

St. Odilia Parish School Parent/Student Handbook 2009 – 2010



**3495 N. Victoria • Shoreview, MN 55126 • 651-484-3364
www.stodiliaschool.org**

**Welcome to
St. Odilia Parish
School
2009 - 2010**

School Office:

651 - 484 - 3364

Please call this number for student
absences, tardies, or late arrivals.

School Address:
3495 North Victoria
Shoreview, MN 55126

School Web Site: www.stodiliaschool.org

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MISSION STATEMENT

It is the Mission of Saint Odilia Catholic 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.

PHILOSOPHY OF SAINT ODILIA CATHOLIC SCHOOL

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 Saint Odilia Catholic 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.

Saint Odilia Catholic 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.

DIRECTORY

	<u>Room</u>	<u>Phone #651</u>	<u>Position</u>
ADMINISTRATION			
Mr. Robert Grose	1325	484-3364	Principal
Mr. David Fink	1327	415-3333	Assistant Principal/Busing
Mr. Tom Schumacher	HQ	484-6681	Parish Administrator
Fr. Phillip Rask	1105	484-6681	Pastor
FACULTY			
Mrs. Kathleen Heinze	1605	415-3381	Kindergarten
Mrs. Shelly Havran	1607	415-3379	Kindergarten
Mrs. Linda Hinrichs	1604	415-3384	First Grade
Mrs. Jenelle Fackler	1606	415-3382	First Grade
Mrs. Molly Newton	1602	415-3383	First Grade
Mr. Kevin Scroggins	1601	415-3385	Second Grade
Mrs. Ann Anderson	1603	415-3386	Second Grade
Mr. Chris Henrich	2612	415-3380	Third Grade
Mrs. Liz Mittet	2614	415-3388	Third Grade
Mrs. Ann Maristuen	2615	415-3387	Third Grade
Mr. Ryan Pajak	2613	415-3389	Fourth Grade
Mrs. Jill Witham	2606	415-3392	Fourth Grade
Mrs. MariPat Teigen	2604	415-3394	Fifth Grade
Mr. Brad Wilhelmy	2605	415-3393	Fifth Grade
Ms. Angie Kelcher	2607	415-3371	Fifth Grade
Mr. Benjamin Stangler	1302	415-3378	Sixth Grade
Mrs. Karen Gilray	2302	415-3317	Sixth Grade/Health
Mrs. Julie Ruzynski	2302		Sixth Grade Lang.
Mr. Chester Baldwin	2303	415-3377	Sixth Grade
Mr. Thomas Hoffman	2304	415-3376	Seventh Grade
Mr. Michael Groth	2305	415-3375	Seventh Grade
Mrs. Caroline Waskow	2308	415-3372	Seventh Grade
Mrs. Claudia Kane Munson	2306	415-3374	Eighth Grade
Mr. Philip Trovato	2307	415-3373	Eighth Grade
Mrs. Katie Hatteberg	2309	415-3396	Eighth Grade
Mr. Rob Piersak	1411	415-3334	Physical Education
Mrs. Jeannie Gladden	1321	415-3306	Students Services Coord.
Mrs. Carrie Northrop	1414	415-3370	Music/7 th Grade Religion
Mrs. Molly Conway	1306	415-3307	Librarian/Media Generalist
Mr. Bill Booth	1304	415-3309	Technology Coordinator
Mrs. Mary Dybsky	2621	415-3318	Students Support Teacher
Mrs. Jeannie Thalhuber	1411	415-3366	Art Specialist
Mr. Dan Perry	1107	415-3346	Liturgical Music
OFFICE STAFF			
Mrs. Margaret Gillan	1331	415-3345	Administrative Assistant
Mrs. Dee Peltier	1331	415-3310	Secretary
Mrs. Jean Jirasek	1331	415-3305	Secretary
Mrs. Janet Margolis	1331	415-3310	Secretary
Ms. Aimee Green	1329	415-3304	Health Assistant
SPECIALISTS			

Mrs. Nancy Haugen	(651) 621-6875	School Nurse - Mounds View
Mrs. Beth Johnson	(651) 748-2414	Band (Hill Murray)
Ms. Maria Hermanson	(651) 621-7000	Specialist – Mounds View
Mrs. Michelle Schicker	(651) 415-3342	L.D. Specialist - Mounds View
Ms. Tisa Jones	(651) 415-3350	L.D. Specialist – Mounds View
Mrs. Chris Paulson	(651) 621-7055	Speech - Mounds View
Mrs. Jeanette Michalski	(651) 484-5553 ext. 3231	Spec. Ed. - Mounds View
Mr. Kirk Diment	(651) 621-7037	School Psychologist
Ms. Amy Elhom	(651) 621-7032	O.T. - Mounds View
Mrs. Heidi Wessman	(651) 415-3340	Counselor
Dr. Steven Kahn	(651) 426-4297	Counselor
Cafeteria	(651) 415-3357	

TEACHER ASSISTANTS

Mrs. Ruthie Collova	Security
Mrs. Maria Rajtar	K
Mrs. Jolene Poucher	1 st Grade
Mrs. Kim Bauer	1 st Grade
Mrs. Anne Ohm	K
Mrs. Lori Hood	4 th Grade
Mrs. Marie Blackader	5 th Grade
Mrs. Julie Archbold	Computer Lab/Assistant Athletic Director
Mrs. Nancy Haugland	Security/Escort

YMCA PROGRAMS

April Anderson	(651) 415-3335	All Day Preschool
Ashley Perron	(651) 415-3332	Half Day Preschool
Wameng Vang	(651) 415-3335	All Day Preschool
Damian Green	(651) 415-3332	School Age Program

SCHOOL COUNCIL MEMBERS

CoChair:	Paul Johnson	651-481-0359 651-587-3979	paulj@jdpinc.com
Members:			
PLC Rep.	Michael Witham	651-552-7675	mwitham@lmnc.org
Recorder	Nancy Sommers	651-646-1605	nsommers1@hotmail.com
	Donna Byron	651-486-0351	DonnaByron@comcast.net
	Ann Gaertner	651-484-9769	agaertner@comcast.net
	Mary Carver	651-414-9292	carverm1@comcast.net
	Jean Nickman	651-762-0148	jnickman@att.net
	Mary Jo O'Dea	651-407-3790	rmjodea@comcast.net
	Laura Zastrow	651-481-3230	mythreejt@comcast.net
	Tom Savard	651-303-9595	tomnlynda@yahoo.com
	Tracy Presseller	651-762-3960	tpresseller@comcast.net
Principal:	Robert Grose	651-484-3364	grose@stodilia.org
Faculty Reps.	Claudia Munson	651-415-3374	munson@stodilia.org
	Chris Henrich	651-415-3380	henrich@stodilia.org

PAA Officers and Coordinators 2009-2010

Co-Chairs	Ann Heller	494-3840	annandmarkheller@yahoo.com
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	Jacki Wings	483-4827	jbwings@comcast.net
Treasurer	Deb Jezierski	407-0792	djezierski@hlbtr.com
Secretary	Celine Donohue	482-8079	celinedonohue@hotmail.com
Marathon 2009	Kim Schwieters Jen Eibensteiner	763-208-4082 486-0220	kschwieters@comcast.net jeibensteiner@msn.com
Art Adventure	Angela Thelen Jeanne Schaaf	486-8536 407-8507	aathelen@comcast.net shaafjkt@aol.com
Book Fair Coordinator	Lisa Handrick Mary Jo O'Dea Diane Clysdale Anne Weiss	490-1259 407-3790 490-1714 484-5121	lhandrick7@hotmail.com rmjodea@comcast.net clysdale7@comcast.net arnoldweiss@usfamily.net
Campbell's Labels & Box Tops	Linda Lockwood	633-5522	llboop@comcast.net
Conference Meals	Mary Adams	415-0567	marisota@comcast.net
Donation Letter	Laurie Zastrow	481-3230	laura.zastrow@thomson.com and mythreebjt@comcast.net
Front Entrance Beautification	Kathleen Cecere	482-0218	kscecere@aol.com
Hospitality	Cori Duffy	765-9739	the.duffys@msn.com
Lost & Found	Sandy Halseth	638-1950	sandyhalseth@msn.com
Lunchroom Coordinator	Mary Kay Callahan	787-0368	mkaycallahan@comcast.net
New Family Resources	Camille Weier	766-6800	cmweier@yahoo.com
Parent Ambassador Program	Sue Peake	717-1736	peake04@comcast.net
Parent Needs	OPEN		

Parent Night - (K-5)	Amy Strong	783-8868	Stro0122@umn.edu
Parent Night - (6-8)	Susan Fazio & Kari Pfenning	765-6357 483-4722	sfazio3080@yahoo.com kpfenning@yahoo.com
PR Coordinator	Nicole Blaska	765-6396	nicoleblaska@msn.com
School Store	Lisa Palen Pam Sherrill	338-3264 484-6702	ljpalen1@msn.com sherrillpam@yahoo.com
Soccer Field Concessions	Theresa Plasencia Diane Cylsdale	484-7477 490-1714	plasenciat@hotmail.com clysdale7@comcast.net
Staff Appreciation	Ann Heller Jacki Wings Jodie Lafeber	494-3840 483-4827 763-783-8811	annandmarkheller@yahoo.com jbwings@comcast.net mlafeber@comcast.net
Swap Sale	Kristin Storrar Laura Zastrow	481-9712 481-3230	kristin.m.wolf@ampf.com and storrarfamily@comcast.net laura.zastrow@thomson.com and mythreebjt@comcast.net
Teacher Representatives	To be determined		
Volunteer Coordinator	Jodie Lafeber	763-783-8811	mlafeber@comcast.net

<p>2009-2010 PAA meeting dates 9/8, 10/6, 11/10, 1/12, 2/9, 3/9, 4/13, 5/11</p>
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SCHOOL ROUTINES

SCHOOL DAY/HOURS

Arrival - 9:10 a.m. to 9:25 a.m.

Official Beginning - 9:30 a.m.

Prayer - 9:35 a.m.

Dismissal 3:55 p.m./with bus arrivals

Kindergarten AM dismissal 12:20 p.m

SCHOOL CLOSINGS

School Closing Announcements: WCCO (830 AM) announces school closings. The closing of St. Odilia follows Mounds View and Roseville, Districts 621 and 623.

ATTENDANCE

St. Odilia School has and adheres to an attendance policy created and updated by the School Council. The policy aims to comply with Minnesota State Statutes and directs the school to work with the Ramsey County Attorney's Office regarding student attendance.

Absence: If a child is absent, the parent should call the school to report the absence before 9:00 a.m. When the child returns to school, a written note from the parent should be presented to the classroom teacher, stating the reason for the absence. As a protective measure, if the parent has not called the school, the school will call the home, or parent's place of employment.

Doctor Notes: If your child has medical restrictions limiting participation in school activities (i.e. gym class), a doctor's note must be submitted to the health office.

Prolonged Absence: If a student has a need for a prolonged absence (serious illness or medical situations), please notify the school administration and available academic support, such as homebound tutoring, may be obtained.

Prearranged Absence: If a family has a significant family activity that is important enough to require the absence of their child from school, the parent/guardian must inform the teacher and the school office in writing. Make-up work for credit must be made up six (6) school days after returning. ***Please note: teachers are not responsible to provide lessons prior to absence.***

Tardiness/Late Arrivals: A student is tardy if he/she is not present in the classroom at the set time for the opening of the school day. Any tardiness caused by late buses is not charged against the student. Any student arriving after 9:30 a.m. is to check in at the school office for a pass, and parents are required to sign them in.

Perfect Attendance: A student is considered to have achieved perfect attendance for the school year if they have missed no more than half a day for the whole school year. The only exception to would be to attend a funeral of an immediate family member.

Truancy/Chronic Absenteeism: According to Minnesota State law a student is truant when absent from school without lawful excuse for (3) days. Therefore, please keep teachers and the school office informed of absences and the reasons for the absences according to school procedure. In the case of chronic absenteeism the school administration will work with parents to improve school attendance. However, if improvement is not met the school has legal responsibility to contact the Ramsey County Attorney's Office and take the necessary steps to ensure Minnesota State Statutes regarding attendance are being followed.

Attendance for extracurricular eligibility: In order for a student to participate in an after school extracurricular activity the student must attend, at a minimum, half of the school day on which the activity will take place, and in the case of an illness, must attend the last half of the school day. Exception is made for a student attending a funeral.

DISMISSAL DURING THE SCHOOL DAY

Leaving School Early: Students shall not be permitted to leave school before the regularly scheduled dismissal time except for a valid reason and with the approval of the principal. Requests to be released from school for a doctor or dental appointment or whatever other need should be made in writing prior to the dismissal and be signed by the parent. Whenever possible, such appointments should be made outside of school time.

Please pick up your student in the school office and sign your student out.
This procedure is for the safety of all our students.

SECURITY

Anyone entering the school building during the school hours (parent, family member, authorized guardian, etc.) **is required to sign in at the school office for the safety of the students.**

Visits: Parents and members of the community are welcome to visit classrooms at St. Odilia School by appointment through the school office. Friends of students are not permitted to attend classes for a day as this can be a distraction to learning.

Access to Students: Permission to interrogate any student by police, social agency, or insurance agent must be cleared through the principal's office. No investigation may be conducted unless permission has been received from the

principal. Private detectives, attorneys, or representatives of private concerns should not be allowed access to students in school.

School Responsibility: St. Odilia School recognizes its responsibility for the safety and health of the children enrolled during the regular school day and takes every precaution to avoid accidental injuries. In order for us to provide proper supervision, children are required to stay on school property.

Students who voluntarily stay after school, for example, as participants in or spectators at extracurricular activities, shall be at the site where the event takes place. We cannot accept responsibility for children who are not at the site, nor can we be responsible for children who leave the school grounds after school. Parents are responsible for the child's transportation home after such an event and are expected to pick up their children at the conclusion of the activity so that students do not remain in the school building for an extended period of time.

WITHDRAWAL

Please notify the school office if you will be withdrawing a student. We appreciate knowing as soon as possible. To have records sent to a different school, a Records Release Form may be obtained from the School Office. See Record Release.

CONTACTING THE SCHOOL

When to call: The school office opens at 8:30 a.m. and closes at 4:30 p.m., Monday through Friday. The Principal or Administrative Assistant is available to help you from the first Tuesday in August through the last Thursday in June. The voice mail system is available to leave messages if the school office is closed. There is no one consistently available during Thanksgiving or Christmas Vacation, or during the winter/spring break. (School Offices are closed)

OFFICE HOURS

8:30 a.m. - 4:30 p.m. Monday through Friday

Especially busy times are 9:15 - 9:35 a.m. and 3:45- 4:05 p.m.

Phone # (651)484-3364

CONCERNS, QUESTIONS, PROBLEMS

Parents or students having a concern, question or problem should address it in the following manner:

Classroom/Playground/Lunchroom:

1. Consult the appropriate teacher or staff member by appointment.
2. If not completely satisfied, consult with teacher/staff member and either the principal (K –5) or assistant principal (6-8) by appointment.
3. If there are still concerns, make an appointment with the parish administrator.

Administration of the School:

1. Consult with the principal or assistant principal.
2. If not satisfied, contact the parish administrator.
3. If not satisfied, contact the pastor.

Transportation:

1. Call the assistant principal at (651) 415-3333.
2. Call the appropriate public school transportation office:
Roseville: Jim Monroe (651) 635-1638.
Mounds View: Chris Coderre (651) 621-6027
3. Call the principal (651) 484-3364
4. Contact the school board of the appropriate district

Late Bus/Check on child's status

The following is the procedure to take if a bus is late for pick-up or drop-off or to check if your child is on a bus:

1. Call the school office @ 651-484-3364
2. If unable to speak with someone at school, call the bus company:
•Mounds View bus or Charter call First Student Transportation @ 651-631-1755
•Roseville bus call Comfort/Centerline @651-488-5788
3. Call district coordinator: Mounds View 651-621-6027 or Roseville 651-635-1638

UNIFORM CODE

The Catholic school uniform shows dignity to the process of education and is a visual sign of our school community. It shows respect for authority and order as well as the idea of basic equality in the eyes of God. St. Odilia students wear their uniform in a manner that reflects pride in themselves and school.

All families will be required to sign and return the School Uniform 2009-2010 sign-off form that came with this handbook.

Vendor: ONLY ACCEPTABLE VENDOR IS **DENNIS UNIFORM**
 680 HALE AVENUE NORTH, SUITE 130, OAKDALE, MN 55128

PHONE: 651.702.0606 FAX: 651.702.4343

ORDER ONLINE AT: www.DennisUniform.com SCHOOL CODE: MN00SV

(capital "M", capital "N", zero, zero, capital "S", capital "V")

Please be aware that school administration reserves the right to interpret and enforce the Uniform Code as necessary, especially regarding unforeseen fashion trends. One acceptable vendor has been selected for consistency of appearance, color and quality. This also allows for less subjectivity in enforcement.

Clothing should be marked for easy identification. Parents are responsible for ensuring their child is in proper uniform.

K – 5 Girls

<u>Choose one (1):</u>	<u>Choose one (1):</u>	<u>Optional ... Choose one (1):</u>
Red plaid jumper with monogrammed school logo worn with Dennis uniform bike short only – no leggings, no pants (no more than 3" above knee) Red plaid skort (no more than 3" above knee) Navy uniform twill pant* Navy uniform corduroy pant*	Yellow uniform oxford cloth button down shirt with monogrammed school logo – long/short sleeve Yellow uniform polo shirt with monogrammed school logo– long/short sleeve	Red uniform sweatshirt with monogrammed school logo Navy uniform cardigan with monogrammed school logo Navy uniform vest with monogrammed school logo

***A black, brown, or navy uniform belt is required if the pant has belt loops.**

***The pant option is permitted during the months of November, December, January, February, and March.**

K – 5 Boys

<u>Choose one (1):</u>	<u>Choose one (1):</u>	<u>Optional ... Choose one (1):</u>
Navy uniform twill pant* Navy uniform corduroy pant* Navy uniform walking short (no more than 4" above the knee)*	Red uniform polo shirt with monogrammed school logo – long/short sleeve	Red uniform sweatshirt with monogrammed school logo Navy uniform cardigan with monogrammed school logo Navy uniform vest with monogrammed school logo

***A black, brown, or navy uniform belt is required if the pant/short has belt loops.**

***The walking short option is permitted during the months of September, October, April, May, and June.**

Middle School Girls (6 – 8)

<u>Choose one (1):</u>	<u>Choose one (1):</u>	<u>Optional ... Choose one (1):</u>
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Red plaid skort (no more than 3" above the knee)*	White uniform oxford cloth button-down shirt with monogrammed school logo – long/short sleeve	Red uniform sweatshirt with monogrammed school logo
Navy uniform twill pant*	White uniform polo shirt with monogrammed school logo – long/short sleeve	Navy uniform V-neck sweater with monogrammed school logo
Navy uniform corduroy pant*		Navy uniform vest with monogrammed school logo

*A black, brown, or navy uniform belt is required if the pant has belt loops.

*The pant option is permitted during the months of November, December, January, February, and March.

Middle School Boys (6 – 8)

Choose one (1):	Choose one (1):	Optional ... Choose one (1):
Navy uniform twill pant*	White uniform oxford cloth button-down shirt with monogrammed school logo – long/short sleeve	Red uniform sweatshirt with monogrammed school logo
Navy uniform corduroy pant*	White uniform polo shirt with monogrammed school logo – long/short sleeve	Navy uniform V-neck sweater with monogrammed school logo
Navy uniform walking short (no more than 4" above the knee)*		Navy uniform vest with monogrammed school logo

*A black, brown, or navy uniform belt is required if the pant/short has belt loops.

*The walking short option is permitted during the months of September, October, April, May, and June.

ADDITIONAL INFORMATION:

- Shirts must be tucked into pants/shorts/skort at all times.
- Pants/shorts/skorts are to be worn at the waist at all times.
- Garments worn under shirts must be white/flesh colored and free of any designs.
- Navy uniform sweatshirt with monogrammed school logo is to be **earned** by the Middle School students.
- Middle School students may wear their athletic sweatshirts on game days only.
- **Socks:**
 - Girls** – Navy or white anklets (must be visible), knee high, or tights are acceptable.
 - Boys** – Navy or white socks (must be visible) are acceptable.
- **Shoes:** Athletic shoes are **acceptable** for every day wear and are **required** for K-8 Physical Education. **No** slip-on shoes or zipper shoes are allowed for Physical Education. Shoes must be tied and the appropriate size for the student. Velcro shoes are acceptable. Black, brown, or navy soft soled, non-marking shoes are acceptable. Heel not to exceed 1 1/2". **No** sandals or open-toed/open-heeled shoes are allowed.
- **Middle School Gym Uniform:** Uniform t-shirt and uniform shorts required. Order forms are available from Rob Piersak-PE teacher. (651-415-3334) Dennis PE Uniform shorts are acceptable. During cooler months, properly fitting sweat/warm-up pants. **No** tear-away pants. Additional outdoor clothing may be required for outdoor units depending on the season.
- **Hats:** Hats, caps, and bandanas are **not** allowed to be worn in the classroom except for authorized events.
- **Make-up:** Make-up is **not** allowed in grades K-5 with the exception of clear lip balm. Minimal make-up is allowed for Middle School girls.
- **Hair:** Hair must be neat, clean and out of eyes.
- **Earrings:** Earrings must be small. **No other** body (nose, tongue, etc.) piercings of any kind are acceptable.

School Uniform Code Infraction Procedure

Parents/Guardians are expected to enforce the School Uniform Policy with their child(ren).

When a student is not in uniform, the following process will take place:

First Offense:

The teacher sends home with the student an Infraction Notice identifying the problem. The Infraction Notice must be signed by a parent/guardian and returned to the teacher the following day. The student must return to school in the correct uniform.

Second Offense:

A parent is called by an administrator and the infraction is explained. The student is sent home with a parent for the day. A second Infraction Notice is completed by the teacher or administrator. A re-entry conference with the student, a parent/guardian, and an administrator is required in order for the student to return to school.

**St. Odilia School
Uniform Code Infraction Notice**

_____ was not wearing the proper school uniform today, (date) _____.

The following checked items were out of compliance:

_____ Sweater/Sweatshirt/Vest	_____ Pants/Shorts length
_____ Jumper/Skort	_____ Shirt
_____ Jumper/Skort length	_____ Shoes
_____ Pants/Shorts Wrong Vendor	_____ Socks
_____ General Appearance: _____	

It is expected that this matter will be resolved and the student will be in compliance for the next school day. Please sign and return this form to the teacher indicating that you have discussed this with your child and that both of you will take the necessary steps to ensure compliance with St. Odilia School's Uniform Code in the future.

FIRST OFFENSE

Date returned: _____

SECOND OFFENSE

Date/Time of Pick-Up: _____

Parent Signature: _____

Teacher Signature / Date

Parent/Guardian Signature / Date

Blue Copy – Assistant Principal

Yellow Copy – Teacher

Pink Copy - Student

ACADEMIC INFORMATION

INSTRUCTIONAL ORGANIZATION

Kindergarten: The Kindergarten Program is planned for five/six year old students and is a comprehensive program that contains and correlates reading, handwriting, auditory and oral language skills for children to grow in readiness for first grade. The readiness program is geared to each student's needs, abilities, and interests and includes the teaching and developing of readiness in mathematics, social studies, reading, printing, physical education, science, health, religion, music and computers.

Grades 1-2: Each grade level in our primary section is considered an individual unit. Teachers in each classroom share the responsibility for the education of the students at their respective grade levels. In grades 1-2, instructional emphasis is on religion, reading, mathematics, science, social studies and writing. In grades 1-2, students also receive specialized music, physical education, computer and art instruction.

Grades 3-5: Instruction for students in grades 3, 4, and 5 is on a semi-departmentalized basis. During parts of the school day, students receive instruction from their homeroom teacher. During the remainder of the day, students are taught on a departmentalized basis, changing teachers for different classes. In grades 3, 4, and 5, students also receive specialized computer, music, physical education and art instruction.

Grades 6-8: Our program in grades 6, 7, and 8 is completely departmentalized, with students changing class each period. Each subject is taught by a teacher who has special training in that area. During our seven period day, students have classes in religion, language arts, mathematics, literature, science, social studies, and physical education/health. In grades 6,7, and 8, students receive instruction in physical education/health from specialists. Technology and use of technology is incorporated into the middle school curriculum. Music appreciation of liturgical music is also offered to the students in grades 6-8. Art specialist program is a part of the 6th grade curriculum.

CLASS SIZE GUIDELINES

The Class Size Guidelines follow the Class Size Policy established by the School Council.

GRADE	# OF STUDENTS	
	Teacher only	Teacher + Assistant
K	18	20-22
1	22	24-25
2-3	24	26-27
4-5	25	27-28
6-8	26	NA

HOMEWORK

Homework is an extension of the instructional program and an extension of the student's academic day. In grades 1-3, the work should not exceed twenty to thirty minutes for any child. Grades 4 -5 may expect forty to fifty minutes of homework. Middle School students (grades 6-8) may expect to spend an hour or more on homework.

It is the responsibility of the student to follow through on all homework assignments, and it is the right of each student to have his/her assignments checked.

LIBRARY

The school library is well-stocked with up-to-date periodicals, books, and reference materials. Open each day during school hours, it is staffed by the librarian and volunteers. Each class is scheduled weekly for a library period. The library is also available to students for research work when necessary. PAA has the school's appreciation for their support in keeping our library up-to-date.

TESTING PROGRAM

Currently, St. Odilia students in grades 3-8 are assessed with the use of standardized tests. The results of these tests are to be used to obtain more information about the ability and achievement of students and are a tool to aid in the education process. Test standards are both national and within the Archdiocese of St. Paul/Minneapolis and results are placed in student's record. Test results are part of 8th grade student records that are sent on to the high school of the student's choice for purposes of better placement within the high school program. Contact: Assistant Principal

SPECIAL EDUCATION

Minnesota law requires that all private school students who qualify by state guidelines, receive special education services equal to those provided to public school students. Students qualifying for special education services are serviced through the Mounds View School District. St. Odilia students who live in the Roseville and White Bear Lake School Districts may also receive service by Mounds View Schools through a reciprocity agreement between the school districts.

Mounds View School District's policy is to provide special educational services for most St. Odilia students on our own campus. Some services may take place at Island Lake School conveniently located across from St. Odilia's playground. An "adult escort" from St. Odilia will walk with our students who receive these services. Allocation of funds for these services are provided by the residential district. The student's level of service and its cost need to fall within the state's guidelines in order for the program to be implemented. There may be some instances when the child study team and/or administration determine that an appropriate level of services cannot be provided for a student at St. Odilia. If so, it may be recommended that such services be delivered in an alternate setting.

Special Education Referrals

Parents who have specific concerns regarding their child's progress should **first** discuss their concerns with the child's classroom teacher. If classroom strategies are implemented but not successful, the teacher may then bring this concern to St. Odilia's Special Education Liaison. The Special Education Liaison will then arrange for a Student Intervention Team (S.I.T.) meeting to review the referral. The S.I.T. may consist of the following members: classroom teacher(s), a special education teacher, the district psychologist, the district nurse and our special education liaison. This is the forum in which the classroom teacher can discuss the student's present level of performance and the area(s) of concern. When a special education referral for an assessment is recommended by the S.I.T. and approved by the family, Mounds View staff will then formally assess the student. This assessment is necessary in order to determine whether or not a student qualifies for special educational services. Members of the S.I.T. then present the results of the testing to the family at an assessment summary meeting. If it is determined that specific criteria is met for a special educational placement, the team will then develop an Individual Education Plan (I.E.P.) with specific goals and objectives to address the students' needs.

St. Odilia School has an excellent working relationship with the surrounding school districts to provide quality special services to our students.

General Education Support

Students in general education who struggle with their learning, are significantly below grade-level performance and do not qualify for special education, may qualify for tutoring. Teachers make student recommendations to the Special Service Coordinator who then makes a determination based on informal assessment results. The results of the assessment are shared with parents and teachers. If the student does not qualify for tutoring, it is suggested that the family look for private tutoring for their child's academic support.

REPORTING TO PARENTS

Report Cards: Report cards are issued quarterly to students in grades K-8, approximately every nine weeks. Letter grades of A, B, C, D, and F are used in grades 4 through 8. "Outstanding" (O), "satisfactory" (S), and "unsatisfactory" (U) are generally used to evaluate the student's progress in physical education. Grades of O, S, and U are also used in grades 6-8 to evaluate the student's classroom conduct. Grades K-3 are evaluated on a performance scale, each child compared against his/her own progress.

Parent-Teacher Conferences: Parent-teacher conferences are formally scheduled twice each year, once in the fall shortly after the first marking period, and once in the spring between the second and third marking periods. Parent-teacher conferences provide mutual support and enable parents and teachers to work together and plan for the continued growth and success of each child. In addition, conferences provide parents with an opportunity to find out more about the school and its programs.

Occasionally problems arise that either the parent or teacher feel require immediate attention, necessitating a more immediate conference between the parents and teacher. If such a situation does arise, the parents, teacher, or principal should make the necessary contacts to arrange an appointment.

Promotion and Retention: Parents, upon the recommendation of teachers and principal, assume the responsibility of making a final decision in these areas. If retention is a concern, this concern will be discussed at or before the spring conference.

Phone Calls/Emails: We encourage you to contact your child's teacher at school if there is a problem you would like to discuss. Since the teachers are in the classroom almost all day, it will be necessary for you to leave a message. The teacher will return your call or Email as soon as possible, usually after dismissal. Likewise, your child's teacher will contact you if there is a problem that he/she would like to discuss with you.

Student Files: The Family Educational Rights and Privacy Act of 1974 gives students and their families the right to view school records, while prohibiting access to unauthorized persons. Federal regulations insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records. Release of records is done only on the written authorization of parents or guardian.

Dissemination of School Records: Parents or legal guardians may ask to review the contents of any records or data collected on or for their children. This may include any or all of the following:

a) Identifying data; b) academic work completed; c) achievement scores and grades; d) attendance records; e) scores on standardized intelligence, aptitude and psychological tests; f) health data; g) family background information; h) teacher or counselor ratings; i) verified reports of serious recurrent behavior problem patterns.

PROCEDURE FOR OBTAINING RECORDS AND DATA COLLECTED:

1. The administrator is provided a reasonable amount of time to reply to a request not to exceed 45 days.
2. The administrator or delegate will not release a student's records without written consent of the parents. The only exception is in the case of a student transferring to another elementary or secondary school and upon the request of the receiving school system for the student's records in which they (the receiving school) have a legitimate educational interest.
3. A noncustodial parent has legal access to the child's school record unless the custodial parent has obtained a court order denying such access.

Parents of students who leave St. Odilia School must sign a release waiver giving the school permission to transfer records to the new school. Original school records are the property of the school and are not given to parents for personal transfer to a new school.

ENRICHMENT PROGRAMS

Band: Hill-Murray provides instrumental music instructors for students in grades 4-8 during the school day. Lessons are scheduled on a rotating basis so that children do not miss the same class every week. There is an additional fee for this program. Contact: Mrs. Beth Johnson 748 - 2414

Long Lake Conservation Center: In seventh grade, students participate in a nature immersion learning experience. This science field trip is a 3 day overnight program. At Long Lake Conservation Center students participate in a variety of learning opportunities such as, Environmental Fire Building with Wilderness Meal, Orienteering Hike, Predator/Prey Activities, Thicket Game, Bog Trek, Canoeing, Alpha Wolf Call, Oh Deer, and many more. There is an additional fee for this program. Contact: Seventh grade homeroom teacher.

Foreign Languages: French and Spanish classes (and in some cases German) are offered before school. The classes are available at varying developmental levels. This is an extracurricular offered through private resources and does require an additional fee.

MATH MASTERS / Math Counts: MATH MASTERS and Math Counts are offered at certain grade levels. Students are chosen to participate through performance on tests and trials. Additional fee may be required.

Destination Imagination: National organization promoting creativity and problem solving via organized competition (formerly called Odyssey of the Mind). Teams work to solve problems and create presentations for competition. Problems usually require a range of skills from performance and art to science and technology. Additional fee may be required. Contact: Parent Coordinator.

Poet-in-Residence / Wordman: During the school year a Poet-in-Residence is contracted to supplement and enrich Language Arts curriculum. Students are given this opportunity at least once per school year.

Art Adventure: Art Adventure is an enrichment program organized and taught by parents who are trained in the program through the Minneapolis Art Institute. These enrichment classes are offered to various grade levels throughout the year. Contact: PAA Art Coordinator.

YSchool Age Before- and After-School Care: A before-school and after-school program is available at St. Odilia. The program is coordinated and staffed by the Northwest Family YMCA. For information call 651-483-2671, Ext. 805.

Middle School JumpStart Before School Program: A before school program is available for Middle School students at St. Odilia. The program is coordinated and staffed by the Northwest Family YMCA. For information call 651-490-4881

Toastmasters: A national organization promoting public speaking skills. Middle school students learn techniques and skills in public speech making as well as organization and cooperation skills. Students also build self-confidence and acceptance of critical evaluation. Contact: Parent Coordinator.

SPIRITUAL DEVELOPMENT

LITURGIES

Weekly liturgies are an integral part of our religion program. Every other week, students in grades 1-8 celebrate the liturgies together by grade level. The liturgy is prepared especially for the grade levels attending. The children share the responsibility for preparing the liturgy. Student liturgies are at 9:40 a.m. on Friday. We urge parents to attend the liturgies with their children. The students love to have their parents present at their special liturgy.

All School Liturgies: All School Liturgies begin at 9:45 a.m. All School Liturgies are celebrated to mark Holy Days and seasonal feasts.

SACRAMENTAL PREPARATION

The policy at St. Odilia is that families take the primary role in preparing their children for the sacraments of Eucharist and Reconciliation. Our second grade religion curriculum includes preparation for First Reconciliation and First Eucharist.

Registration Notice: Important!

If your child is entering the second grade, it is extremely important that you register your child(ren) so adequate preparation can be made. Registration is coordinated through the Faith Formation Office. There are additional parent meetings for these sacraments during the year. Dates are announced in the fall of each year. Faith Formation phone number 651-484-2777

BEHAVIORS AND DISCIPLINE

PHILOSOPHY

The word discipline is derived from disciple: a pupil, a follower, a learner. St. Odilia Catholic School is a community of learning. At St. Odilia Catholic School, we strive to teach and learn the proper behavior of Christian citizens. The rules of the school are directed to safeguard freedom and aid in developing personal responsibility.

The foundation of proper behavior comes from the teachings of the gospel and the teachings of the home. Discipline is guiding and directing children toward responsible behavior. Discipline is something we do with children, an interaction, not something we do to children. Teachers maintain that delicate balance between guiding a child to behave intrinsically and the need for rules and consequences necessary to provide a safe environment. When a student's behavior violates the rights of others, it becomes subject to disciplinary measures. The teacher or administrator concerned will handle discipline on an individual basis.

EXPECTATIONS

General: In general the expectation of students is to respect themselves and others and to be a positive addition to the learning environment of the school. Only behavior, use or possession of materials or devices that aids in that learning environment is acceptable. Any behavior, use or possession of materials or devices (i.e. wireless devices, electronics, or games) that detract from that learning environment will be dealt with individually.

Care of School Property: If a student accidentally breaks or damages something, it is simply reported to the office for repair. In some situations, and depending on the circumstances, parents may be asked to pay for repairs. If vandalism occurs, the act and person are reported to the school administration and restitution must be arranged.

Care of Textbooks: Students at St. Odilia are given books to use. Hard bound texts and some paperbacks must be used for at least three to five years. Therefore, it is the responsibility of the students to use textbooks wisely and with care. Books should be covered, free of marks, dry, un-torn, and un-creased.

If a book is judged unusable by the classroom teacher, or lost, the student is responsible for the replacement cost of the book. If the book is judged to have been poorly cared for, a nominal fee may be charged for the damage; the student is responsible for up to half the cost of the book and for cleaning it up. Final report card will not be issued until all book fines are paid.

Lunchroom Behavior:

1. This is a Catholic School; prayer before meals is always appropriate.
2. Manners and order in the lunchroom are expected. Manners and order in the lunchroom should be regarded as part of instruction.
3. Teachers in grades K-5 accompany their students to the lunchroom, and must remain with his/her students until they have been seated.
4. All students shall remain in the lunchroom for 10-15 minutes. Tables should be dismissed, not individuals. Students needing a longer eating time are happily allowed to remain.
5. Students may be allowed to go to the lavatory individually. There should never be groups bunched together in the lavatories during lunchtime.
6. All tables and areas around tables should be left in a presentable manner.
7. Supervisory teachers/assistants in the lunchroom should not allow individual students to leave the lunchroom for the playground. Tables should be dismissed one table at a time.
8. During cold seasons students may place their coat on the bench to avoid eating while in their coats.
9. After the noon recess, classroom teachers meet students to accompany them back to the classroom.

Playground Behavior:

1. Show respect, cooperation and fair play at all times.
2. Students are to exit by north doors and stay in designated areas.
3. Stay in assigned areas and away from cars, dumpsters and other objects.
4. Do not pick up or throw rocks, sand, snow, etc.
5. Use equipment appropriately and only on assigned days.
6. Stay away from traffic barrier ropes and cones.
7. Students need permission from playground supervisors to return to bathroom, health office, etc.
8. Students are not to have skateboards, in-line skates, etc. on the playground.
9. Students are instructed to line up at the end of the play period signified by a whistle blow or bell.
10. Playground supervisors are responsible for determining appropriate play.
11. Tackling or contact games are not permitted.
12. In winter, ski pants and boots must be worn in order to play on snow hills.
13. In spring, students do not play on the soccer field until it is pronounced ready.

Throwing Snow: In order to keep a safe environment on the grounds of the school, no student is to throw snow or ice. If a student chooses to throw snow or ice parents may be called and asked to remove their child from the school immediately. The student is then to return to school the following day with written behaviors concerning the safety of him/herself and others (it may be oral in the case of a kindergartner and first grader) and report to the principal's office.

Church/Liturgy Behavior:

1. Students are to enter and exit the church **quietly** and **reverently**.
2. Students are to participate in a **reverent manner**.
3. Students will be dismissed from church in a specific order.

Bus Behavior:

Bus transportation is provided as a convenient, safe way to transport students to school. We appreciate the support and cooperation of all parents and students in providing for a safe and pleasant bus ride for our children. Students who cannot or will not obey school district bus rules and regulations forfeit their privilege of this service.

In accordance with St. Odilia School Regulations, the following guidelines are printed so that students and parents of St. Odilia School know and understand what is expected of students when they ride school buses:

The following acts are forbidden while riding a school bus:

- Using cigarettes, alcohol, or unprescribed drugs.
- Throwing any items inside or out the windows of a bus.
- Standing while a bus is in motion.
- Intimidating or harassing a fellow student or the bus driver.
- Failing to take a designated seat if specifically directed by the bus driver.
- Riding without permission on any bus, which the student is not scheduled.
- Exhibiting any inappropriate behavior, which distracts the driver.
- Possessing an object/substance that may cause injury to any individual.
- Possessing electronic devices including but not limited to cell phones, headphones, and electronic games.

Violations of any of the rules listed above shall be reported by the bus driver to the building administration. In the event of a violation, any of the following may result:

- A contact with the student and parent will take place.
- Upon the second referral for any violation of bus regulations, the student forfeits his/her right to bus transportation for one (1) week.
- A subsequent referral would result in a three (3) week suspension from bus service.
- Any further violations could result in forfeiture of busing services for the year.

Vandalism, unauthorized use of the emergency door, or other major disruptions may result in immediate forfeiture of busing services for the year.

Students or parents who have complaints about bus behavior guidelines should direct their concerns to the Busing Coordinator 415-3333.

Controlled Substance Policy

Policy

Students are not to be in possession of, involved with, or under the influence of any illegal substance, mood-altering and/or controlled substances, including alcohol, drugs, and tobacco on school or parish property or during any school or parish sponsored activity.

Current statutes concerning a minor's use/possession of alcoholic beverages, illegal drugs/chemicals, tobacco products, drug related devices, inhalants, or misuse of prescription and/or over-the-counter medications will be enforced. The Administration is responsible for notifying law enforcement officials when appropriate.

This policy will be issued to every school parent at the beginning of the school year. Receipt of the policy must be acknowledged in writing. This policy will also be included in the Parent/Student Handbook.

Enforcement

First Offense:

Any student selling or supplying any ILLEGAL controlled substance will be expelled without readmission. Law enforcement involvement will be required.

Any student selling or supplying LEGAL controlled substances or under the influence of mood-altering and/or controlled substances will be suspended for two to five days. The Administrator will determine length and whether the suspension will be served in or out of school. The supervision cost of in school suspension will be paid by the parent. Law enforcement officials may be involved at the discretion of the administrator.

The student will be required to go through an assessment of his/her controlled substance involvement in order to remain at the school. The assessment team may consist of the counselor, administrator, nurse, chemical dependency counselor, or other staff. The student and his/her family must also follow any recommendations made by the assessment team to remain in school.

The student will be prohibited from participating in all extracurricular activities during the assessment phase. The assessment team will determine on an individual basis when the student may participate again in extracurricular activities.

There must be a parent conference with the assessment team for readmission.

Second Offense – Selling or Supplying LEGAL Controlled Substances or Under the Influence of Controlled Substances:

The student will be expelled without readmission. Law enforcement officials may be involved at the discretion of the administrator.

Harassment and Violence Policy

It is the policy of St. Odilia Catholic School to maintain learning and working environment that is free from religious, racial, sexual or other harassment and violence. No employee or student of the school shall be subjected to the above. This policy will be enforced before, during and after school hours on all school and parish property, including the school bus, school functions, and events held at other locations.

It shall be a violation of this policy for any student, teacher, administrator, other school or parish personnel to harass any student, teacher, administrator, other school or parish personnel through conduct or communication of a sexual nature or regarding religion or race as defined by this policy.

It shall be a violation of this policy for any student, teacher, administrator, other school or parish personnel to inflict, threaten to inflict or attempt to inflict religious, racial, sexual or other violence upon any student, teacher, administrator or St. Odilia personnel.

The School Administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and school policy governing harassment and violence within the school. The Administrator will act to investigate all complaints, either formal or informal, verbal or written of harassment or violence and to discipline or take appropriate action including possible suspension, expulsion or termination of employment against any student, teacher, administrator, school or parish personnel who is found to have violated this policy.

DEFINITIONS:

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct or communication is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs, activities or pursuit of an education.

Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the individual's employment or education.

Such conduct or communication has the purpose or effect of unreasonably interfering with an employee or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment may include, but is not limited to the following:

- Verbal, written/graphic harassment or abuse
- Pressure, subtle or overt, for sexual activity
- Unwelcome sexually motivated or inappropriate patting, pinching or physical contact other than necessary restraint of student(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;

- Unwelcome sexual behaviors or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- Unwelcome sexual behaviors or words, including demands for sexual favors, accompanied by implied or overt promises of employment or educational status: or
- Unwelcome behavior or words directed at an individual because of gender.

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.

Religious harassment consists of physical or verbal conduct which is related to an individuals religion when the conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. 609.341

Sexual violence may include, but is not limited to: touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex.

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

Harassment:

Verbal or physical conduct that creates a hostile or intimidating environment in which to work or learn.

Violence:

- Any act done with intent to cause fear in another of immediate bodily harm or death;
- The intentional infliction of or attempt to inflict bodily harm upon another;
- The threat to do bodily harm to another with present ability to carry out the threat.

Procedure

1. Any person who alleges religious, racial, sexual or other harassment and violence by a staff member or student may report the incident directly to his or her teacher, immediate supervisor, school administrator, parish administrator or Pastor.

2. Any person who witnesses or has knowledge or belief of conduct which may be harassment/violence toward a student, teacher, administrator, other school or parish personnel should inform his or her teacher, immediate supervisor, school administrator, parish administrator or Pastor as soon as possible.
 3. All complaints will be documented in writing by the staff receiving the complaint and sent to the school administrator. Any complaints involving the school administrator should be sent to the parish administrator.
 4. All complaints will be thoroughly investigated within two weeks after receiving the complaint by the administrator or his/her designee. The investigation is to include interviewing all parties involved. A summary of the investigation is to be documented.
 5. If the School Administrator believes a criminal act has been committed, he/she should immediately contact law enforcement officials. The privacy and data privacy rights of all persons involved will be respected in accordance with current State and Federal laws.
 6. When a complaint is filed the parent/guardian of the complainant should be notified by telephone or e-mail by the staff person to whom the complaint was made or referred, as soon as possible, but not later than two school days of the complaint being made. Confirmation of the telephone call/e-mail was received by the parent must be made.
 7. The parents/guardian(s) of a student named in a complaint as the alleged perpetrator(s) of harassment or violence, should be notified by telephone or e-mail by the staff person to whom the complaint was made, as soon as possible, but not later than two school days of the complaint being made. Confirmation that the telephone call or e-mail was received by the parent/guardian must be made.
 8. Consideration may be given to suspending the alleged perpetrator during the investigation.
 9. If the administrator and the involved parties can satisfactorily resolve the complaint, the resolution of the incident will be documented and forwarded to the Parish Administrator for information only.
 10. If the complaint can **not** be satisfactorily resolved, the following actions will be taken:
 - a. The complaint will be forwarded to the Parish Administrator or his/her designee.
 - b. The Parish Administrator or their designee will review all unresolved complaints and make a recommendation for appropriate action within 30 days of receiving the complaint. All recommendations will be made in writing.
 - c. If the complaint remains unresolved or if it involves the Pastor or Parish Administrator, the complaint will be referred to the Archdiocese of St. Paul and Minneapolis for Archdiocesan Due Process.
- Archdiocese of St. Paul and Minneapolis
Due Process
328 West Kellogg Blvd.
St. Paul, Minnesota 55102 (651)291-4467
11. Submission of a good faith complaint will not affect the reporter's future employment, grades, or work assignments. Appropriate disciplinary action (potentially including expulsion or termination of employment) will be taken against any student, teacher, administrator, or other school personnel who retaliate against any person who reports alleged sexual harassment or any person who testifies assists, or participates in an investigation or hearing relating to such harassment. Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment.
 12. The School Administration will ensure that this policy/procedure (or a summary of it) is discussed with each student in a manner appropriate to his/her age and level of understanding at the start of each school year.

13. This policy/procedure or a summary, including possible consequences for a violation, will be in the Parent/Student Handbook each year.

Right To Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

SUSPENSION

Suspension means the temporary exclusion of a student from a class or school. Some school policies mandate suspension. Suspension can be a removal from school, and the student is sent home for a set period of time. Suspension can also be an In-School Suspension where a student is removed from their regular class and the student spends the school day in an alternative environment. This may require parents to transport the student as a suspension may include exclusion from riding a bus. Parents may be charged to pay for individual supervision in these cases.

Reasons for suspension may be: vandalism, fighting, disrespect warranting “time out”, controlled substance offense, harassment, and other inappropriate and disruptive behavior interfering with a positive learning experience or contributing to a harmful environment.

EXPULSION

Expulsion means the permanent exclusion of a student from a school. This may be recommended for serious or repeated acts such as those listed under suspension. Expulsion may also be mandated in a specific policy. Since expulsion is a serious matter, the school will attempt to correct the student’s actions through a series of discipline actions in cooperation with parents before resorting to expulsion.

MIDDLE SCHOOL

INTRODUCTION

The middle school years are of great importance in the formation of young people. Students formulate the attitudes and habits they will carry into their high school years during this time. Middle school is a bridge linking the elementary school to the high school years. The philosophy of the middle school is to help students realize their potential academically and understand their place in the community of Christian persons. An emphasis on accepting personal responsibility, personal growth and independence is central in this philosophy. These are vital to the student's development academically, spiritually, and as a citizen.

MIDDLE SCHOOL DISCIPLINE

Rules and Consequences for Middle School Students

Rules:

1. Show respect in words and actions.
2. Listen to and follow directions the first time.
3. Show up on time and prepared to learn.
4. Use class time responsibly.
5. Speak when appropriate with appropriate language.
6. Respect your own and others' space and property.
7. Behave appropriately during liturgies and assemblies.

Consequences:

For minor disruptions, not carrying out responsibilities, or other behaviors students will be issued a Personal Improvement Plan (PIP). **Students with shirts untucked will receive a PIP.** Students who have received 3 PIPs in one semester will receive detentions instead of PIPs thereafter. If a student fails to return a PIP on the designated day the student will receive a detention.

For students whose actions are beyond minor disruptions, consistently disruptive, or violate appropriate conduct, an after-school detention will be issued. The detention will be a 45 minute period and will be served on the next designated day after being issued. Detentions will be issued to students whose behavior shows disrespect, mutilation of property, serious fighting, blatant refusal to cooperate, behavior to be considered seriously disruptive, having gum or sunflower seeds and other inappropriate behaviors.

After-school detentions must be served on the date designated, as the consequence of the student's actions should follow within close proximity of the act. Sporting events will not be an acceptable excuse to reschedule the detention. A second detention will be issued if a detention time is missed. Should a student's behavior consistently violate appropriate conduct he/she may forfeit his/her privilege to participate in school sponsored activities.

If a student receives three detentions due to behavioral problems during a semester a parent meeting may be requested and the student will forfeit their privilege to participate in all extracurricular activities for two weeks. If a student receives a fourth detention due to behavioral problems during the same semester, the student will forfeit their privilege to participate in all extracurricular activities for an additional six weeks.

MIDDLE SCHOOL BLUE SWEATSHIRT

A Middle School Blue Sweatshirt is awarded to students who exhibit outstanding citizenship and involvement in the middle school. A student earns points by being an active volunteer, participant, and demonstrating responsibility and leadership. Once earned, the sweatshirt may be worn as part of the school uniform. Typically students earn their sweatshirts by the middle of seventh grade. Contact: Homeroom Teacher

STUDENT INVOLVEMENT

Students in grades 6 - 8 may pursue involvement in student leadership opportunities. Students are encouraged to take an active role in organizing service projects, school activities and social events. Staff members aid students in advisory roles. Contact: Homeroom Teacher

SCHOOL FUNDING

St. Odilia Parish School is funded by tuition, parish support and other means. The parishioner tuition for the 2009- 2010 school year is \$2601 per child for kindergarten students and \$4122 per child for grades 1 through 8. Full Day Kindergarten tuition is \$4773. However, the actual cost of providing this education to a kindergarten student is \$5157, for a 1st through 8th grader is \$6597 and for Full Day Kindergarten is \$7644. The cost of a Catholic education at St. Odilia Parish School is supported by the parish and the tuition paid by school families. You are encouraged to support Catholic education at our school in one of three ways:

1. Make a donation directly to St. Odilia Parish School. You can designate your intentions for the gift such as supporting scholarship, technology, or the general operating fund. These gifts will help to enhance our school budget and improve school programs. Make checks payable to “St. Odilia School Scholarship Fund.”
2. Make a donation to the St. Odilia Endowment Fund. This will ensure the continued future of St. Odilia Parish School.
3. Make a donation to St. Odilia Parish. This will help our parish continue its support of our school.

Tuition payments made to St. Odilia are not tax deductible for Federal Income Tax purposes. However, all separate payments made to any of the options shown above may be tax deductible, please consult with your tax preparer. Also, donations to 1 and 2 above may be matched by your employer. We welcome your support of our school and you will be sent a receipt for tax purposes.

GENERAL POLICIES AND PROCEDURES

ADMISSION

St. Odilia School has and adheres to an admission policy created and updated by the School Council. Any child is eligible to attend St. Odilia School, as it is our policy not to refuse admission based on race, sex, creed, or place of origin. The school administration is committed to work with parents during the admission process so they have all relevant information regarding the educational program at St. Odilia School.

COMMUNICATIONS

Communications from school in the form of handouts, newsletters and other written information will be sent home for each family with the youngest student attending school. On occasion there are handouts given to every student. St. Odilia School does maintain a web site for the school where announcements, PAA meeting minutes, School Council meeting minutes and other important information can be obtained. The web address is: www.stodiliaschool.org
St. Odilia School's student information system has an online parent communication component. Information, user names and passwords will be given out as soon as the system is updated and information is in place to ensure reliability.

STUDENT CLASSROOM ASSIGNMENT

The assignment of a student to the classroom of a specific teacher is a decision made exclusively by the school administration in coordination with the teaching staff. Careful consideration is made in regards to class size, gender ratio and social development.

As a general procedure St. Odilia teachers and administrators do not accept requests from parents for their child to be placed in a specific teacher's class.

In cases where a child has special needs, requests that address that need are considered. All such requests must be made in writing to the school principal. Only the principal may grant an exception to this procedure.

TUITION PAYMENTS

Our school is financed through a combination of parish subsidy, tuition, and donations. A parish family may apply for financial aid. Tuition information may be obtained from the school office. Tuition payments may be mailed to or dropped off in the school office. Automatic Payment of tuition is available, contact the school office if you are interested in this payment plan.

TRANSPORTATION

Students are transported by bus or parents will provide transportation. We have no provision for students walking to school. Parents are responsible for the safe arrival of students, who do not ride a bus, to the school doors.

Busing Boundary: Bus transportation to and from St. Odilia is furnished by the Mounds View School District for students residing within both the Mounds View School District and our busing boundaries. There is a fee for busing area within the Mounds View attendance area. This fee for busing area is for residence within a 2 mile radius of the school. Transportation for students residing within both the Roseville District and our busing boundaries is provided by the Roseville School District. The Roseville School District does charge a fee for students seventh grade and up that reside within a 2-mile radius of the school. Charter service is available in some surrounding areas. There is a fee for charter service.
Contact: Bus Coordinator 415-3333.

Transportation Notes: Anytime a student's usual transportation method is changed the student must have a permission note from their parent/guardian. The note must indicate the bus and/or the person by which the child will be transported. This note will be given to the student's teacher upon arrival at school. The Mounds View School District does not allow students who do not have a bus pass for that specific

bus to ride home with a student who does ride that bus. However, students may ride home with another student on a Roseville or charter bus.

Parent Provided Transportation: Parents are responsible for the safety of students who are transported to and from school by a parent's personal vehicles. Procedures and directions must be followed in regard to vehicle traffic flow and parking. The following are general procedures:

- All students are to exit and enter only through the northwest school doors.
- Parents are expected to pick up and drop off students at the northwest doors.
- Parents are responsible for students' safety when students walk between the school and vehicles, and must drive SLOWLY through the parking lot.
- **Students walking into school during morning drop-off time from parked vehicles must cross through the coned off area just northwest of the school doors. Students will NOT be allowed to cross to the sidewalk from any other parking area without an adult escort, and then only at the crosswalk directly in front of the school doors.**
- Students waiting for parents must wait on the sidewalk west of the bike racks.
- NO parking or stopping along the yellow curb north of the parish center.
- There will be NO parking or stopping in the handicap areas without a permit.

LUNCH PROGRAM

Hot Lunch: The lunch period starts at 11:55 a.m. Each class has an assigned time period; because of this time schedule, it is possible to have the entire student body finished by 1:20 p.m.

Hot lunch is served daily in cooperation with the Mounds View School District. Cost is \$2.35 for grades K-5 and \$2.60 for grades 6-8. Each student has a computerized account with a personal identification number (PIN). Credits may be purchased before school in the cafeteria. Place money or check (made out to Mounds View School District 621) in an envelope with students name and PIN and leave with cashier. You also may make payments and check your student's account by going to <http://www.paypams.com> Students will be notified when their account is low.
Contact: Kitchen 415-3357

Milk: Milk is available at a cost of \$.40 for children who carry their lunch.

Lunchroom Volunteers: Lunchroom personnel are assisted by one volunteer parent each day. A letter is mailed to these volunteer parents with their assigned dates of duty. No reminder phone calls are made, volunteers are asked to contact a substitute if they are not able to make their obligation. Contact: PAA coordinator

FIELD TRIPS

Field trips planned by the teacher or teacher/students should include:

- a) Enrichment of the instructional program through the use of educative resources of the community/state
 - b) Approval by the principal
 - c) Permission slips signed by the parents and returned to the teacher
 - d) Planning and guidelines for the trip discussed with students
 - e) Appropriate information given to the parents
 - f) Obtaining parents/adults to assist as chaperones if needed
 - g) Pre-trip reminders of standards of behavior appropriate to the occasion
- Teachers should complete the yellow field trip bus order form and give it to the Assistant Principal at least one month prior to the trip.
 - All teachers are expected to use the proper field trip permission form.
 - This form should go out to parents and one should be filed as soon as possible in the office.
 - One parent or teacher should follow the bus to the activity in the event that an emergency should arise.

DISASTER DRILLS

Fire and Civil Defense Drills: Fire and civil defense drills are held several times during the school year to insure safe and orderly procedures in an emergency.

Tornado/High Wind Drills: Tornado drills will be held during the school year. In the event of a tornado warning, students move to places of safety within the building.

If an actual warning should come at dismissal time, students will be held until it is determined that travel is safe.

With your cooperation and support, St. Odilia's will attempt to make the best possible decision based on the information made available if a tornado warning is received.

Lockdown/Intruder Drills: Drills to practice locking down the school in the event of an internal emergency will take place during the school year. Doors will be locked and students moved to safe areas according to our policy.

*Parents are encouraged **not** to come to school if there is an actual emergency or tornado warning.* Travel is not advisable during a warning situation and entrance to the building is not advisable during an emergency. Also, confusion can result from parents attempting to locate children. Some students may panic at the sight of adults rushing other children out of school. There also could be a delay in moving students to safety as adults attempt to discuss the situation with teachers or administrators.

MARATHON WALK

First Saturday in October!

The Marathon Walk for Non-Public Schools is a major fundraising event for all Non-Public Schools. Participants receive pledges for each mile they walk. They may hike or bike through the designated park, enjoying the beautiful fall scenery. A fun day is planned for family participants.

All pledges made to students and parents representing St. Odilia School go to our school to support school operations, to provide funds for the purchase of instructional materials, athletic team entry fees, computer time, field trips, and many other items. Pledges should be made out to St. Odilia and are tax deductible.

Contact: PAA Marathon Coordinators

RECOMMENDATIONS

A request may be made to teachers, administrators or staff to write letters or fill out evaluations on behalf of students for various reasons. Most frequently staff members are asked to make recommendations to high schools on behalf of eighth grade students. The recommendations will be sent to the various high schools according to the receiving school's procedure. Staff members have a professional responsibility to make references for students, but are not required to do so. Parents or students making requests to staff member(s) should do so in a timely fashion so that the staff member(s) has a sufficient amount of time to complete the request.

ACCEPTABLE USE OF THE INTERNET AND RELATED TECHNOLOGY

Policy Adopted: August 1, 1996 for St. Odilia School, Shoreview, MN

It is the policy of St. Odilia School (also referred to as "the School") to require the ethical use of the Internet, local area networks, and other related technology by all users as further defined below. A user is considered any employee, volunteer, or student of St. Odilia School. Access privileges, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

1. Privileges - The use of the Internet and related technologies is a privilege, not a right. An individual account number will be assigned to each student in the form of an e-mail address and a password. Passwords and Internet access will only be assigned to those students who, with their parent(s), have both read and signed this policy. Student accounts are for one year at a time.

2. Acceptable Use - The Internet is an electronic pipeline that connects computer networks all over the world. The goal of the Internet and technology use at St. Odilia

School is to supply information media that promotes innovative, educational excellence. Use of the Internet must be in support of education, research, and communication, in line with the mission of St. Odilia School.

3. Unacceptable Use - Users and parents of student-users are advised that the Internet contains some inappropriate material over which St. Odilia School has no control. The School does not condone or permit the use of such material and have taken precautions to restrict access to it. However, the School cannot totally guarantee users will never uncover inappropriate material. If a student gets access to inappropriate material, he/she must notify his/her teacher or network administrator immediately. Inappropriate material is defined as material that is inconsistent with the School's mission and values, advocates violence, or is illegal, defamatory, abusive, threatening, profane, obscene, racially or sexually offensive, or plagiarized. Other unacceptable uses include, but are not limited to:

- Acts of vandalism, including any malicious attempt to harm or destroy data of another user, or to do damage to hardware or software.
- Use of another's password and files is prohibited. Each user is ultimately responsible for his/her own account.
- Transmitting or copying copyrighted material without the permission of the author.
- Use or publishing of impolite or inappropriate language or the revealing of another user's password, phone number, address, or age will be considered an invasion of privacy with appropriate consequences.
- Conducting commercial activities.
- Encouraging or helping others to violate any of the above rules.

HEALTH

Counseling Services

Counseling services for seventh and eighth graders is provided through state funding. In order to provide counseling services to all students, all counseling services are provided through Steven Kahn and Associates. A counselor is available on campus two days a week, but can be available at other times if needed. Individual meetings with seventh and eighth grade students provide academic counseling and assists students with their transition to high school. A counselor is available to meet with parents and/or students regarding any issues of concern.

Support Groups

There are support groups offered for sixth, seventh, and eighth grade students living in single parent or step-family homes. Groups will meet ten times during the year on a rotating schedule during the day. The groups offered at St. Odilia are facilitated by a professional counselor. The purpose of the group is for students to receive support and feedback in a confidential setting, and to realize they are not alone in their family situation. For more information call Mrs. Murt Seltz @484-7846.

Nurse

A licensed school nurse and nurse assistant through the Mounds View School District provide health services for St. Odilia students. The services provided include: assessment of any physical, emotional, and social problem which may interfere with a student's school performance, consultation with parents and community health services, and consultation to school staff in making modifications in the school environment or academic program when needed. The health assistant is at St. Odilia School 5 hours per day. Parents are encouraged to leave a message with the health assistant at any time if they wish to discuss a concern about their child's health with the school nurse or the health assistant. 415- 3304

Screening

Yearly screening programs include vision and hearing. Parents are notified when a potential problem needing further medical evaluation is identified.

Records

The health assistant maintains a health record for each student, updated yearly when parents return the annual update form as part of registration. Immunizations are reviewed annually to ensure compliance with state law.

When to keep a child home from school

A child should not attend school if any of the following applies: (List is not comprehensive.)

- If a 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 a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- If a student has lice, the student must stay home for 24 hours after treatment and nit removal, and then checked by the Health Assistant before returning to class.

Injury or Sickness

The health office will notify parents if a child has been injured or becomes sick during the school day. If appropriate, parents will be requested to pick up their child in the health office.

Communicable Diseases

Parents will be notified of communicable diseases from the school. Appropriate steps will be suggested where necessary.

Medication

To help insure safety for all St. Odilia students, the Mounds View School District Medication Policy will apply to any student who has a health condition requiring medication during the school day.

Procedure for Medication Administration:

1. Current written authorization from a physician/licensed provider and parent is required for:
 - Any medication administered on a daily basis for longer than 10 school days.
 - Any medication administered on an “as needed” basis.
 - Any “over the counter” medication. (i.e. Tylenol)
 - Any medication that will be carried and/or self-administered by a student.

NOTE: Medication covered by the Federal Narcotics Act (e.g. Ritalin) may not be carried by students or self-administered.
2. Written authorization from a parent is required for any prescribed short-term (10 school days or less) medication. (i.e. antibiotics for strep or ear infections)
3. Medication must be provided in a current, pharmacy labeled or original manufacturer’s container. Pharmacies will provide a duplicate bottle, appropriately labeled for administration at school.

NOTES:

- School staff is unable to administer any medication without appropriate authorization.
- Medication authorizations must be reviewed by the licensed school nurse before administration of that medication is delegated to unlicensed assistant personnel.
- Medication authorization forms are available in the school health office.

Child Abuse/Neglect

It is state-mandated that all school personnel report child abuse, neglect, and sexual abuse instances that they note to the local welfare and/or local police departments.

EXTRACURRICULAR ACTIVITIES

ELIGIBILITY REQUIREMENTS

In order to help the students balance their curricular and extracurricular lives, the Middle School Faculty has adopted an eligibility program.

Students must maintain a C- average or better in each class. If a C- average in each class is not achieved, the student will be suspended from all extracurricular activities for one week. A student not maintaining a C- average in a specific class may keep their eligibility if, in the assessment of the teacher, they are putting forth their utmost effort. The suspension is from Wednesday to Tuesday. Suspension time will be used to improve the student’s average in the subject area(s) of concern. The student is responsible to bring home notification of ineligibility and return it signed by a parent. The notification is to be returned to the teacher who issued it. After one week, if the

grade has been raised to a C-, missing or poor work has been completed, and/or in the assessment of the teacher, the student has made significant effort towards improvement, the student will be reinstated in all extracurricular activities. Extracurricular activities include but are not limited to: Athletic teams, student activities such as ski trips, Math Masters, MATHCOUNTS, Destination Imagination, Choir, and Tech Helpers.

A student may become ineligible due to discipline issues as well. The eligibility rule also applies to students who have received multiple detentions due to discipline problems. See discipline consequences pages of this handbook.

In order for a student to participate in an after school extracurricular activity the student must attend, at a minimum, half of the school day on which the activity will take place, and in the case of an illness, must attend the last half of the school day. Exception is made for a student attending a funeral.

ATHLETICS AT ST. ODILIA

Introduction

We are all in a Christian learning environment and recognize that each student is a valued member of that environment. Team sports are a part of St. Odilia School as it is recognized that sports help students grow and develop physically, socially, emotionally, and cognitively. Within team sports, players have the opportunity to have fun, to build a positive self-image, to enjoy being a member of a team, to learn the skill of the game, and to play the game. The expectations of the players and coaches are that the players learn the rules of the game and play the game, attend practices, and make a commitment to the team.

Philosophy

Students are to have fun, enjoy the sport, feel good about their participation, and be given the opportunity to compete at their own skill level. To enable as many students as possible to participate in extracurricular athletic activities, B and C teams are sponsored whenever possible. Scheduling of teams is determined by the availability of facilities and personnel to operate the program.

Participation

St. Odilia has a tradition of being proud of our teams for their excellent sportsmanship and great effort. Teams are coached by staff members and volunteers. A participation fee is collected at the start of each season. The Men's Club raises money to support all of the parish athletic programs. All students participating in athletics are required to work at least one Men's Club Pancake Breakfast or other Men's Club event.

Parent Responsibilities:

1. Parents are required to make arrangements for transportation to all practices and games that their child(ren) need to attend. We discourage coaches from providing rides for their athletes.
2. Parents are to pick up their athletes promptly from practices and games. Coaches are responsible for athletes and must stay late until all athletes leave the premises. Athletes that are habitually picked up late may be removed from the team. Promptness is expected and appreciated.
3. Siblings and coaches cannot be responsible for caring or watching siblings during games or practices.
4. Parents should be sure their child(ren) pick up any trash they bring to the gym/field and help put away chairs following home basketball and volleyball games.
5. All athletes are required to work at one of the three Men's Club pancake breakfasts or other Men's Club event, therefore parents must be sure their child(ren) are available for one of those dates.
6. Every year St. Odilia hosts an eighth grade basketball tournament. All parents of the athletes involved in the tournament are required to work at the tournament.
7. St. Odilia strongly encourages our parents to attend athletic events and expects them to display Christian sportsmanship at all times.

Student Athlete Responsibilities:

1. Athletes are expected to model Christian values while participating in their sport, they must attend practices and games, and follow all school and team rules.
2. Team members participating in a practice or game may not leave the playing area unless they have permission from a coach.
3. Only team members are allowed to be present at team practices.
4. Athletes are responsible to clean up any trash or belongings they bring to a game or practice.
5. All basketball and volleyball players are required to set up the gym for a home game, if they are the first game of the evening. If they are the final game of the evening they must put away the chairs, tables, and pick up any trash.

6. All athletes are expected to work one Men's Club pancake breakfast or other Men's Club event each year they participate in a sport.

7. If a practice or a game is scheduled before 5:00 p.m., and an athlete must stay after school they are required to quietly study in the courtyard. When practices or games are after 5:00 p.m. athletes must go home and return at the scheduled time. Special circumstances should be arranged ahead of time with the Athletic Director or School Administration.

Guidelines:

- Sportsmanship, responsibility and commitment will be taught and honored.
- Each player will be considered a very important member of the team.
- Team goals will be set by each coach and group of players at the beginning of each season. The level of competition will be agreed upon by the Athletic Director(s) and the Administration.
- It is important that players have every opportunity to play in games.
- It is the coach's responsibility to communicate the guidelines and expectations to students and parents at the beginning of the season.
- Before the season starts coaches are given guidelines by the Athletic Director.
- Some sports may have one highly competitive team and one less competitive allowing for more equal play time at the eighth grade level. Selection based on skill is not the practice for any teams below the eighth grade level, as it is the objective at these levels to create teams of equal skill. (exception: traveling basketball teams may begin at the seventh grade level)
- Some coaches at St. Odilia School are volunteers. All volunteers must pass a background check before the season begins.

Opportunity for Higher Level of Competition

Due to the fact that the winter athletic season is longer than the fall or spring seasons opportunity to extend the athletic experience to traveling teams may only occur for basketball. Traveling teams may only be organized for seventh and eighth grade levels. Traveling basketball teams have competed under the St. Odilia name in the past. These are special circumstances initiated, organized and run by qualified, motivated parents or staff. If an individual is interested in organizing a traveling basketball team the Athletic Director must be contacted by May 1st of the preceding school year to obtain a copy of the procedures that must be followed to organize a traveling basketball team.

Questions/Concerns Procedure

Questions, concerns or problems with a specific issue during an athletic season must first be addressed with the coach. If, after consulting with the coach, the concern is not satisfactorily addressed then the Athletic Director(s) should be consulted.

If the coach or Athletic Director has not resolved the issue, then the issue should be submitted to the school administration. The school administration is the final authority on all athletic concerns.

Dismissal Procedure for Team Activities

Participants of after school athletics **will be dismissed when “teams” are called** during the dismissal procedure. A team may be dismissed before that time only when the coach has gotten approval by the Athletic Director or School Administration, teachers will be informed of this by the daily attendance report.

Sports Offered

The following is a summary of the sports *typically* offered at St. Odilia along with the grades that participate, the *approximate* season and the name and phone number of whom to contact. Changes sometimes occur and if questions arise contact Mr.

Trovato @ 415-3373.

<u>Sport</u>		<u>Grades</u>	<u>Season</u>	<u>Contact</u>	
Baseball	boys	6-8	spring	Mr. Trovato	415-3373
Basketball	boys, girls	6-8	fall/winter	Mr. Trovato	415-3373
Cross Country	boys, girls	6-8	fall	Mr. Trovato	415-3373
Soccer	boys, girls	6-8	fall	Mr. Trovato	415-3373
Softball	girls	6-8	spring	Mr. Trovato	415-3373
Swimming/Diving	boys, girls	K-8	Jan-Apr		
Track	boys, girls	6-8	spring		
Volleyball	girls	6-8	fall	Mr. Trovato	415-3373
Wrestling	boys	3-8	winter	Mr. Piersak	415-3334

Use of Athletic Facilities

Athletic facilities, which include, but are not limited to, the gym, soccer field, and batting cage, are used exclusively by St. Odilia Parish groups and during parish activities. Teams and groups not associated with St. Odilia are not permitted to use these facilities.

SCOUTING

Students participate in Brownies, Daisies, Girl Scouts, Cub Scouts and Boy Scouts. The school cooperates in providing information and sending notices when needed. Scout uniforms may be worn **ONLY** on the day on which a meeting is scheduled.

PARENT INVOLVEMENT

PARENT ACTION ASSOCIATION (PAA)

The mission of the Parent Action Association is to provide support to St. Odilia School and its' families. All parents of St. Odilia students are members of this association and are welcome to participate in all meetings and activities.

PAA has three primary goals for its activities.

1. The first goal is to help keep tuition expenses manageable for school families. PAA raises funds through its support of the Marathon for Non-Public Education, with proceeds directly benefiting our school. PAA also coordinates the Annual Spring Family Donation and is involved when specific fundraising needs are identified.
2. The second goal is to provide support to school programs. PAA raises funds, which are directed by the Administration and School Council, and coordinates the activities of many volunteers for various school programs to enhance the curriculum.
3. The third goal is to build community by supporting our teachers, providing hospitality, and responding to parent needs. PAA supports our teachers by: Organizing book fairs, providing monthly teacher recognition, preparing meals during conferences, presenting art adventure in classrooms and providing assistance during the lunch hour in the lunchroom. PAA provides hospitality at school events, some All School Liturgies, and other events when needed or asked. PAA responds to parent needs by: hosting a new family breakfast, organizing a swap sale, sponsoring speakers on parenting topics, planning back to school parent nights, managing the lost and found and recruiting parent volunteers.

PAA coordinates the following fundraising activities:

1. Marathon for Non-Public Education (primary fundraiser, held in October)
2. Spring Family Donation (Donation is requested from each school family)
3. Target's Take Charge of Education Program (5% of purchases using Target Visa at Target store/lower % used at other stores given back to St. Odilia School)
4. General Mills Box Tops for Education Program (Box Tops are collected and returned to General Mills for payment to our school)
5. Campbell's Soup Labels (Labels collected and exchanged for classroom supplies)
6. Book Fairs
7. Milkcap collections

Funds raised by these activities are used to not only assist in keeping tuition manageable, but are also used to purchase; books and reference materials, technology for student and teacher use, playground equipment, and additional curriculum items that are beyond the means of the school, as well as special enrichment programs.

SCHOOL COUNCIL

The School Council is designed to serve as an advisory board. The council, in working for the betterment of the school, exists primarily to formulate policy to be executed by the administrators.

Membership on the School Council consists of nine members of the parish and the principal. The nine members are on the council for three years on a rotating basis so the terms of service are staggered.

School Council meetings are held once a month, as part of the parish leadership meetings that are held on the third Tuesday of the month. Meetings are open to all members of the parish and are held in the school at 7:00 p.m.

Please feel free to contact any of the council members if you have concerns on policy you feel should be addressed by them.

School Council Goals

Primary Goals:

- To continue to grow in our prime goal of building a faith community.
- To continue to offer a strong educational program.
- To continue to develop our service ministries.
- To creatively look for ways to keep the enrichment of fine arts available to our student body.

Secondary Goals:

- To continue to research the needs and feasibility of support and teacher specialists to meet the individual needs of the student.
- To centralize instructional materials and equipment.
- To continue to implement recommendations from the self-study.

School Council Procedures

OPEN DOCKET

The purpose of open docket is to give parent/staff an opportunity to communicate with school council.

PROCEDURE:

1. A parent calls a council member or principal four days before the meeting to be put on the open docket. We encourage handouts to be made available four days before the meeting.
2. Open docket will be at the beginning of each council meeting.
3. The council and parent will be introduced.
4. School Council will give an explanation of their role as a policy/advisory group.
5. The individual will have five minutes to communicate. Time is limited because of the need to accomplish the school council agenda. There will be a maximum of 20 minutes for open docket.
6. School Council will respond to the parent through a phone call or written note.

AGENDA ITEM

The purpose of the agenda item is for parent/staff to have an opportunity to communicate via a proposal with school council.

PROCEDURE:

1. A parent would call a council member or principal ten days before the meeting to be put on the agenda. We encourage handouts to be made available ten days before the meeting.
2. The presentation should be no longer than fifteen minutes.
3. The council and parent will be introduced.
4. School Council will give an explanation of their role as a policy/advisory group.
5. School Council will respond to the parent through a phone call or written note.

VISITORS

School Council meeting are open meetings, therefore, visitors are welcome to attend meetings. Since most agenda items are complex and have a historical element, visitors will not be able to participate in discussions.

Volunteer Policy

St. Odilia School has a policy regarding volunteering. A volunteer is a person who actively participates in school activities on or off –site. Anyone who performs a service of free will or provides helpful work without pay in the supervision, coaching or has contact with students will be considered a volunteer. All volunteers must complete the following:

1. The Volunteer/Applicant Release Statement
2. The Archdiocese of St. Paul & Minneapolis Volunteer Background Check
3. VIRTUS: “Protecting God’s Children” training
4. Volunteer Code of Conduct

The necessary forms can be obtained by contacting and then must be submitted to the school office. The forms will be processed by the Archdiocese. St. Odilia School will maintain a database of volunteers who have completed the background check and VIRTUS training. Volunteers are responsible for renewing their background checks and any additional training according to the Archdiocesan policies. Background checks are good for five years.

Volunteer Opportunities: There are many volunteer opportunities within the school. The PAA coordinates volunteer sign-up opportunities. Other opportunities may become available during the school year and school personnel or a PAA coordinator will make information available.

ST. ODILIA

2009-2010 SCHOOL CALENDAR

8/24-8/27	Teacher Workshops
8/27	Students Visit Classrooms Grades 1-8 3:30p.m. - 5:00p.m.
8/31	First Day of School for Grades 1-8
9/1	First Day of School for Kindergarten
9/4	NO SCHOOL
9/7	NO SCHOOL - LABOR DAY
10/3	Marathon for Nonpublic Schools
10/15	NO SCHOOL - TEACHER WORKSHOP - M.E.A.
10/16	NO SCHOOL - M.E.A. - OFFICE CLOSED
11/2	End of First Quarter
11/6	NO SCHOOL - TEACHER WORKSHOP
11/12	Report Cards Go Home
11/23	Conferences - School for Grades K-5/No School for Grades 6-8 9:00a.m.-4:30p.m. Fall Conferences Grades 6-8 5:30p.m.-9:00p.m. Fall Conferences Grades K-8
11/24	9:00A.M.-9:00P.M. FALL CONFERENCES - K-8 - NO SCHOOL
11/25-11/27	NO SCHOOL - THANKSGIVING VACATION - OFFICE CLOSED
12/23-1/1	NO SCHOOL - CHRISTMAS VACATION - OFFICE CLOSED
1/4	SCHOOL RESUMES
1/22	End of Second Quarter
1/24	Catholic Schools' Week
1/29	NO SCHOOL - TEACHER WORKSHOP
2/4	Report Cards Go Home
2/15	NO SCHOOL - PRESIDENTS' DAY - OFFICE CLOSED
3/3	Conferences - School for Grades K-5/No School for Grades 6-8 9:00a.m.-4:30p.m. Spring Conferences for Grades 6-8 5:30p.m.-9:00p.m. Spring Conferences for Grades K-8
3/4	9:00A.M.-9:00P.M. SPRING CONFERENCES - K-8 - NO SCHOOL
3/5	NO SCHOOL
3/15-3/19	NO SCHOOL - SPRING BREAK - OFFICE CLOSED
4/2	NO SCHOOL - EASTER BREAK - OFFICE CLOSED
4/7	End of Third Quarter
4/15	Report Cards Go Home
5/31	NO SCHOOL - MEMORIAL DAY - OFFICE CLOSED
6/3	Last Day of School for Kindergarten
6/4	Last Day of School for 1-7 (Early Dismissal) (approx. noon) Teacher Workshop P.M.
6/7	Teacher Workshop
6/8	Teacher Workshop

TRANSPORTATION NOTES (subject to change- dependent on district(s') decisions)

Please note these dates on your family calendar for special transportation situations.

I. MOUNDS VIEW PARENTS:

A) Parents must provide transportation on the following dates: **NO BUSING**

Monday, August 31st (*grds1-8*) *Thursday, September 3rd
*Tuesday, September 1st Monday, November 23rd (K-5th only)
*Wednesday, September 2nd

B) Parents provide transportation for AM kindergarten dismissal on the following dates:

Friday, November 20th Wednesday, March 3rd

C) Parents provide transportation for K-8 afternoon dismissal on the following dates:

Friday, April 9th Friday, June 4th

II. ROSEVILLE PARENTS:

A) Parents must provide transportation on the following dates: **NO BUSING**

Monday, August 31st (*grds1-8*) Friday, December 4th
*Tuesday, September 1st Monday, January 18th
*Wednesday, September 2nd Monday, January 25th
*Thursday, September 3rd Tuesday, February 16th
Monday, October 5th Friday, March 12th
Friday, May 28th

B) Parents must provide transportation for students for K - 8 dismissal:

Wednesday, October 14th

C) Parents must provide transportation for Kindergarten noontime transportation on the following date:

Tuesday, September 8th

C) Early dismissal date, busing provided on the following dates:

Friday, June 4th

NOTE: Both districts' spring breaks are on the same week as St. Odilia this year

III. CHARTER PARENTS: The Charter bus(es) will run as per the school calendar

****Supervision will be available on these dates (Sept. 1 - Sept. 3) for early drop-off of students 8 AM -9:10 AM.***

2009- 2010 School Liturgical Calendar

SEPTEMBER

Friday, September 11th
 Friday, September 18th
 Friday, September 25th

Friday, October 2nd
 Friday, October 9th
 Friday, October 23rd
 Friday, October 30th

Friday, November 13th
 Friday, November 20th

Friday, December 4th
 Tuesday, December 8th
 Friday, December 18th

Friday, January 8th
 Friday, January 15th
 Friday, January 22nd
 Thursday, January 28th

Friday, February 5th
 Friday, February 12th
 Wednesday, February 17th
 Friday, February 26th

Friday, March 12th
 Friday, March 26th

Friday, April 9th
 Friday, April 16th
 Friday, April 23rd
 Friday, April 30th

Friday, May 7th
 Friday, May 14th
 Friday, May 21st
 Friday, May 28th

Friday, June 4th

LITURGY

All School-Opening Liturgy
 Middle School
 Elementary

Middle School
 Elementary
 Middle School
 Elementary

Middle School
 Elementary

Middle School
 All School – Immaculate Conception
 All School – Advent

Middle School
 Elementary
 Middle School
 All School Catholic Schools' Week

Elementary
 Middle School
 All School – Ash Wednesday
 Elementary

Middle School
 Elementary

Middle School
 Elementary
 Middle School
 Elementary

All School – Parents Day
 Middle School
 Elementary
 Middle School

All School – Closing Liturgy

PLANNED BY

7th Grade
 Stangler(6th)
 Kelcher(5th)

Hatteberg(8th)
 Witham(4th)
 Gilray(6th)
 Henrich(3rd)

Groth(7th)
 Scroggins(2nd)

Trovato(8th)
 5th Grade
 4th Grade

Baldwin(6th)
 Teigen(5th)
 Northrop(7th)
 8th Grade

Wilhelmy(5th)
 Stangler(6th)
 2nd Grade
 Mittet(3rd)

Hoffman(7th)
 Maristuen(3rd)

Munson(8th)
 Wilhelmy(5th)
 Groth(7th)
 Pajak(4th)

3rd Grade
 Northrop(7th)
 1st Grade
 Hatteberg(8th)

6th Grade

OCTOBER

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

St. Odilia 2009-2010 School Calendar

KEY

W = workshop

RC = report cards go home

Q= End of qtr

MQ = Mid Quarter

NS= No School

C = conferences

ED = early dismissal

OC - Off Calendar

July 2009				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2009				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24 W	25 W	26 W	27 W	28
31 1 st day 1-8				

September 2009				
	1 1 st day K	2	3	4 NS
7 Labor Day	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2009				
			1	2 MQ
5	6	7	8	9
12	13	14	15 NS W	16 NS
19	20	21	22	23
26	27	28	29	30

November 2009				
2 Q	3	4	5	6 NS W
9	10	11	12 RC	13
16	17	18	19	20
23 C NS 6-8	24 C NS	25 NS	26 NS Thanksgiving	27 NS
30				

December 2009				
	1	2	3	4
7	8	9	10	11 MQ
14	15	16	17	18
21	22	23 NS	24 NS	25 NS Christmas
28 NS	29 NS	30 NS	31 NS	

January 2010				
				1 NS
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22 Q
25	26	27	28	29 NS W

February 2010				
1	2	3	4 RC	5
8	9	10	11	12
15 Pres Day NS OC	16	17	18	19
22	23	24	25	26

March 2010				
1	2	3 C NS 6-8	4 C NS	5 NS
8	9	10	11	12
15 NS	16 NS	17 NS	18 NS	19 NS
22	23	24	25	26
29	30	31		

April 2010				
			1	2 NS Good Friday
5	6	7 Q	8	9
12	13	14	15 RC	16
19	20	21	22	23
26	27	28	29	30

May 2010				
3	4	5	6	7 MQ
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31 NS Memorial Day				

June 2010				
	1	2	3 Last day K	4 Last day 1-7 ED 1/2W
7 W	8 W	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		