appearance, color and quality. To read the entire uniform policy visit the website (<http://www.stodiliaschool.org>) parents resources > Policies, Routines > uniforms

## Label, Label, Label

Please write your child's first and last name on everything brought to school. For example: coats, sweatshirts, sweaters, hats, gloves, boots, shoes, backpacks and lunch boxes-just to name a few! For your reference, the school lost & found is located by door #3 near the cafeteria.

## Attendance/Absences

If your child will be absent OR late to school please email the school office at [attendance@stodilia.org](mailto:attendance@stodilia.org) and your student's teacher OR use the absence reporting form on the main page of the school website (click on the Late/Absent/Early Dismissal Icon) by 9am. As a protective measure, if the parent has not called the school, the school will call the home, or parent's place of employment.

## Early Dismissal

If you need your child dismissed from school early, **please contact us prior to 3:00.** E-mail [attendance@stodilia.org](mailto:attendance@stodilia.org) and your child's teacher OR fill out the form on the main page of the school website (click on the Late/Absent/Early Dismissal Icon). For safety reasons, parents are required to sign their child out at the security desk when picking them up early. Your child will wait for you in the school office.

## Conferences/Report Cards

Conferences are scheduled times for you to discuss your child's progress with his/her teacher. Conferences are held twice a year: once in October and again before Spring Break. Specific dates will be on the school calendar. Conference sign-up instructions will be posted on the website and sent to school families via email.

## Illness

Your child's health is a matter of importance to all of us. A child who shows symptoms of illness during school hours will be sent to the health office. The health assistant will call a parent or authorized person who may be asked to come and pick up your child. The child will be made as comfortable as possible and will be supervised at all times. Many students and parents are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision:

### General practice:

- If student has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal and remains normal without fever reducing medication.
- If student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- If student has had any rash that may be disease-related or the cause is unknown, check with the family physician before sending the student to school.
- **If student is ill, please use the absence reporting form on the school website (under the parent tab choose late/absent/early dismissal) daily to report illness.**
- If you have any questions regarding the above information or your child's illness, please call the Health office 651.415.3304 or consult your family physician.

**REMEMBER – children with an infectious disease can spread the disease when they are in contact with others in the family or in the community.**

## Medication Policy

Whenever possible, parents should give medications before and after school. If medication is prescribed during school hours, the following guidelines will be used for the safety of your child. The health office must be provided with written permission from both parent and physician in order to administer prescription medication. See form location below. Please be sure to include any information about possible side effects and send the medication its original bottle. If your child will require over the counter medication, please print the OTC medication parent authorization form from the below website and include with the medication. Also be sure to

label any medicine with student's name. Please inform your child's teacher that your child is bringing medicine to school and that it should be brought to the health office. The prescription and OTC medication authorization form may be obtained from the health office or through the school website (click parent resources tab > health office > scroll down to access Health Forms via the Mounds View district website).

### **Allergies**

If your child has a severe allergy (such as bee stings or nut allergies), please fill out the "severe allergy medication authorization" and the "severe allergy information form" available through the health office or on the St. Odilia website (click parent resources tab > health office > scroll down to access Health Forms via the Mounds View district website). Please have the medication(s) to treat an allergic reaction in the health office with the above forms **by the first day of school.**

### **Asthma**

If your child has asthma and may need access to an inhaler at school, please fill out the asthma parent/guardian questionnaire and have your child's physician complete the asthma action plan form. These forms can be obtained from the health office or through the St. Odilia website (click parent resources tab > health office > scroll down to access Health Forms via the Mounds View district website). Please have inhaler and completed forms in the health office **by the first day of school.**

### **Busing**

For information regarding busing, please visit the school website and under the **Parent Resources tab > busing**. If you have specific questions, contact Mrs. Nikki Giel at 651.415.3333 or [giel@stodilia.org](mailto:giel@stodilia.org).

Please remind your child to walk to the bus stop, remain seated on the bus, listen to the bus driver and walk when leaving the bus.

At dismissal, students are walked to their bus in a group led by an older child who also rides that bus.

If your bus is running late, for questions please contact the following:

Mounds View Busing: 651-621-8900

Roseville Busing: 651-482-1794

St Odilia Bus #1 & #2: 651-484-6681 (school office)

## **Drop-off / Pick-up Procedures**

If you provide transportation for your child to and from school your child is known as a “walker”. Students who are dropped off should not arrive before 9:05. Teachers are often in meetings or in the workroom and are unable to safely supervise children. At dismissal, “walkers” are dismissed in three groups according to the first letter of their last name: A-I, J-Q, and R-Z. They are walked out by older children and you will meet them on the sidewalk outside the front entrance. Please be prompt to avoid confusion and anxiety.

## **Lunch**

If your child wants to have hot lunch, the cafeteria usually offers two lunch choices. They may choose the hot lunch they prefer when they arrive in the classroom. If your child brings a lunch from home, you may either send a drink with them or have them purchase milk in the lunch room. Prior to the first day of school, you will receive information instructing you how to sign up for an online account. This is a secure portal where you can deposit money for your child’s lunch account. Students need a lunch account to pay for lunches. Your child’s teacher will receive a 5-digit PIN number for your child to use when buying their lunch. You will also be informed of this number so you can help your child memorize it. For more lunch info. visit our website (**Parent Resources tab > policies, routines etc > lunch information**).

## **Volunteering**

Parents are welcome and encouraged to volunteer at school. There will be many opportunities to volunteer for a number of activities and events throughout the year. Archdiocesan policy requires background checks, VIRTUS training and a signed Archdiocesan Volunteer Code of Conduct for all volunteers at St. Odilia School. If you have not completed the background check, the forms are available on the school website. VIRTUS training is currently available online this replaces the ‘live’ session. Completing the process will ensure your ability to volunteer at school. The process does take 3-4 weeks, so make sure you do it early!

## **Knight Watch-Before and After Care**

Knight Watch before-and-after school care provides a safe environment from 7:00 am to the start of school and after school to 6:00 pm for St. Odilia School students. Registration forms can be downloaded from web site under School Life > Knight Watch.

If you have questions, please email us at: [knightwatch@stodilia.org](mailto:knightwatch@stodilia.org)

### **Field Trips**

At times we need chaperones for field trips; however, in keeping with Archdiocesan policy for all Catholic Schools, in order to spend time in a volunteer situation with the class, **you must have a background check and Virtus training on file in the school office.** You will receive an informational letter and an electronic permission slip for each field trip via e-mail. Field Trip costs are billed through TADS.

### **School Closings**

WCCO TV, our website, our app, social media, and our emergency notification text system, announces school closings. The closing of St. Odilia typically follows Mounds View and/or Roseville, Districts 621 and 623.

### **Security**

All visitors to the school are required to check-in at the desk by the main school entrance (door #2). This desk is staffed by a security personnel. All other doors are locked during the school day and not accessible without an issued PIN number. We also have video monitoring throughout the building that is continually monitored by security personnel. We ask parents to have a photo on file at the security desk and to check- in and wear a badge when visiting during school hours.

The school also practices fire, tornado and lock-down drills in accordance with Minnesota law.