

**ST. PHILIP'S
SCHOOL
2019-2020
HANDBOOK**

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St. Philip's Mission Statement:

St. Philip's Catholic School is one of the valued ministries of St. Philip's Parish, Bemidji, Minnesota. Our mission is to provide a quality Catholic and academic education to the students entrusted to our care, preparing them to succeed in our diverse and changing world.

St. Philip's Philosophy:

St. Philip's School is an integral part of a program developed to carry out the educational mission of the St. Philip's Catholic Community. It serves the families of students in pre-kindergarten through eighth grade, religiously and academically.

St. Philip's School is committed to a strong academic program recognizing the value and potential of each child and fostering growth (*Spiritually, Intellectually, Emotionally and Physically*) through relationships with God, their Creator, and with each other.

St. Philip's School promotes greater awareness of global peace and justice. This is accomplished by developing in each child a positive attitude toward self, life, and learning, and by providing meaningful experiences of prayer, worship, and service to others.

Guided by the Holy Spirit, St. Philip's School strives to be a worshipping community of believers in which the Good News of Jesus Christ is proclaimed and witnessed.

Interpretation/Expectation:

St. Philip's School retains the right of interpretation of this handbook. The principal may amend the handbook for just cause. It is expected that families (*parents and students*) will support the policies of St. Philip's School.

St. Philip's School Staff:

Superintendent:	Fr. Chuck Huck
Principal:	Mrs. Jana Norgaard
Financial Administrator:	Dcn. Kermit Erickson
School Secretary:	Mrs. Stephanie Glen
Health Aide:	Mrs. Kerry Frauenholtz

School Council:

The school council consists of six elected members, the principal, the school superintendent and teacher representation. The primary function of the council is to advise the administration on matters of policy. Regular meetings are held on the second Tuesday of each month from August through June.

The Diocese of Crookston:

The Parish of St. Philip is part of the Diocese of Crookston. St. Philip's School is one of eight Catholic schools operating within the Crookston Diocese.

Diocesan Superintendent of Schools: Mr. Andrew Hilliker
PO Box 610
Crookston, MN 56716
218-281-4533, extension # 457

The web-site for the Diocese of Crookston is: <http://www.crookston.org>

Academics

St. Philip's School is a Catholic school serving students from pre-kindergarten through eighth grade. A Catholic environment is maintained at St. Philip's School. Students from all faith backgrounds are welcome to attend. All students participate in Catholic liturgies, formal Catholic religion classes, and special prayer services.

Accreditation:

St. Philip's School receives its accreditation status from the Minnesota Nonpublic School Accrediting Association (MNSAA). MNSAA renewed the accredited status of St. Philip's School through 2022.

Conferences:

Formal Parent-Teacher Conferences are scheduled twice a year. Participation in these meetings speaks to the importance you place on your child's education, and the communication between you and your child's teacher. It is expected that all parents will take advantage of these opportunities to meet with their child's teachers. Should there be concerns about a student or his/her performance in school, additional conference times may be arranged.

Prekindergarten and Kindergarten Prep students will have two evaluations and two conferences yearly.

Extra Curricular Programs:

St. Philip's School offers extra curricular programs such as Math Counts, Chess Club, Little Flowers, Fridays with the Father, Music Lessons, Yearbook, and Community Education Sports on site, depending on the interest.

St. Philip's sixth, seventh, and eighth grade students may participate in all extracurricular activities offered at the Bemidji Middle School provided they maintain a "C" average following the first quarter of each year, pay the activity fee, and submit an insurance waiver form. A physical (*valid for three years*) is also required and kept on file at Bemidji Middle School.

Students may ride the school bus from St. Philip's to the Middle School for practice, meetings, or games, but transportation from the Middle School to home is the responsibility of the parent/guardian. Usually, buses pick our students up at St. Philip's for away games. The Middle School keeps St. Philip's School informed of changes to practice and game schedules. Students will contact parents regarding schedule changes that are announced at school.

Student athletes are responsible for sharing practice and game information with their parents. A written note, email or call from a parent is necessary to excuse a student from school to travel to an event or game.

Field Trips:

Field trips are a means of broadening and reinforcing curriculum. A St. Philip's Field Trip Permission form signed by a parent/guardian is required for a student to participate in a field trip. A student may be denied participation if he/she fails to meet academic or behavioral requirements or does not have the signed permission slip on file before the trip gets underway. If a parent does not want the student to attend a field trip, the school should be notified in writing prior to the trip.

Homework:

Homework is valuable to a student's education. Besides reinforcing skills and challenging the mind, homework develops responsibility, organization, and time management. All work assigned is expected to be completed and returned, neatly, on time, and with effort. A basic rule of thumb for homework is "ten minutes per day per grade in school." Parents, please read with your students, converse with them, encourage and support their efforts, but don't do the homework for them. See "*Make Up Work Policy.*"

Honor Roll:

Grades 5-8: "A" Honor Roll= 3.5 GPA; "B" Honor Roll= 3.0 GPA.

6th-8th Grade Scale

95-100%	A
94%	A-
93%	B+
86-92%	B
85%	B-
84%	C+
73-83%	C
72%	C-
71%	D+
61-70%	D
60%	D-
59-0%	F

CHANGE FOR 2019-2020 SCHOOL YEAR

Due to the 2019/2020 construction project, updated security plans will be implemented and distributed to families.

Study Sessions:

Teachers in grades 6-8 offer study sessions for students on Mondays and Thursdays, from after school until 4:00 P.M. in their classrooms. Parents must give permission (*note, email, call*) to the teacher, for students to stay after. Students are to be picked up promptly at 4:00 unless previous arrangements have been made with the teachers. (*Students finishing at the Middle School, may return for study sessions.*)

Midterm Grades:

Students in grades 5 - 8 receive Midterm grades approximately halfway through each grading period. The midterms are to be taken home, shown, and discussed with parents. Parents are asked to sign and return the midterms or send a note saying the grades have been seen within one week's time.

Report Cards:

Following each quarter of the school year, report cards will be issued either directly to the parents or to the student to bring home to his/her parents. It is expected that parents will discuss the contents of the report card with the student, sign the report card if indicated to do so, and return the signed copy to school within a week's time. Questions or concerns about the report card should be directed to the teacher.

Classes:

Students will take classes in Religion, Mathematics, Science, Social Studies, Language Arts (*reading, writing, english, spelling, vocabulary, penmanship, phonics*), Physical Education, Music, Art, Library, Technology, D.A.R.E. and Social Emotional Learning, as appropriate for their age and grade.

Fine Arts:

Fine Arts programs are offered at St. Philip's at the following grade levels:

Art: K-6 Music: PK-5 Recorders: 4 Band: 5-8 Choir: 6-8

Social Emotional Learning (S.E.L.):

Through education, activities, and practice, the Social Emotional Learning program teaches positive life skills. The goals are for students to take responsibility for their actions, to improve their communication skills, and to resolve their conflicts through nonviolent means.

Early Childhood Programs:

St. Philip's School offers Pre Kindergarten classes for four and five-year-old, and a Kindergarten Prep class for students who turn five years old during the summer months. These programs are developmentally appropriate for your child and are taught by licensed personnel. Check with the school office for more information.

Library:

The library is open to all students. Students are encouraged to use the facilities, materials, and assistance of the librarians in their schoolwork and for recreational reading. Students are responsible for the books and will be charged for lost or damaged materials.

Middle School Classes:

Sixth, seventh, and eighth grade students from St. Philip's attend Allied Arts classes at the Bemidji Middle School during the school year. The classes vary annually depending on scheduling needs but tend to be hands-on in nature. Transportation is provided by the Bemidji School District. It is expected that our students will behave respectfully and participate fully at the Middle School. Students are responsible for completing all assignments and paying fees associated with their Middle School courses.

Physical Education:

Physical Education is an important aspect of the educational development of students. The goal of our program is to expose students to a wide variety of lifelong physical activities. If a child needs to be excused from a physical education class activity or needs to participate on an amended basis for more than two days, a written statement to that effect is needed from a physician. This would apply to any activity designated as an aspect of the physical education curriculum.

Religion:

St. Philip's is a Catholic school. Religion classes based on the Catholic faith are taught. Mass and special prayer services are an essential part of our program. The values of Christ and the Catholic faith are integrated into our curriculum and our environment. Our Catholic identity is evident. Preparation for receiving the Sacraments is the responsibility of the parents and coordinated through the Faith Formation Office.

Special Education and Title 1:

St. Philip's School strives to meet the educational needs of all its students. If for some reason the needs cannot be met, an alternate program involving specialists from ISD #31 or attendance at another site would be recommended. Please keep in mind that such recommendations are made in the best interest of the child.

St. Philip's School receives Special Education and Title 1 services from ISD #31 and abides by the Federal and State regulations concerning these programs. Some students must walk to Central School to receive services.

Reading Corp:

Reading Corp is a proven initiative to help every child become a successful reader by the end of 3rd grade. Reading Corps effectively blends the people power of AmeriCorps with the science of how children learn to read. St. Philip's has a part time Reading Corp tutor.

Technology:

St. Philip's School has a computer lab as well as numerous hand-held devices. Specific computer classes are taught in fourth, fifth, and sixth grade and may include keyboarding, Word, Excel, Google Docs, and PowerPoint. Classroom teachers schedule time for computer usage based on their schedules and curriculum. An Acceptable Use form must be on file annually before students may use the computers.

Admissions

St. Philip's School is committed to living out its mission statement and pursuing excellence in learning, faith development, leadership, and service. A Catholic education will provide your family with the support and reinforcement necessary for making decisions based upon sound moral judgement.

Admission Policy:

St. Philip's School welcomes those families who would like to provide their children with a Catholic education. It is our intent to accept as many students as is feasible. A child will be enrolled if we believe we can meet his/her educational needs.

Students in Grades K-8 are admitted in the following order:

1. Students presently enrolled at St. Philip's School
2. Siblings of currently enrolled Parish students
3. Registered Catholics of St. Philip's Parish and registered Catholics of other Parishes.
4. Siblings of non-parishioners already enrolled
5. Non-Catholics

REGISTRATION TIMELINE 2020-2021

Thursday, January 30, 2020 Information Night - Social Hall 6:30 P.M.

Friday, January 31, 2020 Registration Materials sent home for current students

Mon. Feb. 3 – Wed. Feb. 12, 2020 Registration opens for current students

Wednesday, February 12, 2020 Registration is due for current students. Materials not turned in by this date will result in an open spot for a new family.

Thursday, February 13, 2020 Registration opens for parish families – 9:00 A.M.

Wednesday, February 24, 2020 Registration opens for non-Catholics on a first come-first served basis as space is available.

Enrollment at St. Philip's School is becoming an increasingly popular option for families in the Bemidji area. We have continued to grow each year as the public school enrollment grows. After registration if we find that any grade level has filled with new parish families we will have an enrollment lottery. This means that if we receive more applications than we have openings, we choose students through a lottery system. This would apply to Pre-Kindergarten, Kindergarten Prep, and Kindergarten classes. Registration in Pre-K does not guarantee a spot in Kindergarten. This will depend on enrollment numbers. Students who have applied but aren't picked through the lottery system will be placed on a waiting list.

Classroom Size Guidelines:

We are a parish school, opening our doors to all parishioners who wish to have their children here and to non-parishioners as there is room. Each year, classroom sizes will be evaluated upon room availability, financial considerations, class population and characteristics, and overall school needs. Final decision pertaining to the size of a class will be determined by the administration.

Waitlist:

The recommended student enrollment is set by the Superintendent, Principal, and the School Advisory Council. The school does its best to follow this recommended capacity, however, extenuating factors may influence the decision of the superintendent and principal when determining classroom sizes. Priority on the waitlist will be determined by the admissions procedures priority list described above.

Tuition:

St. Philip's School must charge tuition to operate the school, maintain programs, and modestly compensate the staff. Our tuition is based upon the cost-to-educate-a-child and is established annually. After reviewing the past budget and receiving input from the School Council and the Parish Finance Council, the Administrative team decides upon tuition. Parents/Guardians are notified of the tuition for the upcoming year. As part of the registration process, Parents/Guardians are required to sign a tuition agreement, which is expected to be honored. A non-refundable registration fee is required for registration.

Tuition Scholarships/ Support:

Endowments:

In its first century, St. Philip's school has grown to serve close to 350 students. Those students experience a rigorous but loving learning environment founded in our Catholic faith. We are grateful to all those who have created and contributed to endowment funds that help keep tuition costs down, make teacher pay competitive, provide funds for technology and so much more! Many of these permanent funds were created to help make Catholic education more attainable for parishioner families. These funds are managed by the Catholic Community Foundation of Crookston. The interest earned provides the funds from which tuition support/scholarships are awarded. The Tuition Support Committee considers donor intent, financial need, service to the school/parish and other factors when distributing awards. Applications for tuition support are available online or in the school office. Financial assistance is awarded as available. Contact the Parish Stewardship Director to establish an endowment or contribute to an existing fund.

Tuition Support Committee:

Each Spring, the Tuition Support Committee meets to evaluate applications and award tuition support. The committee is made up of a representative from the School, Pastoral, and Finance Councils as well as the principal and bookkeeper. The committee considers applicants' financial need, service history, parish participation and assigns awards that align with intentions donors designated when they created their endowments.

Parish Subsidy:

Through their offertory giving, St. Philip's parishioners provide a Parish Subsidy that, along with the Service Hour Program, helps to reduce the financial burden for all.

Tuition Support Committee:

A committee comprised of one member from the School Council, the Pastoral Council, and the Finance Council may advise the Superintendent, Principal, and Parish Bookkeeper on matters regarding Tuition Support.

Attendance

Minnesota statutes require that all children between the ages of seven and seventeen, mentally and physically fit, must attend school every day that it is in session. For most children, educational services are provided by schools. It is the parent's responsibility to see to it that the child is in school and on time.

When absenteeism or a pattern of late attendance begins to affect a child's educational progress, steps must be taken to rectify the situation. Parents who do not send their children to school regularly may be charged with educational neglect. Educational neglect is legally defined as a parent's failure to ensure the child's regular attendance at school.

Absence:

It is the responsibility of the parent or guardian to make sure that a student attends school every day possible. Parents/guardians are asked to call or email the school in the morning to report a student's absence. For extended absences, please contact the school as early as possible to make appropriate arrangements. Office personnel will call the families of those students not accounted for daily.

Cancellations or Delays:

Should a weather condition or another emergency force the closing or delayed start of the Bemidji Area Schools, St. Philip's will also close or start late. A "two-hour late start" means that our narthex doors open at 9:00 A.M. and classes begin at 10:30 A.M. (*two hours later than usual*). Our Alert System will notify you when school is delayed or closed. Also listen to radio stations for announcements. If you get to school and there is not the usual activity check the school's status before dropping off your children.

Trips/ Vacations:

Family trips or vacations can offer a variety of educational experiences for students. At the same time, being absent can bring about anxiety about what is being missed or how much must be made up. If possible, family trips and vacations should be taken during the summer months or school breaks. It is the responsibility of the student (*or parent, depending on the age of the student*) to confer with the teacher to work out a plan to address missed material. Please see Make Up Work Policy.

Withdrawal:

Parents/guardians are asked to notify the principal in advance of withdrawing a student. Prior to leaving, a family/student must make sure that all schoolbooks and materials are returned, all personal items are removed from desks and lockers, and all fees and charges are paid.

Communication

Contacting Staff:

Staff may be contacted through email, voice mail, texting, or messages left with the office personnel. Calls to the school office may be put through or are transferred to voicemail, depending on the time of day. Teachers strive for open lines of communication with families. If you have left a message, but have not had a response, please call the school office and ask the office staff to leave a message for the teacher to contact you.

Contacting Students:

Whenever it is necessary to contact or pick up your child during the school day, please contact the school office. The office staff will pass the information on to the student's teacher. For the safety of the students, teachers are instructed not to allow children to go with or talk to any adult who comes to the classroom without prior authorization from the office. Please do not text or call students on their individual phones during school hours.

Telephones/Messages:

Please call or email the School Office to notify us of absences, changes in plans, or to get a message to someone. Staff members will relay messages to teachers and students. Calls are best received before 2:30. Students requesting to use a phone (*school or personal*) must have staff permission. Only one phone call a year is allowed for students to contact parents regarding forgotten permission, homework, shoes, etc.

EMail:

The general school email address is: sglen@stphilipsbemidji.org. The email address for members of the St. Philip's Staff is: initial of first name, last name1 @stphilipsbemidji.org. Example: jnorgaard1@stphilipsbemidji.org Families are encouraged to communicate with the staff through email. The school office will often send out newsletters, notices, or information pertaining to parents through this means. Please inform the school office of email changes.

The staff of St. Philip's Parish can email students only through the accounts of parents or with the written permission of the parents.

Procedures to Address Concerns:

CONCERNS OF A GENERAL NATURE OR BETWEEN MINORS:

- Direct your concern to the appropriate staff member, teacher, or volunteer for clarification and resolution.
- Unresolved concerns should be directed to the appropriate Teacher or Principal.
- Concerns not resolved with the Principal or Teacher should be directed to the Superintendent.

CONCERNS REGARDING DISCRIMINATION OR INTIMIDATION:

- Direct your concern to the Principal or Superintendent.

CONCERNS OF SEXUAL MISCONDUCT OR ABUSE OF A MINOR:

- Students should inform their parent/guardian or trusted adult.
- Parent/Guardian or trusted adult should contact Social Services or Law Enforcement and then contact the Diocesan Victim Assistance Coordinator.
- Mandated reporters should contact Social Services or Law Enforcement.
- If you or someone you know has been the victim of sexual misconduct on the part of a priest, deacon, or individual representing the Diocese of Crookston, its parishes, or its schools, please contact the Victim Assistance Coordinator at 218-281-7895 (24 hour confidential number).

CONCERNS OF SEXUAL MISCONDUCT OR ABUSE OF A MINOR BY A CHURCH WORKER:

- Students should inform their parent | guardian or trusted adult.
- Parent | Guardian or trusted adult should contact Social Services or Law Enforcement and then contact the Diocesan Victim Assistance Coordinator.
- Mandated reporters should contact Social Services or Law Enforcement and then contact the Diocesan Victim Assistance Coordinator.
- The Sexual Misconduct Policy of the Diocese of Crookston will be followed.

St. Philip's School is located near Bemidji business and government areas. Despite efforts to limit access, individuals from the community may encounter school staff, volunteers, or students. Letters regarding an incident may be sent to parents and guardians as deemed necessary by the administration.

Concerns or comments may be directed to the principal or superintendent.

Instant Alert System:

St. Philip's School uses Parent Portals to notify parents/guardians about situations pertaining to the school. Such situations may include (*but are not limited to*): weather delays or closures, emergency announcements, or general information. The Instant Alert System will send information to cell phones, emails, and landlines. Families may update their individual profiles on the Parent Portal. It is important to let us know if any information has changed so you will receive notifications.

Non-Custodial Parent Rights:

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Philip's School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Students will not be released to non-custodial parents without permission from the custodial parent.

Notes from Parents/ Guardians:

Parents/Guardians need to contact the school if a child (*PK-5*) is to have a change in after school routines or if any child (*PK-8*) is to leave school for any reason during the day. Written notes, emailed messages, or calls are accepted. Students leaving for sporting events must have permission from a parent to leave school for the event. Students are allowed one call per year to obtain permission from parents.

Permission Slips:

Field trip permission slips are issued to students when school activities require leaving school grounds. It is the responsibility of the parent/guardian and student to return the signed permission slip before participation in the activity is allowed.

Telephone or Address Changes:

Telephone or address changes of the parent/guardian, including cell phone or work numbers, must be provided to the school office as soon as possible. We need to be able to reach you in case of an emergency.

Daily Routine

School Day:

School begins at 8:30 am.

Pre-Kindergarten students finish at 3:00 pm.

Dismissal for other grades is between 3:05 and 3:10 pm.

Buses leave at 3:15 pm.

Any student not picked up by 3:30 pm will be sent to Noah's Ark.

Upper grade students staying for Study Sessions, practice sessions, or meetings must be picked up immediately after their activity.

Early Morning Routine

7:00-7:45 am: Students wait in designated area.

7:45 am: Recess

7:45 Breakfast begins

Students dropped off after 7:45 am are expected to go right to recess or breakfast. They will not be allowed in the locker areas or classrooms until after recess.

Students arriving after 8:30 am will be marked Tardy.

Students arriving after 9:00 am will be marked absent for a portion of the day.

Early arrivals are to come into the building and wait in the designated area until 7:45. At 7:45 students will go to their designated area to put their things away. Parents who are dropping students off will need to drop their student in the Narthex. Students will not be allowed to stay in the hallway during this time. Parents dropping students off at school should make sure that the child is safely in the building before leaving. Once a child has reached school grounds, he/she may not leave unless parents/guardians have notified the school.

After School Routines-

After school routines should be established. Kindergarten through fifth grade students must follow their usual routine when school ends. If there is a change in routine, PARENTS/GUARDIANS MUST NOTIFY THE SCHOOL THROUGH A NOTE, email, OR PHONE CALL. Without parental notification of changes, bus students will be sent to their buses at dismissal time and walking students are sent on their way home. Students being picked up should be met in the social hall. Students in grades 6-8 are responsible for making their own after school arrangements ahead of time

Students not picked up by 3:30 pm will be sent to Noah's Ark.

Those students remaining after school for study sessions, detentions, or organizations must arrange for pick up immediately following the completion of their activity.

For the safety of your child, students will be released only to custodial parent(s) or to the individual(s) authorized by that parent.

Departure During the Day-

Prior to a student leaving the school for any reason (*doctor appointments, sporting events, away games, etc.*) during the school day, the office must receive permission from the parent/guardian. Students leaving or returning to school must sign in and out at the school office. Parents may meet students in the school office. Students (*gr. 6-8*) will be allowed one call per school year if required permission is forgotten.

Student Expectations

Students are expected to:

- arrive at school on time and be prepared for class.
- complete all assigned work on time to the best of their ability.
- demonstrate a proper, healthy, and positive attitude.
- follow and obey rules and regulations
- participate in discussions/activities, morning prayer, and school/class masses.
- relay messages to and from home in a timely manner.
- respect teachers, staff, fellow students, and themselves.
- respect the personal space and property of others.
- understand that inappropriate language and verbal abuse will not be tolerated
- use social and emotional learning skills to resolve conflict in a nonviolent manner.
- use spare time in a manner that is quiet, productive, and nondisruptive to others.
- use social media in a safe, respectful, and appropriate manner both while in school and out.

Detentions:

Behavioral Detentions and Academic Detentions are served from 3:15 (3:45) - 4:15 (4:45) everyday except Tuesday. (*Adjusted times for those students returning from Middle School classes.*)

A behavioral detention may be given when school rules are broken. Parents are notified of behavioral detentions through direct verbal communication or through a written form sent with the student which must be signed by the parents and returned to school the next day.

An academic detention (grades 5-8) is given when a student accumulates three missing assignments in one subject area during a grading period. Additional detentions may be given for each subsequent late assignment. Parents are notified of an academic detention through a phone call from the office.

Clothing and Backpacks:

Students need to dress appropriately for weather conditions. Coats, boots, hats, and mittens are recommended when cold or wet conditions exist. All coats, jackets and accessories are to be kept in lockers during the school day. They may be worn in class only with the approval of teaching staff. Students riding the bus to Middle School classes must wear a coat, sweatshirt, or long-sleeved shirt when temperatures/wind chills fall below 32 degrees F. When temperatures/wind chills fall below zero, coats must be worn.

Backpacks are encouraged for all students. These are kept in lockers during the school day and are only allowed in classrooms with the permission of the teacher.

Cell Phones/ Other Personal Electronic Devices(PEDs): Many students have cell phones, “Smart” Watches and PEDs with them at school. It is their responsibility: to use the equipment at times and places that are appropriate and allowable; to use them for acceptable purposes; and to take care of them. Cell phones, Watches or PEDs found outside of the established parameters will be confiscated and given to the Principal who will keep them until a parent comes to pick them up.

Currently the established parameter is within the classroom and with the permission of the teacher.

Gum:

The chewing of gum by students is not allowed in our school or Church.

Inappropriate Material:

Articles and items containing inappropriate material, visual or auditory, are not allowed at school. Such items (*pictures, music, magazines, clothing, etc.*) will be confiscated and held until parents/guardians pick them up. The school reserves the right to search anything on the school campus or brought on the school property.

Internet:

St. Philip's School has access to the Internet. This technology is an effective tool to introduce students to the global nature of information. A signed "*Acceptable Use Agreement*" must be on file at school before the student is allowed access to school technological tools and the school internet.

Property Damage:

The families of students who destroy or damage school property will be required to pay for loss or damages. Any damage should be reported immediately to a teacher or to the office. Students are responsible for the books issued to them. Students will be assessed a replacement fee for lost or damaged books.

Text Books:

Subject matter text books and library books are the possession of St. Philip's School. They are loaned to students for their use during the school year. It is the responsibility of the student to take care of the books. If necessary, a student will be assessed a fee for a lost or damaged book.

Texting:

Since cell phones, “smart” watches, and electronic devices are expected to remain "off" and in students lockers, text messaging is not allowed during the school day on school premises. Text messages are to be safe, respectful, and appropriate in nature. Any misuse of cell phones, ‘smart’ watches, or electronic devices will result in the device being turned into the office and will have to be picked up by a parent. All cell phones, ‘smart’ watches and electronic devices will be collected during field trips at the chaperones discretion.

St. Philip's School is not responsible for stolen electronic devices, cell phones, watches, etc.

Any violations of cell phone, smart watch or electronic device may result in loss of the privilege of having devices at school and confiscated until a parent picks up.

Illegal use of cell phones, ‘smart’ watches or electronic devices will be referred to Law Enforcement.

General Information

Access to the School:

Due to the 2019/2020 construction project, updated security plans will be implemented and distributed to families.

Bus Service:

Bus service is a privilege provided by Bemidji Public Schools. In the morning, students are picked up at their bus stop, taken to their area school where they transfer to a bus that goes to the Middle School. At the Middle School, students board a shuttle bus that takes them to St. Philip's. After school, buses from St. Philip's transport students to the Middle School where they get on the bus for their route home.

Students attending classes or activities at the Middle School or those who use the ISD#31 bus service for transportation to or from school are always expected to behave appropriately. All students must follow the rules and regulations set by the public school and the state. For a copy of the busing policy and rules, contact the District #31 transportation office at 333-3225.

Required bus safety training is provided annually. Busing is not provided for Pre-Kindergarten or Kindergarten Prep students.

Caring About People (C.A.P.) Days:

Throughout the school year students help raise funds for special causes by contributing one dollar for the privilege of wearing a hat or hair piece in school. The dates of these causes are chosen by school staff.

Lockers:

Lockers are provided for students. The lockers and the areas around them are to be kept clean and tidy. The school is the co-tenant of lockers and desks and reserves the right to search these areas at any time and without notice. Items may not be kept, even temporarily, on the tops of school lockers.

Money or Checks:

Money or checks sent to the school with children should be placed in an envelope marked with the child's name, grade, teacher, and the purpose of the payment. Online Payment is also available.

St. Philip's Booster Club:

The Booster Club serves as an advisory committee to the principal, a communications center for the school and its families, a support group for school activities, and, at times, a fundraising organization.

Membership is open to all interested parents. Meetings occur once a month and families will be notified of the meeting dates at the beginning of the School Year.

Parental Involvement:

We encourage and welcome parental involvement. Check out the many ways to become involved in St. Philip's School, found listed in our newsletters. An annual Safe Environment Certification is required to be involved.

Publicity:

Several times throughout the year students at St. Philip's School may have the opportunity to take part in media releases. It is assumed that all students will be included in these media events. If this is not the case for your child, the "Media Refusal Form" must be signed by a parent or guardian. This form is available in the school office.

Visitors:

Visitors are welcome. Please sign in at the School Office and get an ID lanyard.

Invitations:

Party invitations intended for a limited number of students must be mailed directly to those students. Addresses can be obtained in the yearly Family Directory. If every child in a class is being invited to the party, the invitations may be given to the teacher who will distribute them at school. Students/Parents/Guardians are not to give out invitations at school.

Please keep in mind how important receiving an invitation (*being included*) is to a child and how devastating it is not to receive one. Children do talk, tease, or share their excitement without regard to the feelings of others and that can cause sadness in the uninvited children.

Lost Articles:

Articles which have been found are brought to the office and put in lost and found. Unclaimed articles are periodically sent to the clothing depot. The school secretary holds money and jewelry turned in to the office.

Non-Essential Items:

Items brought to school which do not pertain to class assignments or projects and have not been approved by the staff are always to be kept in backpacks and lockers and are solely the responsibility of the owner. If the items are found outside of backpacks or lockers, they may be confiscated and returned to parents or guardians. Toys, stuffed animals, and electronic devices are examples of non-essential items.

Noah's Ark

Noah's Ark:

Noah's Ark is an after school childcare program that provides a safe and quality environment for children in grades PK-6. A separate fee is charged for this program. Registration is required. Contact the office for more information. Pre-Registered Drop-ins are welcome.

School Policies

Acceptable Use Policy:

All students in grades K - 8 are required to discuss the Acceptable Use Agreement with their parents, have the form signed, and return it to school prior to being allowed to use St. Philip's computers or the computers at Bemidji Middle School. Please see **Appendix C: "Acceptable Use Form."**

Admission Policy:

St. Philip's School welcomes those families who would like to provide their children with a Catholic education. It is our intent to accept as many students as is feasible. A child will be enrolled if we believe we can meet his/her educational needs.

When room space becomes limited, new students are admitted in the following order: **a)** siblings of a parish family already enrolled in our school; **b)** parishioners not already enrolled; **c)** siblings of non-parishioners already enrolled; and **d)** non-parishioners not already enrolled.

If there are questions or concerns about the ability of St. Philip's School to meet the needs of any student, additional information and/or a trial period may be established. St. Philip's School reserves the right to suggest alternate placement or deny admittance.

Anti-Discrimination Policy:

St. Philip's School admits students of any race, color, and national or ethnic origin.

Attendance Policy:

It is expected that all students will attend school every day. Absences should be for illnesses or family emergencies. It is also expected that parents will make sure that students arrive in plenty of time to be ready for the start of school (8:30 A.M.). A tardy is recorded if a student arrives at school after 8:30 and before 9:00 A.M., except for students arriving late by way of ISD# 31 transportation.

St. Philip's School adheres to the following procedure: After five absences or tardies in one grading period, parents/guardians will be notified of the concern regarding the absences. This notification may be in the form of a letter, email, or personal contact. After eight absences or tardies in one grading period, the Principal may request a formal meeting with the parent/ guardian to rectify the situation. In extreme cases where truancy, educational neglect, or disregard for the welfare of the child is suspected, the Principal may direct the matter to social services immediately.

Diocesan Policy on the Prohibition of Mean Behavior, Bullying, and Retaliation:

The Diocese of Crookston and its schools expressly prohibit mean behaviors, bullying, and retaliation in all forms, either by an individual or group of aggressors.

Please see **Appendix E** for the entire policy.

Discipline Policy:

God calls upon us to love one another and it is our belief that everyone deserves to be treated with respect and dignity. Here, at St. Philip's, we are committed to providing a caring and safe environment for all our students. Any behavior which disrupts the learning environment or endangers the safety of another will be dealt with in the following manner:

Minor offenses will be handled by faculty/staff at the time of the incident. Major offenses will be handled according to the following procedure:

1. Student will complete a white form (*reflection sheet*) or confer with a member of the St. Philip's School staff.

2. Students will use social emotional learning skills to address conflicts between individuals, if appropriate.
3. Parents will be informed as necessary.
4. Disciplinary consequences may be given as necessary and appropriate.

Consequences may include, but are not limited to: loss of privileges, detentions, work sessions, participation in sessions designed to teach alternate behavior, restitution, restoration, suspensions, expulsions, or alternate placements. Law enforcement will be called as appropriate and necessary.

Major offenses include:

1. Bullying. *
2. Physical violence, including hitting, fighting, pushing, kicking, or physical abuse.
3. Verbal assaults, including disrespectful, abusive, threatening, profane or obscene language either oral or written by a student toward a staff member or another student. This includes conduct which degrades people because of economic status, race, religion, ethnic background, gender, or physical or mental abilities.
4. The unauthorized throwing of objects.
5. Mean, disrespectful, inappropriate, or disruptive behavior.
6. Physical or sexual harassment.
7. Behavior which endangers one's own life or the lives of others.
8. Vandalism or willful destruction of property.
9. Defiance of authority which includes talking back or not abiding by school rules.
10. Lying, cheating, stealing, or plagiarism.
11. Inappropriate displays of affection.
12. Conduct which is detrimental to the reputation of the school.
13. Inappropriate use of technology/social media.
14. Behavior that is deemed retaliatory. Any behavior that encourages or supports the inappropriate actions of others.

*For the purposes of this policy, "bullying" is defined as intentional, repeated, negative acts by one or more people toward another person or group that are reasonably perceived as being hostile, intimidating, humiliating, threatening, harmful, or otherwise likely to evoke fear of physical harm or emotional distress. Implied in this definition is an imbalance in real or perceived power between individuals. These negative acts may be physical, written, or verbal in nature, or involve exclusion/ostracism. The negative acts may damage a student's property, create a hostile learning environment, or substantially interfere with a student's educational benefits, opportunities, cell phones, and other devices (*cyber bullying*). However, any significant single act of mean behavior will be dealt with on its own merit.

Students accused of a serious crime may be placed on a home study program pending investigation.

Suspension/Expulsion may be immediate for behavior such as but not limited to the following: possession of drugs or weapons (*real and toy*); sexual harassment; insubordination; endangering one's own life or the lives of others.

Pregnancy will not be a reason for expulsion.

Dress Code Policy:

Students are expected to dress and groom in a neat, clean, and respectable manner that shows proper respect for their education and the event or activity that they are attending or in which they are participating. Clothing is to be comfortable, modest, and appropriate for the occasion and weather.

Distasteful or distracting dress that is likely to cause a material or substantial disruption to the school environment or that could be considered offensive is not permitted.

Guidelines for *EVERYDAY ATTIRE* include, but are not limited to, the following:

GENERAL GUIDELINES:

1. School Masses are considered dress up days. Students are encouraged to dress up for Mass.
2. For all students, skin tight leggings, jeggings, or other tight fitting pants are not allowed unless a top is worn that completely covers the buttocks and front.
3. Clothing with inappropriate pictures, words, messages, numbers, and/or body references are not permitted, including the advertising and/or promotion of alcohol, tobacco, or drugs.
4. During special events, the school may sponsor specially assigned “dress down” days.
5. Clothing must be suitable for all classroom activities including physical education, science labs, art class, recess, and other activities throughout the day.
6. Head coverings may be worn on the playground, during outside physical education classes, or on designated days. Head coverings are not to be worn in sacred areas, in classrooms, or in the lunchroom without permission from a staff member. Good manners dictate that hats and caps should be removed upon entering a building.
7. Visible body piercing is limited to the ears. No more than two earrings may be worn in each ear at the same time.
8. No gang related apparel or dress, which includes, but is not limited to, colors, jewelry, chains, words, or headgear, is permitted.
9. Outdoor clothing is not to be worn during the school day without permission.
10. Only tennis shoes are to be worn during physical education classes and recess.
11. Backpacks, lunch boxes, supplies, etc. must display appropriate images (*i.e.: no frightening, violent images*).

SHIRTS AND TOPS:

- are to be modest. [not too low cut, not too short, not too tight, and not too exposing (*no flesh should be visible when arms are raised; no cleavage showing; no visible underwear*)]
- must have full backs and sides and are not midriff, off shoulder, tube, or see-through.
- must have sleeves or straps that are at least an inch and a half (1½) in width.
- should be clean and neat.

PANTS, SHORTS, SKIRTS, AND SKORTS:

- must be no shorter than two (2) inches above the knee.
- pants may not have holes, shredded, or patched areas.
- for all students, skin tight leggings, jeggings, or other tight fitting pants are not allowed unless a top is worn that completely covers the buttocks and front.
- may not be worn dragging on the ground or sagging to reveal underwear.
- should be clean and neat.

DRESSES:

- will follow the guidelines for both tops and skirts.

HAIR:

- should be of natural color tones with no drastic departure from one's natural hair color (*i.e., no black to blonde; no blonde to black*). However, with prior approval, reasonable exceptions shall be made at the discretion of the principal to accommodate students involved in special events, activities, or projects with the understanding that the student's hair must return to his/her natural tones within one week of the conclusion of the event, activity, or project.
- is to be clean, kept out of the eyes, and groomed in a natural manner that does not distract from the educational process.

SHOES:

- with soles must always be worn.
- tennis shoes are necessary for physical education classes and recess.

Guidelines for MASS and/or SCHOOL PROGRAM ATTIRE include, but are not limited to, the following:

- Dress up, dress nicely, show respect for the occasion.
- Comply with the guidelines established for Everyday Attire.

Consequences for Dress Code Violations:

- **1st Offense:** Student will be provided with suitable clothing for the day or a parent/guardian will be contacted to bring appropriate clothing. A dress code report will be sent home.
- **2nd Offense:** Students will be provided clothing for the day or a parent/guardian will be contacted to bring appropriate attire to school for their child and detention will be served. A dress code report will be sent home.
- **Subsequent Offenses:** Parent or guardian will be notified and the student will be sent home for the day. Student will not be allowed to wear the type of clothing in violation for the remainder of the year.

Prior permission must be granted for circumstances that don't allow a student to comply with the guidelines.

The school faculty and administration reserves the right to decide the suitability of any and all garments and may approve dress code variations. The school faculty and administration will make the final determination on dress code interpretation and enforcement even when a garment is not specifically prohibited or mentioned.

Educational Policy:

St. Philip's School strives to meet the educational needs of its students. Occasionally, children have difficulty in making the progress that is expected. If this occurs, the classroom teachers(s), the principal, and the parent will determine the course of action which may include, but is not limited to special education services, academic retention, modification of programs, or alternate placement.

An upper grade student (*grades 5-8*) who potentially could (*but has not satisfactorily completed the academic requirements of that grade*) may be conditionally passed into the next grade. However, if a second conditional promotion occurs, the student's enrollment at another institution is mandatory.

Immunization Policy:

Minnesota law requires all students enrolled in Minnesota schools to have up-to-date immunization records pursuant to Minnesota law. The immunization policy requires that parents present an up-to-date immunization form at the time of registration. For the current immunization requirements please contact the school Health Aide, the District School Nurse, or your doctor.

Make-up Work Policy:

Students who miss any part of the school day are responsible for the material covered during their absence. Each student is required to contact their teacher/teachers on the day they return to school to secure the assignments missed.

For an absence from a class or an absence of one day of classes, students generally are expected to complete their missed assignments in a day or two.

For absence[s] of more than one day [ex.: *trips, extended illnesses, etc.*], the teacher and student (*or parent, depending upon grade level*) will cooperatively devise a plan addressing the missed material and the timeline for the completion of the material, which may include study sessions, extended time allowances, or alternate materials.

Clarification points:

Important: Any Google Doc assignment needs to be turned in by the due date even if you are absent from school.

Homework will NOT be given to a student prior to the student's leaving for a trip or vacation but will be given to the student upon his/her return. [*Please notify the teacher/ office of upcoming trips.*]

- Work assigned prior to the student's absence and due during the student's absence is expected to be turned in upon the student's return. Speak with the teacher in case of problems.
- Upon returning to school, students will participate in regularly patterned assignments (*i.e.: weekly spelling tests*) unless otherwise excused by the teacher.
- Students who are leaving school before the end of the day may ask teachers for the assignments that they will miss after their departure. It's up to the discretion of the teacher to provide that information. Assignments given are expected to be done on time.
- Homework for extended absences (*severe illnesses, funerals, etc.*) will be addressed individually at the discretion of the teacher.

- Long term projects with an extended due date need to meet the due date regardless of vacations, illness, sports activities, etc.

Medication Policy:

1. If your child needs to take medication during school hours, the school requires the following:
 - a. A written order from your doctor which includes the following:
 - b. Student's name
 - c. Name of medication, dosage, and route to be given.
 - d. Time to be given.
 - e. Diagnosis (*optional*).
 - f. Possible side effects (*optional*).
 - g. How long medication needs to be given.

2. ISD #31 district policy dictates that all medications (*non-prescription and prescription*) must be brought to the school office by the parent/guardian in a store-bought (*non-prescription*) or pharmacy labeled (*prescription*) container otherwise, medications will not be administered.
3. Written consent is required from the parent/guardian requesting school staff to give all medications, non-prescription and prescription.
4. All medications must be picked up by an adult at the end of the school year. Otherwise, the medications will be disposed of.

Service Hours Program Policy:

St. Philip's School has incorporated Service into its tuition schedule. The Service Hours Program benefits both our families and school.

1. Individuals are responsible for submitting their Service Hours to the school office. Recording forms are available on our website as a google form. All volunteer hours should be recorded on this form. Paper forms can be found in the school office.
2. Service time is any time given for the benefit of St. Philip's School or Parish. All parish committees, or events, as well as all school functions, are possible opportunities.
3. Mass ministries are NOT counted toward volunteer hours.
4. Hours may be compiled from June 1 of one year to June 30 of the following year. Hours may not be carried over from school year to school year.
5. Service hours may be donated to a specific family by noting the family's name on the volunteer hour reporting slip.
6. All families are required to complete 5 hours each year on fundraising projects for St. Philip's School.
7. It is expected that all families will fulfill the Service Hour obligation they committed to at the time of registration. St. Philip's School administration will monitor the service hours pledged per each family's tuition contract. The administration will contact families regarding non-fulfillment of service hours.

Tuition Collection Policy:

1. Each family will be required to complete a Tuition Payment Form with registration.
2. All families receiving Tuition Support/ Assistance are required to pay in full in July or use Electronic Funds Transfer (EFT).
3. If a tuition check received is returned to the school as being Non-Sufficient-Funds (NSF) once, the check will be redeposited. If the check comes back a second time, the family will be contacted by the Parish Administrator.
4. If an Automatic Payment comes back NSF once, a re-request to draw funds will be made from the bank. If the payment comes back a second time, the family will be contacted by the parish administrator.
5. Failure to satisfy an NSF/Account Closed payment will result in a conference with the Parish Administrator.
6. Failure to satisfy tuition arrangements will result in a conference with the Parish Administrator.
7. Tuition Statements are issued as necessary to families based upon their payment arrangement.
8. Families signing up for the automatic withdrawal (EFT) after July 1 will pay a larger monthly amount due to fewer withdrawals. The withdrawal will then begin the next month and continue through June of the following year.
9. For convenience, all tuition amounts obtained through EFT will be rounded up to the nearest dollar.
10. A \$25 fee will also be assessed for each NSF occurrence.

Wellness Policy:

A Wellness Policy has been adopted for St. Philip's School. See **Appendix D: "Wellness Policy."**

Volunteering

Service Hours:

The Service Hours program was established to encourage and create community among families, to strengthen the relationship between families and the school, and to reduce expenses by providing extra workers for projects. It's been a tremendous program. Families may be able to reduce their tuition rate depending on the number of service hours they wish to fulfill.

Safe Environment Certification:

All individuals who work with children are expected to create and maintain safe environments. Employees and volunteers must attain Safe Environment Certification annually. Volunteers - to do this, go to the diocesan website (www.crookston.org) and follow the prompts for Safe Environment Certification.

Safe Environment Certified adults who drive vehicles for school or parish functions are required to annually complete a Volunteer Driver Form before being allowed to drive students other than their own children.

Sexual Misconduct Policy:

All adults, including volunteers, must comply with the Crookston Diocesan policy on sexual misconduct. A copy of the Safe Environment Policy for the Protection of Children and Young People in the Diocese of Crookston is in the principal's office or online at <http://www.crookston.org>.

Wellness

Serious Injury or Illness:

In case of serious injury or illness, an attempt will be made to reach the parent/guardian immediately. Please keep the information on the student's emergency card current.

Food Service:

Breakfast and hot lunch are provided following Federal and State guidelines. Menus are sent home each month and are published on the web site. Application forms for the federal School Nutrition Program (*free and reduced meals*) are in the office. We encourage all eligible families to apply for this program.

Water is available at all meals. Lactose-reduced milk may be requested for those students who are lactose intolerant. A formal written request from a parent along with a doctor's diagnosis are required.

Meal Charges:

Families are assigned a number for their individual meal account. [*Parents/Guardians are to put money in the account prior to meals beginning*] and are expected to maintain a positive balance in the account.

Parents will be informed when their account is in arrears.

Meal Prices:

The following prices pertain to meal costs during the 2019-2020 school year: full price for a student breakfast is \$1.75 (*which includes milk*); the full price of a student lunch (*which includes milk*) is \$2.55; the price for milk at lunch when not purchased with a meal is \$.55; the price of adult meals is \$3.60.

The meal price for visiting students will be the same as the full price for students.

Health Aide:

A health aide (*CPR and First Aid certified*) is on-duty during school hours. The Bemidji Area School Health Services Policy is followed.

Background Checks:

Minnesota law requires a criminal background check from the Bureau of Criminal Apprehension on all individuals who are offered employment in a school. In addition, all employees of St. Philip's Parish must comply with the regulations and requirements of the Safe Environment policy of the Diocese of Crookston.

Background checks will be done on volunteers as part of the Safe Environment Certification process.

Crisis Management:

St. Philip's School has developed a crisis management program designed to address potentially harmful and/or violent situations which may arise in the school building or on the school grounds. It is the intention of St. Philip's School to maintain an environment which provides a safe, secure setting for students, faculty and administrators. Parents, guardians, and students who are interested in this crisis management program may contact the school principal for further information.

Safety Concerns Committee:

When needed, the Safety Concerns Committee, a sub-committee of the St. Philip's School Council, addresses areas of safety and security for the school and parish. If you have a concern or a suggestion, please contact the principal or the superintendent.

Health Screening:

At certain grades and for specific issues, health screening is conducted through ISD#31.

Illness:

If a student has a temperature of 100 degrees F. or more in school, parents will be notified and required to take the student home. A child must be free of fever for at least 24 hours before returning to school. Parents must notify the office if their child will be absent due to illness. Also, contagious conditions such as strep throat, chicken pox, scabies, head lice, pink eye, impetigo, etc. should be reported to the Health Aide. A medical note is required for illness-related absences of longer than three consecutive days. Please see ***Appendix B, "Too Sick to be in School."***

Appendix A

Service Hours Program

Frequently Asked Questions

WHAT ARE SERVICE HOURS?

Service Hours are those hours given in service to St. Philip's School or Parish in return for a reduced tuition rate.

HOW MANY SERVICE HOURS ARE REQUIRED ANNUALLY?

The Service Hours required are per family, not per child. Families may choose the number of hours they wish to fulfill because tuition rates are based upon the hour commitment selected. (30 service hours are required with the lowest tuition rate.) Families who only have pre-kindergarten students are not required to fulfill Service Hours due to their part-time status.

WHAT COUNTS AS SERVICE HOURS?

The time devoted to activities, events, committees, programs, or services that benefit the school or parish count towards Service Hours. Some examples are: chaperoning a school or parish event; working on a fundraising committee; serving lunch; teaching a Religious Formation class; practicing for a parish band or choir; stuffing bulletins or envelopes; being involved with a school/parish committee or council; cleaning the parish grounds; building shelving for the parish; helping with Community Meals or Fish Frys.

WHO CAN EARN SERVICE HOURS?

Anyone who can work can earn Service Hours. If a family of four works at a Fish Fry for two hours, that family has earned eight service hours. A relative or friend can work in place of a family member and designate that time for the family. All volunteers must be Safe Environment Certified.

WHAT IS THE PURPOSE OF SERVICE HOURS?

The Service Hours program was first instituted in conjunction with the tuition schedule for the 1995-1996 school year. At that time, Service Hours were called "Volunteer Hours" and twenty hours were required for families. The purpose of Service Hours is three fold: 1) to encourage and create community among families; 2) to strengthen the relationship between families and the school by inviting families to be involved; and 3) to reduce expenses by providing workers for projects.

HOW ARE SERVICE HOURS RECORDED?

Individuals are responsible for filling out Service Hour reporting sheets and turning them in to the school office. In lieu of using the reporting sheets, individuals may jot down the information on another sheet of paper and submit that, email the information, or call the school office. Information needed includes: the name of the family to be credited with the Service Hours; the name of the activity/event; the amount of time earned. Hours are tabulated by our recorder and entered into our data system. The School Council annually tracks the Service Hours.

CAN HOURS BE DONATED TO ANOTHER FAMILY?

Yes, Service Hours may be given to another family. To do so, submit the hours on a reporting sheet and designate the family to receive them.

IF MY FAMILY EARNS MORE THAN OUR REQUIRED NUMBER OF SERVICE HOURS, ARE THEY TAKEN AND GIVEN TO SOMEONE ELSE?

No. Many families complete more than the required number of hours. Our final report totals all Service Hours recorded. Service Hours are only given to another family if we are instructed to do so.

WILL OUR TUITION BE REDUCED IF WE EARN MORE THAN THE REQUIRED NUMBER OF SERVICE HOURS?

No. The tuition choices are already figured with Service Hours included.

HOW MANY SERVICE HOURS MUST BE EARNED THROUGH FUNDRAISING EFFORTS?

At least 5 hours must be devoted to any of the school or parish fundraising activities.

WHO CHECKS UP ON THE SERVICE HOURS?

We expect that families will be willing to pitch-in and help our school and parish. It is up to the individual family to fulfill their Service Hour obligation and submit the hours for recordkeeping. annually, the School Council reviews the Service Hours program.

HOW ARE THE FUNDRAISING HOURS TRACKED?

At this time, the Honor System is used regarding fundraising hours. We ask families to help us in our fundraising efforts.

CAN WE CARRY EXTRA HOURS OVER TO THE NEXT YEAR?

Service Hours may be earned from June 1st of one year through June 30th of the next year (a 13 month period). Extra hours are not carried over from one year to the next.

DO CHURCH MINISTRIES COUNT AS SERVICE HOURS?

The definition of Service Hours is “that time devoted to service that benefits the school or parish.”

Fulfilling ministries is very important to the parish. The time before or after Mass given toward the ministry would count. For example, a sacristan or greeter spends time getting ready or cleaning up. A music minister has rehearsals and a lector practices. Hospitality workers donate their time after Mass. Eucharistic Ministers could count the time spent at training sessions. Anyone who participates in Safe Environment training sessions (on-line or in person) may count that time as Service Hours.

HOW DO WE KNOW HOW MANY SERVICE HOURS WE HAVE?

An office staff member tabulates the hours that are submitted and enters them into our data system. At conference times, a statement will be issued to families regarding the number of service hours thus far recorded. You may call the school office at any time to check on your number of hours.

ARE OUR SERVICE HOURS ACTUALLY BENEFICIAL TO ST. PHILIP’S SCHOOL?

Without a doubt, the answer is YES! Most of our programs could not operate without the assistance of volunteers. Your involvement makes us a better place and we greatly appreciate all that you do. Thank you!

Appendix B: **When You Are Too Sick to Be in School**

An early morning decision that parents often must make is whether their child is well enough to go to school. An ill child may be too sick to concentrate or may infect other students and staff. Below are recommendations, which may guide your decision whether to send your child to school.

Fever:

1. If a child has a temperature of 100 degrees F or more, he/she should be at home.
2. At school, if a child has a temperature of 100 F degrees or more, parents will be called to pick up the child.
3. Tylenol, Ibuprofen, and other similar medications will bring a fever down, but a child may still not feel well.
4. Before returning to school, a child should be fever free without taking medication for 24 hours.
5. Often with a borderline temperature (99-100 F), kids might feel ill. Use your best judgment.

Vomiting and Diarrhea:

Keep them home! Vomiting and diarrhea are not considered "normal." Often, children will feel better after vomiting, but will quickly become ill again. Keep them home until they are free of symptoms for at least 24 hours after the last episode.

Antibiotic Treatment:

If your child is on antibiotics for a communicable disease such as strep throat, pink eye, etc., keep him/her home until the antibiotic has had 24 hours to work. The exception would be for pertussis (whooping cough). With pertussis, a child needs to stay home for 5 full days of antibiotic treatment before returning to school.

Chicken Pox:

Students with chicken pox need to stay home until all the pox marks have scabbed over, generally 7 days. If your child gets chicken pox from the vaccine, it is usually a mild case, but they still need to stay home until the pox marks are all scabbed over.

Pink-Eye:

There are two types of pink-eye, viral and bacterial. Bacterial pink-eye needs to be treated with antibiotics for 24 hours before returning to school. No exclusion is necessary for viral pink-eye. Only a doctor can diagnose whether the pink eye is viral or bacterial.

Head Lice:

Once children with head lice have been treated and have had the nits carefully removed from their heads, they can return to school. Upon returning, parents are to bring them to the health office to have their heads checked before going to class. They will be examined again at intervals to make sure no head lice reappear.

Other:

1. Parents need to inform the health office whenever a child has a contagious infection such as strep throat, chicken pox, shingles, impetigo, etc..
2. Parents must bring all medications to the health office in person.
3. Medications must be in the original containers.
4. A doctor's order is needed for all prescriptions
5. Please inform the health office if your child has any allergies so we can notify the proper school-related individuals.

Appendix C:

ACCEPTABLE USE POLICY AND AGREEMENT FOR STUDENTS

St. Philip's School has access to computers, networks, and the Internet. This technology is the most effective way we have found for introducing students to the global nature of information. It allows users to find, synthesize, and share information in a variety of unique ways.

The Internet has evolved because groups of individuals have chosen to network their computers to share information. Small minorities have made objectionable materials available over the Internet. St. Philip's School will take every precaution to restrict access to this information. However, an industrious user may discover information not acceptable for school use. We firmly believe that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain unsuitable material. Disciplinary action will be taken against a user found to be violating this policy agreement. All policies listed in the Family Handbook apply to technology as well as all other aspects of school life.

As a user of technology at St. Philip's School, I agree to:

1. Always use school technology with the permission and supervision of a teacher.
2. Never attempt to tamper with other people's data, to gain unauthorized access to accounts or files on the networks (*including the Internet*) or misuse any technological equipment. (*Specifically, hacking or placing viruses on the system is strictly prohibited and will result in immediate disciplinary action which may include criminal or civil proceedings.*)
3. Never change the computer settings (*e.g. such as background, icon names, etc.*).
4. Only use network or Internet communication that is appropriate. It must be free from:
 - a. Racist, profane, or inappropriate language, materials, or pictures.
 - b. Any illegal activity.
 - c. Material that is offensive to the values of the Catholic Community.
5. Ask my teacher if I am unsure about any use of the networks or the Internet.
6. Recognize that electronic mail is not private.
7. Never share my password.
8. Not use St. Philip's technology to distribute or promote any political or commercial activity.
9. Abide by copyright law.
10. Ask for permission from a staff member to print-off homework or special reports prior to the day its due.

According to U.S. Copyright law, unauthorized reproduction of software is a federal offense. Offenders can be subject to civil damages of as much as \$100,000 per title copies, and criminal penalties, including fines up to \$250,000 per work copied, and imprisonment up to 5 years per title copied.



The Bemidji Catholic Community
St. Philip's School

702 Beltrami Avenue NW Bemidji, MN 56601 Phone: 218-444-4938

ACCEPTABLE USE POLICY AND AGREEMENT

I understand that computer, i-Pad, Chromebooks, tablets, network and Internet use at St. Philip's School is a privilege and not a right, and that my use of this privilege may be revoked at any time for any reason.

As a condition of my use of the computers, networks and Internet, I will abide by the Terms and Conditions for Technology/Internet use at St. Philip's School, and by any future terms or conditions that may be developed. I understand that when I am using the internet or any other computer/technology device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Diocese of Crookston. I understand disciplinary action will be taken if am found abusing my computer, network or Internet privileges.

My signature below and that of my parent(s) or guardian(s) means that I agree to follow the guidelines of this Acceptable Use Policy for Technology for St. Philip's School.

Student Name *(please print)*: _____

Signature: _____ **Date:** ____/____/20____ **Grade** _____

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Terms and Conditions of this agreement. I hereby give my permission for my child to access school technology and instruct my child to follow these rules.

Parent Signature: _____ **Date:** ____/____/20____

St. Philip's Staff *(please print)*: _____

Signature: _____ **Date:** ____/____/20____

Appendix D: **WELLNESS POLICY**

Sec. 204 Local Wellness Policy: Not later than the first day of the school year beginning after June 30, 2006, all school districts that receive funding from the federal school lunch program are required by the Child Nutrition and WIC Reauthorization Act of 2004 ("the Act") to have a wellness policy that includes nutrition guidelines, goals for nutrition education, physical activity to promote student wellness, and other school-based activities that are designed to promote wellness. The Act requires the involvement of parents, students, representatives of the school food authority, the school board, school administrators, and the public in the development of the wellness policy. The Act also requires a plan for measuring implementation of the policy and the designation of at least one person charged with operational responsibility for ensuring the school district follows the policy. The Act provides for technical assistance and information from the Secretary of Agriculture to aid state and local educational agencies and school food authorities in establishing healthy school nutrition environments, reducing childhood obesity, and preventing diet-related chronic diseases.

MISSION FOR THE WELLNESS POLICY

St. Philip's School strives for academic excellence in a safe learning environment for each child. We desire a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

PHILOSOPHY

St. Philip's School is committed to providing a healthy school environment which promotes nutrition education and physical education as essential components of our students' education and good health.

St. Philip's School encourages the involvement of students, parents, teachers, staff, School Council, and administrators in implementing, monitoring, and reviewing the school's nutrition and physical activity policies.

We strive to give children access to healthy foods and opportunities to be physically active to grow, learn, and achieve academic success.

School staff will provide students with access to a variety of appealing foods that meet the health and nutrition needs of students.

Adopted by St. Philip's School Board: May 9, 2006

Revised: August 14, 2007

Revised: May 2008

Revised: 2011/2012 school year

Revised: 2012/2013 school year

Revised: 2015/2016 school year

I. GOALS FOR SCHOOL FOOD AND NUTRITION PROGRAM/PERSONNEL

1. St. Philip's School will meet nutrition requirements established by local, state and federal statutes and regulations.
2. St. Philip's School will offer a variety of appealing choices including fruits, vegetables, low-fat dairy, and whole grain foods.
3. An appropriate length of time will be scheduled for students to eat meals.
4. Meal times will be scheduled to allow for recess for grade levels Pre-K - 6 prior to eating and whenever possible for Grades 7 and 8.
5. We will encourage students to participate in the National School Breakfast and National
6. We will encourage students to drink water.

ACTION STEPS

- a. Food and beverages will comply with Federal standards and guidelines.
- b. Staff will take measures to ensure that student access to foods and beverages meet or exceed federal and state guidelines.
- c. Staff shall adhere to all federal, state, and local food safety and security guidelines.
- d. St. Philip's School will make every effort to prevent the overt identification of students who are eligible for free and reduced-price school meals according to federal and state guidelines.
- e. St. Philip's School will provide student access to handwashing prior to meals or snacks.
- f. The school will make every effort to provide students with enough time to eat lunch. (*approximately twenty minutes*).
- g. All foods made available to students will comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (**HACCP**) plans and guidelines are implemented to prevent food illnesses in schools.
- h. For the safety and security of food, access to the kitchen area is limited to authorized personnel while the school's meals are being prepared and served.
- i. St. Philip's School encourages staff to attend professional workshops that relate to the Food and Nutrition Program, as well as to nutrition, wellness, and food safety issues.
- j. Staff contracts provide for attendance at approved workshops.
- k. Students will be allowed to drink water in classrooms.

II. NUTRITION GOALS FOR ALL FOODS AND BEVERAGES AVAILABLE ON THE SCHOOL CAMPUS DURING THE SCHOOL DAY

1. St. Philip's School recommends guidelines for snacks consumed during the school day.
 - A. We encourage the serving of whole grains, fruits, vegetables, and dairy as the primary snack item during the school day and the Noah's Ark after school program.
 - B. For those students who bring their own snacks, parent information will be sent home on healthy snack/food ideas for their students to bring to school.
 - C. St. Philip's School will offer snack in a timely manner keeping in mind the students' meal times.
 - D. St. Philip's School will limit the number of times soft drinks are available to students.
2. St. Philip's School recommends selling non-food items as fundraising projects.

III. PHYSICAL ACTIVITY GOALS

- a. Students are given opportunities for physical activity before and during the school day through physical education classes, daily recess, and the integration of physical activity into the academic curriculum.
- b. Students are given notice of opportunities for physical activity through a range of after school programs including, but not limited to, Community Education, youth sports organizations, Bemidji Middle School, Noah's Ark, and Boys' and Girls' Club.
- c. St. Philip's School encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

ACTION STEPS:

- i. St. Philip's School will post motivational posters and community events to increase students' and families' physical activity.
- ii. The physical education teacher can attend at least one physical activity workshop each year.
- iii. Students in grades K - 6 will participate in Physical Education classes daily.
- iv. Students in grades 7 & 8 will participate in Physical Education classes at least three times a week (more if possible).

IV. NUTRITION EDUCATION GOALS

- a. Students in K-8 will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- b. Nutrition education is offered in the classroom as well as the school cafeteria.
- c. Students receive consistent nutrition messages throughout the school.

ACTION STEPS:

- i. Nutrition Education will be taught in the classrooms.
- ii. Cooks will visit the classrooms to assist the children in planning a day's lunch.
- iii. Nutrition messages are posted throughout the school and dining room. Students are encouraged to be aware of messages in community and media that relate to nutrition.

VI. IMPLEMENTATION AND MONITORING

NOTE: The Act requires that the wellness policy establish a plan for measuring implementation of the policy, including designation of at least one or more persons within the school charged with operational responsibility for ensuring that the school meets the requirements of the wellness policy.

- a. The principal and faculty will evaluate the effectiveness of the Wellness Policy.
- b. The school cook will ensure compliance with the school nutrition program guidelines.
- c. St. Philip's School will, as necessary, revise the wellness policies and develop plans to implement the revisions.

Appendix E:

Diocese of Crookston, MN

Bullying Prohibition Policy

It shall be the policy of the Diocese of Crookston to adopt the Minnesota State Administrative rules # 121A.0695 which states that “Each School Board shall adopt a written policy prohibiting intimidation and bullying of any student. The policy shall address intimidation and bullying in all forms, including, but not limited to, electronic forms and forms involving internet use”.

The Diocese policy shall include but is not limited to:

1. The Purpose of the Policy

a. A safe environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with a student’s ability to learn, or a teacher’s ability to teach. It needs to be the schools intent to prevent bullying and intimidation and to take action to investigate, respond, remediate and discipline acts of bullying which have not been successfully prevented. The purpose of the policy shall be to assist the school in preventing and responding to acts of bullying, intimidation, violence, and any other similar disruptive behavior.

2. General information about the Policy

a. Any act of bullying, by either an individual student or a group of students, is expressly prohibited on school property or at school sponsored functions or activities, or on any school sponsored transportation. b. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, encourage or support another student’s act of bullying. c. Any retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. d. The school will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated this policy.

3. The Definitions of Bullying

a. “Bullying” means any expression written, verbal or electronic, any physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student or students educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effects of harming a student, damaging a student’s property, places a student in reasonable fear of harm, or creates a hostile learning environment for that student.

4. Reporting procedures

a. Any person who believes he or she has been a victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the appropriate school official, designated by your policy. Any student or parent of a student who has been bullied should also be encouraged to report the incident to any School employee that they feel comfortable with. That employee shall then report it to the appropriate school official, designated by your policy. b. The school should encourage anyone who believes that they have been bullied to report it. c. Reports of bullying are classified as private and personal data as well as confidential investigative data and will not be disclosed as permitted by law. d. Submission of a good faith report of bullying will not affect the complainant's future employment, grades, work assignments, or educational or work environment. e. The school will respect the privacy of all individuals involved as much as possible, consistent with the schools obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

5. School Action

a. When a complaint of bullying is received, the school shall undertake or authorize an investigation. b. The school may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law. c. Upon completion of the investigation the school will take appropriate action. Such actions may include, but are not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, or termination. d. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. e. School officials shall notify parents or guardians of the students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

6. Reprisal

a. The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing related to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

7. Training and Education

- a. The school will annually provide information and any applicable training to school staff regarding this policy.
- b. The school will annually provide education and information to students regarding bullying, including information regarding the school's policy prohibiting bullying, the harmful effects of bullying, how to report bullying and other applicable initiatives to prevent bullying.
- c. The school is directed to implement programs and other initiatives to prevent bullying and to respond to bullying in a manner that does not stigmatize the victim. The school should make resources available to the victims of bullying.

8. Records and retention

- a. Each school is responsible for keeping all records of their incidences of bullying. The record should include the dates of the incident, a narrative of the incident, the parties involved, the investigation information, and the action taken, and any follow up training, or action that was needed.

Legal References Minn. Stat. 120B.232 (Character Development Education)

Minn. Stat. 121A.03 (Sexual, Religious and Racial Harassment and Violence) Minn. Stat. 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying) Minn. Stat. 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. 121A.69 (Hazing Policy)

Cross References MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees) MSBA/MASA Model Policy 413 (Harassment and Violence) MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglector Physical or Sexual Abuse) MSBA/MASA Model Policy 415 (Mandated Reporting and Maltreatment of Vulnerable Adults) MSBA/MASA Model Policy 423 (Employee-Student Relationships) MSBA/MASA Model Policy 501 (School Weapons Policy) MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 507 (Corporal Punishment) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records) MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination) MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination) MSBA/MASA Model Policy 525 (Violence Prevention) MSBA/MASA Model Policy 526 (Hazing Prohibition) MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students) MSBA/MASA Model Policy 709 (Student Transportation Safety Policy) MSBA/MASA Model Policy 711 (Video Recording on School Buses) MSBA/MASA Model Policy 712 (Video Surveillance other than on Buses)