

# School of St. Philip

## Family Handbook

### 2021-2022



School of St. Philip  
225 E. 3<sup>rd</sup> St.  
Litchfield, MN 55355  
320.693.6283

[www.schoolofstphilip.org](http://www.schoolofstphilip.org)

Accredited by the Minnesota Non-public School Accrediting Association (MNSAA)

### **Mission Statement**

The School of St. Philip is a Catholic community dedicated to educating the whole child to greatness of mind, body, and spirit.

## **Philosophy**

The School of St. Philip is a Catholic community that makes faith and high academic standards the priority. Our goal is to challenge the mind and inspire the soul of everyone who enters our building--students, staff, families, and visitors. Our mission is based on the following beliefs:

- We believe that each child is a unique gift from God with varied abilities and we strive to meet them at their level to reach their full potential.
- We believe that parents are the primary educators of their children, and we value the family-school partnership.
- We believe in educating the whole child -- academically, spiritually, morally, physically, and emotionally.
- We believe each child will grow in their relationship with our Savior Jesus Christ and a knowledge of the Catholic faith through participation in prayer, liturgy, and instruction.
- We believe that values such as honesty, responsibility, compassion, and empathy should be modeled and infused in daily instruction.
- We believe in promoting self-esteem in a nurturing environment where all feel welcome and secure.
- We believe in the value of good study habits, time management, and lifelong learning.
- We believe that children at an early age should be encouraged to be engaged in social justice and service to school, home, community, and world.

“Catholic schools collaborate with parents and guardians in raising and forming their children as families struggle with the changing and challenging cultural and moral contexts in which they find themselves.

Catholic schools provide young people with sound Church teaching through a broad-based curriculum where faith and culture are intertwined in all areas of a school’s life.

By equipping our young people with sound education, rooted in the Gospel message, the Person of Jesus Christ, and rich in the cherished traditions and liturgical practices of our faith, we insure that they have the foundation to live morally and uprightly in our complex modern world.”

*from: Renewing Our Commitment to Catholic Elementary and Secondary Schools  
in the Third Millennium by the United States Conference of Catholic Bishops, 2005*

*As quoted in: Formation in the Catholic Faith: Plan for Catholic Schools  
in the Diocese of New Ulm—2008-2013*

## **The Church of St. Philip Mission Statement**

*We, the parishioners of the Church of St. Philip, are nourished by  
Christ's grace and love through prayer and the sacraments.*

*In our diversity, we strive to be the Face of Christ as we welcome the stranger,  
the Heart of Christ as we nurture the spiritual growth of all people on their faith journey  
and the Hands of Christ as we reach out in service to all.*

Revision adopted by the Parish Pastoral Council  
August 19, 2003

## **The School of St. Philip Organizational Structure**

The Church of St. Philip is the legal entity of the Catholic community in Litchfield, Minnesota. This corporation is headed by the Bishop of the New Ulm diocese, who serves as president. The pastor of St. Philip's serves as the vice-president and administrator of the parish. The chancellor of the diocese also serves on the board of trustees along with two lay persons from the parish community. These five persons constitute the Board of Trustees and the legal framework of the parish.

St. Philip parish is joined with the Church of Our Lady--Manannah, St. Gertrude-- Forest City, and St. John --Darwin to form The Shepherd of Souls Catholic Area Faith Community. Each parish has an Administrative Council that serves in an advisory capacity to the pastor and administrative staff of each parish. The Area Faith Community is organized through a joint pastoral council with its committees for Word, Worship, Service, and Stewardship.

The School of St. Philip is owned and operated by the Church of St. Philip and is guided by a School Committee that acts as a parent group as well as an advisory group for the principal. This committee consists of eight parents who serve three-year terms, the principal, and the pastor, and meets year-round.

### **Goals**

- To encourage each child to foster a relationship with God and a knowledge of the Catholic faith through prayer, liturgy, and instruction.
- To lead children to make choices and judgments in the light of the Gospel values taught by Jesus Christ.
- To model and teach the value of good study habits and life-long learning.
- To teach the basic skills and content as developed in the curriculum.
- To open as many avenues of exploration as possible to allow each child to express his/her ideas.
- To promote self-esteem in a loving environment where each child feels secure.
- To teach and exemplify that a Christian shows courtesy and respect to others.
- To promote awareness of social justice and global issues.
- To develop strong spiritual and moral values in each individual.
- To promote a healthy lifestyle through awareness of the value of good physical fitness.
- To extend cooperation through interaction among parents, teachers, students, and administrators in the education of each child.

## **Quick Reference**

<b>School Website</b>	<b><a href="http://www.schoolofstphilip.org">www.schoolofstphilip.org</a></b>
<b>School Hours</b>	8:00 a.m. – 2:40 p.m.
<b>Absences</b>	Please call the school office (693-6283) before 8:00 a.m. if your child will be absent.
<b>Hot Lunch</b>	\$2.85 (includes milk) For the 2021-2022 school year all lunches will be free.
<b>Milk</b>	Milk for snack and cold lunch is \$0.30 per carton. Kindergarten snack milk is free under the government program. A one-time milk fee of \$50 at the beginning of the year can be paid. Or you can pay as you go with deductions made from the student’s lunch/milk account.
<b>Bus Passes</b>	A note from the parent is required to issue a bus pass for the student to ride a different bus after school.
<b>Changes in schedule</b>	A note from the parent is required if there is to be any change in the child’s schedule.

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# Staff Directory

<b>Position</b>	<b>Name</b>	<b>Email</b>
<b>School Staff</b>		
Pastor	Father Jeff Horejsi	<a href="mailto:frjeff@shepherdofsouls.org">frjeff@shepherdofsouls.org</a>
Principal	Mrs. Percy Lingen	<a href="mailto:plingen@schoolofstphilip.org">plingen@schoolofstphilip.org</a>
Administrative Assistant	Mrs. Mary Roers	<a href="mailto:mroers@schoolofstphilip.org">mroers@schoolofstphilip.org</a>
Kindergarten	Ms. Brenda Torborg	<a href="mailto:btorgborg@schoolofstphilip.org">btorgborg@schoolofstphilip.org</a>
Grade 1	Ms. Taylor Zitur	<a href="mailto:tzitur@schoolofstphilip.org">tzitur@schoolofstphilip.org</a>
Grade 2	Ms. AuBree Zuehl	<a href="mailto:azuehl@schoolofstphilip.org">azuehl@schoolofstphilip.org</a>
Grade 3	Mrs. Mary Lenz	<a href="mailto:mlenz@schoolofstphilip.org">mlenz@schoolofstphilip.org</a>
Grade 4/5 multiage	Mrs. Nancy McGraw	<a href="mailto:nmcgraw@schoolofstphilip.org">nmcgraw@schoolofstphilip.org</a>
Grade 4 Reading/Math	Mrs. Percy Lingen	<a href="mailto:plingen@schoolofstphilip.org">plingen@schoolofstphilip.org</a>
Music	Mrs. Dianna McCarney	
Spanish	Dr. Michelle Kramer	<a href="mailto:mramer@dnu.org">mramer@dnu.org</a>
PE/Lunch	Mrs. Melissa Thompson	<a href="mailto:mthompson@schoolofstphilip.org">mthompson@schoolofstphilip.org</a>
Library	Mrs. Joan Olson	
Custodian	Mr. David Eischens	<a href="mailto:deischens@thechurchofstphilip.org">deischens@thechurchofstphilip.org</a>

## **Parish Staff**

Director of Religious Ed.	Mrs. Karen Kulzer	<a href="mailto:kkulzer@shepherdofsouls.org">kkulzer@shepherdofsouls.org</a>
Administrator	Mrs. Brenda Grates	<a href="mailto:bgrates@shepherdofsouls.org">bgrates@shepherdofsouls.org</a>
Custodian	Mr. David Eischens	<a href="mailto:deischens@shepherdofsouls.org">deischens@shepherdofsouls.org</a>

## **School Committee Members**

Laura Beach	Laura Loch
Micki Engle	Jammie McCarney (Chair)
Lindsey Lawrence	Amie Vetsch

## **Marketing Committee**

Kayla Huhn	Manny Jasso
Melissa Thompson (Chair)	Brenda Torborg



# School Calendar

## 2021-2022

Due to dealing with the everchanging issues surrounding COVID-19 all dates are subject to change.

August	24	Teacher Workshop	January	3	Christmas break
	24	Parent Night 6:30 p.m.		14	End of 2 <sup>nd</sup> quarter
	25	Teacher Workshop		17	Teacher Workshop
	25	Back-to-School 6 p.m.			No school for students.
	30	First Day of School		30	Catholic Schools Week
September	2	Marathon Rally	February	1-5	Catholic Schools Week
	3 & 6	No School		15 & 17	Conferences 3-6:30
	10	Marathon Rally		21	President's Day no school
	17	Marathon Rally		24	Discovery Day
	24	Marathon Rally	March	2	Ash Wednesday
October	1	Marathon Day		9	12:30 dismissal/Inservice
	11	Faith Formation Day		18	Lenten retreat
		No school for students.			End of 3 <sup>rd</sup> quarter
	19	Marathon Reward		21-25	Spring Break
	21 & 22	MEA – no school		TBD	Science Fair
	29	End of 1 <sup>st</sup> quarter	April	7	Kindergarten Roundup
November	9	Conferences 3-6:30		15	No school/Good Friday
	10	12:30 dismissal/Inservice		18	No school/Easter Monday
	11	Veterans Day Program	May	6	May Crowning
		Conferences 3-6:30		20	Kindergarten Graduation
	24-26	Thanksgiving – no school		25	5 <sup>th</sup> Grade Graduation
December	8	Advent Retreat			End of 4 <sup>th</sup> quarter
	23-31	Christmas break			Last Day

**Church of St. Philip**

321 E 5<sup>th</sup> St., Litchfield, Minnesota 55355

P:320-693-3313

F: 320-593-4783

August 2021

Dear Parents of the School of St. Philip,

I'm excited to begin my fourth year with our school. The Church of St. Philip Catholic School Program stands out as one of our very important ministries here in our parish and area faith community. We have been providing children of our parish the opportunity to receive sound education in a Catholic environment and to help them in their growth and personal formation for over 55 years. We have a new and wonderful year planned for our students, which includes an excellent academic and faith formation curriculum.

I am delighted that your children are registered here at the School of St. Philip's. I believe you have made a wonderful decision to have your children participate in our school.

The School of St. Philip is only possible because of the commitment, dedication, and participation of our school families. We count on your involvement in your child's education as well as our efforts to raise funds to keep our school financially sound. I also want to express my gratitude to all of our parish families whose support, participation, faith, and dedication make the School of St. Philip possible.

I thank you for your decision to have your children participate in our school and I look forward to joining with our school staff in providing the very best Catholic School experience for our students and community.

Please be assured of my support and prayers for all our students and families.

Sincerely yours in Christ,

Fr. Jeff Horejsi  
Pastor



## School of St. Philip

225 East Third Street  
Litchfield, MN 55355  
320.693.6283  
[www.schoolofstphilip.org](http://www.schoolofstphilip.org)

Dear St. Philip families,

I am both pleased and blessed, excited and anxious for my second year as your principal. If you are a new family – WELCOME. If you are a returning family – THANK YOU for your continued faith and belief in what we do. Working together we can support each other and give your child a first-class education rich in faith. Please don't hesitate to reach out to us in the office or to your child's teacher with questions, concerns, or to share ideas.

We learned a lot last year about what each of us is capable of and has to offer. We worked together and made it through almost the entire year in-person. We were able to do that because we were flexible and focused. We made changes along the way using the information that we had. You all made this possible by letting us know if your family had been affected by COVID and by keeping sick children at home. We all need to do the same this year. Our goal is the same for this year. We want to have in-person learning and keep everyone healthy and safe. We will deal with any hurdles that come our way together.

The year ahead may hold challenges. But it also holds opportunities. We have a 4/5 multiage classroom, new first grade teacher, our lunch helper is now in charge of the program, a returning music teacher, and a principal that is now teaching part-time. We are growing as a school family. We ended last year with 51 students. We are beginning this year with 56 students. We are thankful for these blessings. Thank you for choosing to give your child a Catholic education and recognizing that faith must be an integral part of your child's development.

Pray for us as we navigate another unique year and know that our prayers are offered in thanksgiving for another successful school year.

God's Blessing to you,

*Percy Lingen*

# Family Handbook Policies of the School of St. Philip



## Admission

### Admission in the Catholic School

The primary purpose of the School of St. Philip, as part of the Diocese of New Ulm, is the education of young people in order to assist them in their academic, personal, and spiritual growth – “to educate the whole person: mind, body, and soul.”<sup>1</sup> As a Catholic school, emphasis is first and foremost on the teaching and practice of the Catholic faith so children and young people can “experience learning and living fully integrated in the light of faith.”<sup>2</sup> Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them.

The administration of the school recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

### Students of Other Faith Traditions

The presence of students from other faith traditions provides a wonderful diversity to the school; however, the presence of these students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- All students are expected to participate in the religious formation and education programs of the school.
- All students must participate in liturgies, retreats, other religious functions, and religion classes.
- Catholic Church tenets state that students who do not share the Catholic faith may not receive the sacraments of the Church; therefore, they may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church’s positions on Scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.



Should a waiting list be necessary, preference will be given to students in the following order:

1. Students with siblings currently in the school
2. Students whose parents are parishioners within the Catholic Area Faith Community
3. Siblings of students who have completed the school program
4. Catholic students outside the Area Faith Community
5. Non-Catholic without siblings currently enrolled or previously completing the program.



### **Non-Discrimination Clause**

Catholic schools, administered under the authority of the Catholic Diocese of New Ulm, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national or ethnic origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs.

Students shall not be denied admission because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program within the reasonable accommodations that may be provided for the disabled child. A full range of services may not be available to a disabled student – only reasonable accommodations can be made. Parents are to fully disclose the nature and known extent of any physical, emotional, environment, or learning disabilities at the time of registration.

This policy does not conflict with the priority given to Catholics for admission as students. Nor does it preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

### **Parental Role**

The Catholic Church recognizes, and the Catholic school respects the parents as the primary and principle educators of their children. For a Catholic parent, the promise at baptism to raise their children Catholic supports these premises and the Catholic school thereby exists to assist parents in the Christian formation of their children – assisting in what is to already happening in the home. With the school being a continuation of a child's primary education, all parents enrolling their children in the school are expected to support the school's mission and commitment to Christian principles.

Parents are expected to annually sign the school's handbook Agreement Form as acceptance of the school's policies as set forth within the handbook.

While present on the school campus be it for academic related activities or extra-curricular events, every adult has the responsibility of appropriate conduct in order to support the

school's mission and provide positive role models to our students. A coherent witness to Catholic moral teaching is expected at the school and during any school-related activities.

### **Admission Documents**

- Immunization record listing the dates of all shots in compliance with those required by state law
- Baptism certificate during sacrament years (Catholic applicants only)
- Custody agreement (if applicable)
- If transferring from another school, the student authorization for release of all academic, psychological, behavioral, and evaluation records from the student's prior school.

### **Admission/Enrollment Decisions**

A parent retains the right to withdraw a student at any time just as the school administration (principal and/or pastor) reserves the right to accept or deny admission of a student within the parameters of the school policies. The school administration hopes that all decisions may be made through amicable discussion. If needed, a grievance procedure to assist with any discussion is also a part of this handbook.



(Diocesan Draft updated May 2, 2013)

## **Attendance**

Regular daily attendance is essential for good student progress. Absentees miss valuable class instruction, discussion, and the continuity of work.

Parents are encouraged to stress the importance of schoolwork and the value of consistent attendance. Regular attendance will help to develop desirable character traits, such as responsibility. If parents consider school important, their children will also, and they will thus derive greater benefits from this educational opportunity.

### **School Hours**

- School hours are from 8:00 a.m. until 2:40 p.m. each day.
- Children should **not** arrive earlier than 7:45 a.m. or remain on the campus later than 2:55 p.m. unless they are participating in a supervised activity or arrangements have been made.
- Supervision **will not** be provided for students who arrive before 7:45 a.m. or remain later than 2:55 p.m.
- The above procedures are designed for the safety and well-being of your children.

### **Absences**

- Students are expected to be in school every day that school is in session.
- Students missing less than 2 hours will be marked tardy.
- Students missing more than 2 hours will be marked ½ day absent.
- Students who come to school and leave before 10:00 a.m. will be marked a full day absent.

In the event that students are absent, the parent or guardian should notify the school office no later than 8:00 a.m. If the parent does not contact the school, the school secretary will call the parent, or the person designated by the parent as an emergency contact.

Excused absences, as defined by MN Statute 120A.22 include

- (i) child illness, medical, dental, orthodontic, or counseling appointments;
- (ii) family emergencies;
- (iii) the death or serious illness or funeral of an immediate family member;
- (iv) active duty in any military branch of the United States;
- (v) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
- (vi) other exemptions included in the district's school attendance policy

Absences for babysitting, shopping trips, hunting, or fishing are not considered valid reasons to be absent. Medical and dental appointments should be scheduled for non-school days, vacation periods, or after school hours if possible.

Number of Unexcused Absences	School Response
3	Letter from Principal with attendance record. Principal will make a referral to the Meeker County Early Intervention Truancy Worker with Meeker County Social Services.
5	Conference with parents - develop an attendance improvement plan. An initial truancy referral is made to the County Attorney.
7	A continued truancy referral is made to the County Attorney.

**Missed Work**

- In case of an absence, it is the responsibility of the student and/or parent to obtain from the teacher all assignments and materials presented during an absence.
- Assignments will be available by the end of the day.
- Teachers are not required to give work before anticipated absences.

**Leaving school during school hours**

Any parent coming to pick up a child must report to the office. The secretary or principal will notify your child's teacher of your arrival.

# Transportation

## **Bus**

- Bus transportation is provided by Hicks Bus Line through Litchfield Independent School District #465 for students in kindergarten through 5<sup>th</sup> grade.
- Students who live the required distance from the school are provided free bus transportation.
- Students who receive this service are expected to obey all bus rules and regulations as listed at the end of this handbook.
- Infractions of the rules will be reported to the school, and the parents will be notified. Violations may result in the suspension or loss of bus transportation privileges.
- Students are to get off and on at their regularly assigned stops. A signed note from a parent or guardian is required when it is necessary to do otherwise. The school office will then issue the student a bus pass that must be given to the bus driver when boarding.
- Preschool students have the option of utilizing transportation services with Central Community Transit.



## **Parent Drop Off**

Since we do not have school patrol on duty in the morning, it is very important that parents walk their children across the street when dropping off. An easy alternative is to pull up alongside 3<sup>rd</sup> Street and drop off immediately in front of the school.



## **Parent Pickup**

- Dismissal is at 2:40 p.m.
- Please send a note, call, or email the secretary as early in the day as possible if you plan to pick up your child.
- When picking up children at the end of the day, parents are asked to wait outside the building.
- If a special message needs to be delivered, inform the office and we will give it to the classroom teacher.
- Parents who wish to pick up their children may park in the parking lot. Please be aware that there may be a Phy. Ed. class or student activities in session on the tar until 2:40 p.m. Buses park in front of the school and also on Armstrong Ave.

## **Bicycles**

- Students who ride their bicycles to school are required to park them in the bike racks located on the school grounds.
- Bicycles should be locked with a chain for safety. The school assumes no liability for bicycles which are missing.





## Religious Development

As a Catholic faith community, the study of our religion and faith and coming together to celebrate the Eucharist and other liturgical rites are a central focus in our lives.

At St. Philip’s, religion classes are held daily. The textbook series used is *Image of God* (Ignatius Press). In second grade, students prepare to receive the sacraments of Reconciliation and Eucharist.



In addition to their studies, students also participate in daily prayer, seasonal prayers (Stations of the Cross, Rosary, etc.) as well as weekly liturgical celebrations. One of the important goals of our Catholic school is to instill in our children an appreciation for Mass, the Eucharistic Celebration, which is the most important prayer of our faith. All students attend a weekly liturgy, generally at 8:30 a.m. on Fridays. Children work together with their teachers in planning these liturgies and sharing responsibility for the various parts of the Mass. We encourage and welcome parents to come and celebrate these liturgies with us.



Through instruction in Catholic doctrine and Scripture, Christian values education, and prayer, the message of the Good News is conveyed and experienced as a way of life. The integration of religious truth and values with the rest of life is brought about in our Catholic school not only by its unique curriculum, but more importantly by the presence of teachers who express an integrated, Christian approach to all learning and living.

## Academic Policies



### Curriculum

The aim of the curriculum at the School of St. Philip is to give each child the foundation necessary for living and for further learning by fostering a love of learning. The subjects of the curriculum are evaluated on a rotating basis.

<u>Subject</u>	<u>Publisher</u>
Religion	RCL Benziger – “Blest Are We”
Family Life	Benziger
Math	Everyday Mathematics (K - 5)
Language Arts	Scott Foresman “Reading Street”
Reading, Spelling, Phonics, Grammar, & Writing	
Science/STEM	Carolina and Lego Education
Social Studies	Scott Foresman Scholastic News Teacher-designed units
Handwriting	Teacher-designed units/ Universal Publishing
Music	Silver Burdett & Ginn/ Enrichment
Art	Davis Publications, Inc./ Enrichment
Spanish	DuoLingo and teacher-designed units
Financial Management	Dave Ramsey’s Junior Bible Adventures (gr. 4-5)

### **Family Life Curriculum**

It is diocesan policy that instruction in Christian human sexuality be a part of our school religion curriculum. This is done in light of our belief that parents are our students' first teachers. Students in grades 4 and 5 will receive instruction in this area in the spring of each year. Curriculum materials are available for parents in the school office prior to classroom instruction.

### **Homework**

All learning tasks or assignments given for the students to do on their own time shall be designed to meet one or more of the following criteria:

- To provide the student with additional practice of basic facts or skills.
- To have an individual student complete any tasks which he/she may not have completed during class time or study periods.
- To prepare for tests.
- To foster the home-school partnership in the learning process.
- To broaden and enrich the student's knowledge in the areas learned in class presentations, discussions, and activities.



### **Parents should check their children's backpacks and assignment books daily.**

The responsibility for completing homework tasks or assignments belongs to the individual student, working in cooperation with his/her teachers and parents. All work, if it is to be considered a valid measure and reflection of the child's knowledge, skill level, or ability, is to be done in the child's own handwriting and words.

Late assignments will be reflected in the child's grade.

### **Science Fair**

A science fair is held every other year (odd years) in February or March. All students in grades 4 & 5 are required to enter an experiment in this science fair. The purpose of this experience is to learn scientific method and proper display techniques and to become skilled at communicating with a judge. The child's science teacher will act as an adviser, but all work on the science experiment is to be done at home. Winners may advance to the regional fair in Mankato in April.

### **Library**

Good books are invaluable in the development of each child. We ask parents to join us in making efforts to instill in children a genuine appreciation for good literature. The school has a central library for the use of the entire student body. It contains a large number of excellent books and reference materials. In addition, each classroom has its own library suited to the needs of the children. Reading Counts books are in designated areas of the library for students to check out and use to grow in comprehension and fluency.

- Children have a library period each week. They are encouraged to check out books at this time.
- A replacement fee will be charged if a book is lost or damaged. All fines need to be paid in May prior to receiving the final report card.

The Litchfield Library is also an excellent source for books and other learning materials. Because of its proximity to our school, teachers occasionally take their classes to use this beautiful and enriching facility. We encourage parents to frequent the library with their children too.

## **Computer Internet Access/Technology Use Policy**

The lab computers at the School of St. Philip are connected to the internet. All computers have a firewall with filters monitored by the local phone/internet service provider under the direction of school administration. All computers available for student use at our school with access to the Internet are equipped to restrict all student access to material that is reasonably believed to be obscene or material harmful to minors under federal or state law.



Additionally, teachers or paraprofessionals supervise students whenever they use the internet. Computers are used for academic purposes; internet use of social media is not allowed at school. Students are instructed in proper use of technology and agree to use them appropriately.

Students will be using iPads and laptops to enhance learning in the classroom. Reception of this handbook indicates that parents and students agree to our school's Technology Use Policy (see appendix).

## **Report Cards**

Report cards are a means of measuring the academic progress of each student. Report cards are issued quarterly (November, January, March, May). Included with each report card is a signature form. This is to be signed and returned to school within a week after issuance, except for the 4th quarter.

## **Student Records**

Student records are kept in the principal's office. These contain registration information, academic transcripts, academic testing, health records, and emergency information.

Parents who wish to view the record must make the request in writing and give twenty-four hours' notice.

## **School Supplies/ Textbooks**

A list of supplies for the school year is on file in the office and posted on the school website. Copies are given to each family at the end of the school year and mailed to new families. Students should have all the supplies listed for their grade level when they begin school in September. If this is a hardship, other arrangements can be made through the office.

The school provides all textbooks and workbooks. Students are financially responsible for books that are damaged or lost.

## **Field Trips**

Field experiences are encouraged as a means of providing first-hand opportunities for involvement and understanding of the world. Field trips, however, are a privilege and students can be denied participation if they fail to meet academic and/or behavioral requirements.



- The field trip form filled out in the fall is for listed in-town trips.
- Teachers will send home a special permission slip for any other trips.

- Students who fail to submit the proper form will not be allowed to participate in the field trip. A copy of the official diocesan form can be found on the school website.
- Telephone calls cannot be accepted as sufficient for permission.
- Faxed permission forms can be accepted. The fax number is 1-888-404-1952.
- Parents retain the right to refuse to allow their child to participate in a field trip.

Parents are welcome to join us on field trips if they have completed the Diocesan-required Virtus Safe Environment training. Please contact the principal for more information about this required 3-hour training.

Parents who wish to be drivers for field trips need to complete the diocesan required background check as well as Virtus.

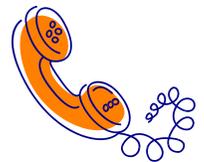
### Title I

Title I reading services are available at the School of St. Philip. Title I is a federally funded program that offers additional help for qualifying students. The following steps are followed as part of the program.

- A District Needs Assessment is carried out to identify all students who need academic assistance.
- Specific students who could most benefit from educational help are selected by the classroom teacher or through parent recommendation based on anecdotal observation, performance and/or standardized test scores.
- Goals for program improvement and for student progress are set.
- Parents are notified if their child qualifies for Title I services.

## Communication

For the proper growth and learning of your child, it is important that there be an atmosphere of cooperation and understanding between teacher and parent. At St. Philip's, we believe that communication is vital to the academic and social success of students. We, therefore, strongly urge regular communication between teachers and parents.



- Teachers are usually available at school from 7:45 a.m. to 3:15 p.m.
- Messages for teachers will be taken so that they may return phone calls during their prep time or after school.
- If you wish to visit with a teacher, please call the school before 2:45 p.m. and the teacher will return your call. **You may also email a message to a teacher. Teachers may not check their emails until after school each day. If you need a response before the end of the day, it is best to contact the office. It is always best to copy Mrs. Mary Roers with after-school schedule changes.**

## **Newsletters**

Each classroom teacher sends home a newsletter either via email or a paper copy. The principal sends home a monthly newsletter that contains important parent information and will keep you up to date on the happenings at the school. All newsletters are posted on the school website with the link sent via email to each family. A printed copy will be sent home if requested.

## **Parent/Teacher Conferences**

Parent/teacher conferences are held two times during the academic year. Notice of conference appointments will be sent home two weeks before conferences. If special considerations for scheduling are necessary, please inform the office before the schedule is made if possible.

## **Complaints**

In keeping with the demands of the Gospel, complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should administrators be contacted. Please make a point of addressing concerns in a timely manner so solutions may be found early before frustration grows.

## **Confidentiality**

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

## **Visitation (Due to COVID-19 this is temporarily suspended)**

Parents are always welcome and encouraged to visit the school and the classroom. At times you may receive a special invitation from your child. We encourage you to accept these invitations, because it conveys to your child your interest in his/her learning.

Other desired visitations should be cleared with the principal, who will convey your wish to the teacher. The teacher will contact you and set up a convenient time. Friend/relative visitations must have prior approval from teacher and principal.

All parents and visitors must report to the office when entering the building. They will there be issued a visitor badge.

Parents are always welcome to come in and have lunch with their children. The cost of an adult lunch is \$3.85 and must be requested in the office by 8:00 a.m., or visitors can bring cold lunch.

## **Custody**

The School of St. Philip 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, the school will provide non-custodial parents with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

## **Student use of the telephone**

- Student use of the telephone is restricted to emergencies, illness, and for discipline purposes.
- Students will normally not be allowed to use the telephone to make arrangements for social activities or because of forgetfulness.



- Incoming (non-emergency) messages for students will normally be placed in their teacher's mailbox for distribution at the end of the day. Please make every effort to arrange things with your child before he/she leaves for school, so that such calls will not be necessary.
- Students are not allowed to use cell phones for phone calls or text messaging during the school day. If a student brings a cell phone to school for use after school, the phone must be turned off and kept in the student's backpack.

### **Birthday Parties**



Parents and children need to practice sensitivity when planning for birthday parties. If possible, consider inviting all classmates (boys and/or girls). If all are not included, please mail the invitations, and make arrangements for the children to be picked up in some way other than at school.

A permission note is required if a child will be attending an after-school party and leaving from school. Teachers must know what arrangements have been made.

If you are sending a treat to school with your child, please supply all necessary supplies (forks, plates, napkins, etc.). A healthy snack is always appreciated.

Please be aware of allergies in your child's classroom and in the school. Our school is NUT FREE ZONE and all treats must be manufactured in a nut-free facility. All treats that are brought to share **must** be made in a commercial facility. Homemade treats will be returned home with the child. Please use the snack list in the appendix as a guide.



### **Grievance Procedure**

A grievance is defined as any cause of complaint arising between the School of St. Philip and persons served by the school. A complaint or misunderstanding should be resolved on the lowest level with a verbal discussion between the parties involved. However, sometimes a resolution is not reached so there are additional steps one may choose to take.

1. Discuss the matter fully with the classroom teacher or with the employee the grievance most directly involves.
2. If the matter cannot be resolved, discussion with the immediate supervisor (the principal is responsible for all school personnel).
3. If the matter cannot be resolved, the matter should be put in writing to the principal. The principal will prepare a written response back to the person(s) with the grievance in a timely manner. A written grievance includes the nature of the complaint (including the name of the person to whom the grievance is addressed), any factual data which the complainant deems appropriate, and specific recommendations for appropriate resolution of the complaint.
4. If the matter has still not been resolved, the pastor would be the next level of authority. He acts in a reconciling capacity. The written complaint should be shared with the pastor along with any additional information that took place after the written complaint was shared with the principal.

If the complaint is in regard to a school policy, the School Committee may be consulted. The committee handles policy issues but does not deal with personnel issues. At every level and at all times, fair and amiable exchange must be maintained. All efforts should be made to solve the problem through discussion and in a timely manner.

Exceptions to this grievance procedure include any incidents involving physical or mental injury, sexual abuse, negligent treatment, or maltreatment of a child. The grievance may go directly to the source of authority the person expressing the complaint feels the most comfortable with. The school will contact the appropriate diocesan personnel and the appropriate legal authorities immediately.

### **Holiday Celebrations**

Holidays are important to all of us at the School of St. Philip, and we honor many important events throughout the year. Room parents will be in contact with the classroom teachers regarding what will work best for each event.



Families are asked to please avoid sending flowers/balloons to school for holidays. Though a beautiful gesture of affection, it is hard on the other students and a real challenge if the students are riding the school bus home. If a student does receive a special delivery of this nature, it will be left in the office until it is time to go home.

## **Health and Safety**

### **Allergies**

The School of St. Philip is a nut-free zone, and all families are asked to respect this when packing cold lunches and snacks. The school has epinephrine auto-injectors to be administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector.

Parents must communicate any type of allergy upon enrollment so accommodations can be made. Food allergies are addressed on an individual basis.

Birthday treats need to be nut-free in all classrooms. In classrooms where there is a student with a nut allergy, additional precautions need to be taken. All snacks and treats need to be manufactured in a nut-free facility. Birthday treats and party food also need to follow this policy so that all students may enjoy the celebration.

### **Bus Safety Training**

All students at the School of St. Philip are trained by Hicks Bus Service staff in the first few weeks of school. Training includes the following concepts according to MN Statute 123B.90:

- (1) transportation by school bus is a privilege and not a right;
- (2) district policies for student conduct and school bus safety;

- (3) appropriate conduct while on the school bus;
- (4) the danger zones surrounding a school bus;
- (5) procedures for safely boarding and leaving a school bus;
- (6) procedures for safe street or road crossing; and
- (7) school bus evacuation.

**Asbestos Notification** In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we began performing inspections of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the parish and school since that time.

The Diocese of New Ulm has contracted a company to provide environmental services, which includes maintaining compliance with Federal regulations regarding asbestos and other regulated environmental concerns. An accredited Inspector/Management Planner performed and issued a report regarding the results this past spring and updates were made as necessary over the summer. There were no significant changes in condition of the remaining asbestos. All asbestos containing material in our school building is in good condition and we will continue to manage them in place, as recommended by the accredited Management Planner.

The results of the re-inspection are on file in the Management Plan in the school office. Everyone is welcome to view these anytime during normal office hours. Our Asbestos Program Manager, Dave Eischens, is available to answer any questions you may have about asbestos in our buildings. We are intent on not only complying with, but also exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a safe and healthy environment in which to learn and work.

### **Hot Lunch and Meal Charging Policy**

The School of St. Philip has an excellent hot lunch program that works with the Litchfield School District to serve well-balanced meals. For the 2021-2022 school year free lunch is once again available to all student through USDA. The regular price was set at \$2.85 for students prior to the announcement of this program. Adult meals may be purchased for \$3.85. When a parent wishes to eat lunch with his/her child, a reservation must be made in the school office before 8:00 a.m. unless you plan to bring a cold lunch. **(Due to COVID-19 lunchroom visits are temporarily suspended.)**



Milk is available for students who bring cold lunch. The price is 30 cents per meal.

If sending **cold lunch**, please send food that does not need to be refrigerated or heated. Out of consideration for the feelings of other students, parents are asked not to bring fast food meals to school for their child's lunch. Cold lunches should also provide a healthy, well-balanced meal. Students should bring or purchase water or milk for lunch – no juice. Our school's Health and Wellness Committee is working to provide families with more information on healthy meals and snacks.

St. Philip's hot lunch policies strive to encourage students to eat well-balanced meals and try new foods. Each child must take a full serving of three foods; they may request only a taste of the other menu items

if they wish. Children are never forced to finish all their food, but they will not be given seconds unless they have eaten what they have first.

A monthly hot lunch menu will be posted on the school website. A printed copy will be sent home if requested.

1. The School of St. Philip's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.
2. It is the policy of the School of St. Philip to offer meals that meet state and federal guidelines.
3. Our policy is to have parents pre-pay for all lunches. This is not usually a problem. All lunch and milk money is tracked through the FACTS Student Information System. Low balances are sent when less than \$5 is in your child's account. If after 5 days we have not had a payment come in, an email is sent to the family stating that lunch money is due. In the meantime – if the student has a negative balance in their account – it is our policy to still provide lunches and keep a record of how many are past due.
4. Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available during school hours in the office. If household income or size changes, families can apply for meal benefits anytime during the school year.
5. If the student or family account has insufficient funds to pay for meals, it is our policy to charge meals, provide lunches for the student(s), and keep a record of how many are past due.

In accordance with the St. Philip School Health and Wellness policy, parents are asked to provide healthy food when sending lunches and snacks to school. The updated policy is included in the appendix.

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director Office of Civil Rights, 1400 Independence Ave. SW, Washington, D.C. 20250-9410, or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.*

\*See the appendix for an official updated policy approved by the School Committee in June 2018.



### **Dress Code**

The students at the School of St. Philip do not wear uniforms. The school dress code expects that students dress appropriately for both the academic and church environment.

- Clothing should be neat, clean, and well-maintained.
- Pictures and messages on students' attire are expected to be positive and uplifting.
- Shorts, skirts, and dresses must be at least mid-thigh. Shorter skirts may be worn with leggings or tights. Tank tops and dresses must have at least 2" straps and may not be low cut in front. No shorts may be worn on Mass days. Students are welcome to bring a change of clothes for after Mass.
- Shoes appropriate for outdoor play are to be worn each day. No flip-flops or crocs are allowed since these lead to injuries during active play.
- Be sure students have labeled coats, hats, mittens, snow pants, and boots every day during cold weather.
- If the dress code is violated, the teacher will speak with the child on the first offense. If there is a second offense, the parents will be contacted.

### **Emergency Information Card**

Annually every family is required to fill out an emergency information card for each child. If a medical emergency arises and parents cannot be reached, this grants the school authority to take the necessary steps to get your child the proper care that may be needed.

### **Emergency Closings and Crisis Plans**

In case of school closing because of inclement weather or any other emergency, announcements will be made on KLFD (Litchfield) 1410 AM. The School of St. Philip will send out a Remind, an email, and post it on Facebook as quickly as possible to keep parents informed of school closings.



- Severe weather: We will follow the Litchfield Public School decisions.
- Tornado: Students will go to the bottom floor hallway for safety.
- Bomb Threats: Students will leave the building and assemble at Ecumen.
- Fire: Students will leave the building and assemble at Ecumen if necessary.
- Crisis Threats: The school will be locked down and students will remain in their classrooms under the supervision of their teachers. School authorities will follow the instructions of the police department.

The School of St. Philip participates in 5 fire drills, 5 lock-down drills, and 1 tornado drill each year in accord with MN Statute 121A.037.

## **Health Services**

Health services and screening are provided to St. Philip's students through Litchfield School District #465 under Minnesota Law (Chapter 733). The District Health Coordinator annually conducts vision and hearing screening. She also serves as a resource person for the public health issues and health education programs.

## **Illness**

Students should not be in school if they are ill. Attending school when one has symptoms of a contagious disease is not only dangerous to the student but may result in a longer period of illness. Such attendance is also unfair to other students.

- Your child needs to stay home if they have a fever and can return to school after being fever free (below 99.5 degrees) for at least 24 hours without medication.
- Your child needs to stay home if they have vomited, and a 24-hour window of no vomiting is necessary before returning to school.

## **Immunizations**

As outlined in MN Statute 121A.15, our school requires standard immunizations be completed prior to attending school. Verification that immunizations have been received needs to be submitted to the school office. Conscientious objectors may submit a notarized form indicating that this is the family's choice.

## **Medications**

No medications, including topical medications, will be administered to any child unless it is absolutely necessary and written instructions from the child's doctor or parent are filed with the school office. The necessary form is included with the handbook. The form is also available on the school website. In those special cases, the following information must be provided to the school:

- name of medication
- time of administration
- dosage level
- doctor's name and phone number
- side effects of the medication
- any special instructions



Medications will be locked in the office. No medications may be transported on the bus.

## **Pets**

Pets are generally not allowed in school. Students wishing to bring animals to show their classmates must have prior approval from the office and the classroom teachers. Because of allergies, visits with pets will take place on the playground.

## **Safety Patrol**

Fifth grade students volunteer for the safety patrol. This is a serious responsibility they undertake.

- All must practice obedience, courtesy, and respect to the orders of the patrol.
- Students must use the crosswalks at all times.
- School patrol members are at Armstrong Ave. and 3<sup>rd</sup> St. and Holcombe Ave. and 3<sup>rd</sup> St. corners as school is dismissed each day.



- Parents are asked to please model safety considerations by using the crosswalks and school patrol when picking up their children.

In July, patrol members attend an American Legion training camp for safety patrol members. These students become the patrol captains and take responsibility for the safety patrol, along with their teacher and the principal, for the following school year.

At the end of the school year, patrol members are treated to a special field trip thanks to our local American Legion who sponsors this safety patrol program.

### **Student Services and Virtus Safe Environment Training**

At times students will come in contact with district personnel who have not completed the Diocesan-required safe environment training (Title services, Special Education services, school bus, etc.) As part of the ongoing effort in the Diocese of New Ulm and here at St. Philip School to provide a safe and secure environment for your child, we hereby inform you that when your child attends/participates in a non-Diocesan/Parochial class, activity, tutoring, or rides a public school bus the Diocese of New Ulm and St. Philip School hold no real or implied legal responsibility or jurisdiction over the employees/volunteers of Litchfield Public School; therefore, St. Philip School is responsible for the conduct of its employees/volunteers, and in all cases where the conduct of an employee/volunteer of that school is in question, Litchfield Public School shall be liable. While public school employees are bound by Minnesota law to have a recent criminal background check on file at the public school, their employees are not subject to the requirements of the Diocesan Safe Environment Program.

### **Use of Student Pictures**

The School of St. Philip reserves the right to use student pictures in publications and on the school and parish websites. Class activities with pictures are often posted on our school's Facebook page as well. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

### **VIRTUS Program and BCA Criminal History Background Checks**

All staff members and volunteers who work unsupervised with minors are required to attend a training session by VIRTUS and to participate in online follow-up training annually or quarterly depending on one's status as determined by the Diocesan Safe Environment Coordinator. All parents are welcome to attend a scheduled training. Any parent who plans to volunteer with children in the school or accompany classes on field trips must have this training and have a criminal background check. The dates and times of VIRTUS sessions are available in the school and parish offices.



VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote “right doing” within religious organizations. The VIRTUS programs empower organizations and people to better protect children and youth and improve the lives of all those who interact with the Church. The Diocese of New Ulm has adopted the VIRTUS program to maintain a “safe environment” free from abuse for all children and young people.

The Minnesota Bureau of Criminal Apprehension background check is mandated by state statute. This check is processed on all individuals who are offered employment in a school, and on all individuals

except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. The following positions are subject to a mandatory BCA background check at St. Philip School: teachers, substitute teachers, specialist teachers, teacher assistants (except high school helpers), paraprofessionals, food service personnel, janitorial service personnel, and all paid parish employees.

## **Discipline Policy**

The discipline code at the School of St. Philip is rooted in the teachings of Jesus Christ and based upon respect for all. Students, parents, teachers, staff, and administration work together to provide a peaceful school atmosphere which can lead to the religious, academic, and social growth of all students.

The goal of discipline at St. Philip's is to teach the student self-discipline, the ability to make decisions about his/her own behavior, and to take responsibility for that behavior.

The basic principles of behavior at the School of St. Philip are:

- respect for all persons and property
- acceptance of all students
- responsible use of time and materials
- honesty in work and dealing with others
- appropriate behavior inside and outside the classroom
- following the directions of teachers and staff



### **Bullying and Harassment**

The School of St. Philip is committed to each student's success in learning within a caring, respectful, and safe environment that is free of discrimination, violence, and bullying. We take bullying behavior very seriously, and if issues arise administration, staff, and students follow the School of St. Philip Bullying Rubric (see appendix).

### **Classroom Rules**

At the beginning of the school year, teachers meet with their students to establish basic rules of behavior. These rules are posted in each classroom and are revisited as necessary throughout the school year.

### **Discipline Method**

When conflict arises among students, the basic principles of respect for all persons and following the example of Jesus are foremost in resolving the problem. Each case will be handled individually according to the seriousness of the offense and the age of the students involved. The teacher will implement a procedure which respects the dignity of the students, such as *Love & Logic* by Jim and Charles Fay, *1-2-3-Magic* by Dr. Thomas Phelan or the Responsive Classroom model. All efforts will be made to have the students take the responsibility of resolving the issue themselves. The teacher will serve as a mediator, if necessary, and only in serious cases will the principal be involved. Parents will be contacted if the case warrants this.

### **Role of the Principal**

As the teachers work with the students on a daily and regular basis, they handle the disciplinary problems that arise. The principal is available to assist them when necessary and to help any parent who requests assistance.

### **Communication with Parents**

The School of St. Philip recognizes that parents and teachers must work together to help the children learn appropriate behavior and to develop the self-discipline that will help them become responsible adults.

If a child is having difficulty with behavior, the teacher will be in contact with the parent when needed. If necessary, teacher and parent together will determine a behavior plan and communicate on a regular basis to assure that home and school are working together for the good of the child.

### **Serious Violations**

For serious violations of any rules, the following steps will be utilized:

1. Teacher-student conference and verbal correction in private
2. A note and/or telephone call to parents
3. Principal-teacher-student conference
4. Parent-principal-teacher-student conference



Throughout the year, each of the above steps will be documented and signed by the designated persons and kept on file. If the above measures do not produce desirable results in student behavior, professional counseling measures may need to be considered, and the case will be handled on an individual basis with parental cooperation.

### **Suspension and Expulsion**

The School of St. Philip will not tolerate:

- Harassment
- Verbal abuse
- Violence—threatened or acted
- Possession of weapons
- Possession or use of drugs or alcohol
- Smoking

Any of these actions could result in suspension or expulsion. A one-day suspension can be imposed by the principal with notification of the parents.

A longer suspension would include a written notification of charges and a planned time and place for a meeting before the child returns to school.

If the possibility of expulsion exists, a formal notification will be sent, and a hearing will be scheduled.

A student is a St. Philip's student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Approved by St. Philip School Committee  
August 2, 2004

## Tuition Policy

At the School of St. Philip, it is our expectation and desire that every child be given the opportunity to be enrolled in our school. Each parent/guardian will be given the opportunity to apply for Scholarship Assistance to help them meet their specific tuition obligations.

The estimated cost of educating a child at St. Philip School for the 2021-2022 year is \$6,356.72. This is calculated by the projected expenses divided by the projected enrollment.

St. Philip Parish will assist parents with the cost of educating the children at St. Philip School, and annual gifts, bequests, and donations offset the cost as well. This leaves a balance to be funded by family tuition and fees, along with the annual School Marathon Fundraiser, Scrip, and other refunding programs.

Tuition for the 2021-2022 school year is \$2,550 for members of the Shepherd of Souls Area Faith Community and \$2700 for non-members.

All families sending their child or children to the School of St. Philip must agree to pay the set tuition and actively participate in the marathon fundraiser by soliciting donations totaling \$1,300 or pay the set tuition and an annual fundraising fee of \$1,300.

In addition to paying tuition and fundraising, families are required to pay an annual materials fee of \$110.00 per child.

There are two tuition payment plans available:

Plan 1: Total tuition is paid in full in August.

Plan 2: Monthly automatic withdrawal options on a 12-month, 10 month, or 9 month basis.

Credits are available:

- Second Child Credit of \$500.00
- Early materials fee credit of \$60.00 by the May deadline.

It is our hope that everyone will take the opportunity to volunteer with various school events and show our children what stewardship is in practice.

All families are encouraged to participate in the school's Scrip program. This can bring us a profit of \$5,000-\$10,000 per year depending upon use. Details are on the school website.

A substantial amount of money is made for special school projects by saving "trash."

We encourage all parents, along with friends and relatives, to give the school:

- General Mills Boxtops for Education (receipt scanning)
- Family Fare cash register receipts
- Our Family UPC Codes
- Pop can recycling



## **Unmentioned Situations**

### **Unmentioned Situations**

If a situation arises which is not stated in this handbook, the Administration reserves the right to deal with the situation according to their judgment. The Administration also reserves the right to change any existing policies as needed and when appropriate with consultation with the Pastor and/or the Education Committee.

# Appendix



## Wellness Policy



The School of St. Philip recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.

The school encourages the involvement of students, parents, teachers, staff, and other interested persons in implementing, monitoring, and reviewing school nutrition and physical activity policies. The school wellness committee meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this policy.

Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. All students will have opportunities, support, and encouragement to be physically active on a regular basis including recess before school, noon recess, and Phy. Ed. classes 3 times per week. Teachers also provide opportunities for students to move during the school day (i.e., with brain breaks like Go Noodle).

Parents will be provided with educational materials to gain a better understanding of how to supply their children with nutritious snacks for morning snack breaks and healthy lunches at St. Philip School.

### A. Food and Beverages

1. All foods and beverages provided by the School of St. Philip will be consistent with the current USDA Dietary Guidelines.
2. Hot lunch will be provided as a contracted service from the Litchfield Public Schools, District 465. Its food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all federal, state, and local laws and guidelines.
3. Litchfield food service personnel and School of St. Philip staff and volunteers shall adhere to all federal, state, and local food safety and security guidelines.
4. The school will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
5. The school will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
6. The school will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at an appropriate time during the school day.
7. There are no vending machines or food sales at the School of St. Philip.



### B. School Food Service Program/Personnel

1. The school will provide healthy and safe school meals that strictly comply with all federal, state, and local statutes and regulations.

2. The Litchfield School District has been contracted to provide lunches according to nutrition guidelines and procedures that ensure that choices are consistent with current USDA Dietary Guidelines.

C. Nutrition Education and Promotion

1. The school will encourage and support healthy eating by students and engage in nutrition promotion that is:
  - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - b. part of science/health classes as well as classroom instruction in subjects such as math, language arts, social sciences, and religion, where appropriate; and
  - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities.
2. The school will encourage all students to make age appropriate, healthy selections of foods and beverages, including those for snacks and school celebrations. We do not advocate denial in these special celebrations but place the emphasis on appropriate portions. Families are given a list of suggestions.
3. Snacks, whether for individuals or for the class, should be nutritious in nature (low in sugar, salt, fat, etc.). The emphasis is on appropriate portions, and a list of suggestions is given to families.
4. Students are encouraged to keep water bottles at their desks throughout the school day and to drink milk with meals. Milk is offered for snacks in preschool – grade 2.

D. Communications with Parents

1. The school recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children’s health and well-being.
2. The school will support parents’ efforts to provide a healthy diet and daily physical activity for their children.
3. The school encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school will provide information about physical education and other school and community based physical activity opportunities and will support parents’ efforts to provide their children with opportunities to be physically active outside of school.
5. Parents communicate food allergies so that the school can deal with it on an individual basis.

Implementation and Monitoring

- A. After approval by the School Committee, the wellness policy will be implemented by the school.
- B. School staff will ensure compliance within the school and will report to the school principal.
- C. The Litchfield School District food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of foods made available through the food service program for the Litchfield School District and the School of St. Philip. This report will be available to the administration of the School of St. Philip.
- D. The principal will ensure compliance with the wellness policy and will provide an annual report of the school’s compliance with the policy to the school committee and school parents.
- E. Updates to the school wellness policy will be made annually and disseminated the public.

E. Committee Recommendations

- A. The school will make further recommendations regarding other health and wellness areas to best meet the needs of their students. These include:

- a. Rest: The CDC recommends 10 to 13 hours of sleep for children ages 3-5 and 9 to 11 hours of sleep for children ages 6-13.
- b. Screen Time: The APA recommends less than 2 hours daily of sedentary screen time for children. Having television in bedrooms continues to be associated with the extra risk for obesity. Media use around bedtime also can affect sleep patterns.  
<http://pediatrics.aappublications.org/content/early/2016/10/19/peds.2016-25920>

**F. Goals for 2018-2019**

- a. Monday Meeting warm-ups
- b. Healthy Snack taste test to introduce more healthy options
- c. Provide more direct education for parents
- d. Create student assessments

**Legal References:** 42 U.S.C. 1751 et se. (Richard B. Russell National School Lunch Act)  
 42 U.S.C. 1771 et seq. (Child Nutrition Act of 1966)  
 P.L. 108-265 (2004) 204 (Local Wellness Policy)  
 7U.S.C. 5341 (Establishment of Dietary Guidelines)  
 7C.F.R. 210.10 (School Lunch Program Regulations)

**Local Resources:** Minnesota Department of Education, [www. Education.state.mn.us](http://www.education.state.mn.us)  
 Minnesota Department of health, [www.health.state.mn.us](http://www.health.state.mn.us)  
 County Health Departments  
 Action for healthy Kids Minnesota, [www. actionforhealthykids.org](http://www.actionforhealthykids.org)

Source: Minnesota School Boards Association

Approved by School of St. Philip School Committee      May 9, 2017

**School Wellness Committee 2021-2022**

Name	Title	Email address	Role
Louise Brooks	Nurse; Community	<a href="mailto:leguaybrooks@gmail.com">leguaybrooks@gmail.com</a>	Committee member
Mary Lenz	Teacher	<a href="mailto:mlenz@thechurchofstphilip.org">mlenz@thechurchofstphilip.org</a>	Committee member
Percy Lingen	Principal	<a href="mailto:plingen@thechurchofstphilip.org">plingen@thechurchofstphilip.org</a>	Administrator, Food Service Director; Parent; Committee Leader
Evelyn Culbertson	Student		Committee member
	Student		Committee member
	Student		Committee member
	Student		Committee member

# Unpaid Meal Charge and Debt Collection Policy

## Purpose

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

## General Statement of Policy

6. The School of St. Philip's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.
7. It is the policy of the School of St. Philip to offer meals that meet state and federal guidelines.
8. Our policy is to have parents pre-pay for all lunches. This is not usually a problem. All lunch and milk money is tracked through the FACTS Student Information System. Low balances are sent when less than \$5 is in your child's account. If after 5 days we have not had a payment come in, an email is sent to the family stating that lunch money is due. In the meantime – if the student has a negative balance in their account – it is our policy to still provide lunches and keep a record of how many are past due.
9. Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available during school hours in the office. If household income or size changes, families can apply for meal benefits anytime during the school year.

## Charge Policy

If the student or family account has insufficient funds to pay for meals, it is our policy to charge meals, provide lunches for the student(s), and keep a record of how many are past due. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts. When a student eligible for PAID meals has "cash in hand" to pay for a meal, the student will be served a meal regardless of unpaid foodservice accounts. The "cash in hand" will not be applied towards past due balances.

## Notification of Account Status

1. Families can access the FACTS system or contact the office for account balances.
2. The student/family will be notified when the account has less than sufficient funds for 3 meals.

## Collection of Unpaid Meal Debt

When the student account has 10 meal charges, the following collection actions will be taken:

1. The building principal or their designee will contact the family and review with them their responsibility to provide meals for their student.
2. The expectation is all fees owed to the district will be paid in full on the last day the student will be attending classes.

Source: School of St. Philip, Litchfield

Reviewed: (Date) June 12, 2018, by the School of St. Philip School Committee

Approved: (Date) June 12, 2018



## School of St. Philip Bullying Rubric K-5

Behavior	First Time	Second Time	Third Time	Fourth Time
<ul style="list-style-type: none"> <li>• Teasing/name calling</li> <li>• Purposely leaving others out</li> <li>• Gossiping: talking about others negatively</li> <li>• Embarrassing someone</li> <li>• Mocking/rolling eyes</li> <li>• Making fun of others</li> <li>• Irritating/annoying someone after being asked to stop</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Explanation of bullying behavior</li> <li>• Record incident</li> </ul>	<ul style="list-style-type: none"> <li>• Dictated/written apology</li> <li>• Conference with teacher</li> <li>• Record incident</li> </ul>	<ul style="list-style-type: none"> <li>• Miss ½ recess</li> <li>• Dictated/written apology</li> <li>• Record incident</li> </ul>	<ul style="list-style-type: none"> <li>• Send note to parents</li> <li>• Miss 1 recess</li> <li>• Dictated/written apology</li> <li>• Record incident</li> </ul>
<ul style="list-style-type: none"> <li>• Kicking</li> <li>• Pushing</li> <li>• Grabbing</li> <li>• Shoving</li> <li>• Poking</li> <li>• Tripping</li> <li>• Name calling with bad words</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Dictated/written apology</li> <li>• Conference with teacher</li> <li>• Record incident</li> </ul>	<ul style="list-style-type: none"> <li>• Send note to parents</li> <li>• Miss ½ recess</li> <li>• Dictated/written apology</li> <li>• Record incident</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher will call home</li> <li>• Miss 1 recess</li> <li>• Dictated/written apology</li> <li>• Record incident</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/student/teacher conference</li> <li>• Miss 1 recess</li> <li>• Dictated/written apology</li> <li>• Record incident</li> </ul>
<ul style="list-style-type: none"> <li>• Verbal cruelty</li> <li>• Harassment: repeated words/actions</li> <li>• Threats: something said to scare</li> <li>• Physical fighting</li> <li>• Taking property/stealing</li> <li>• Intentional destruction of property</li> <li>• Pulling others clothing up or down</li> <li>• Obscene threatening gestures</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher will call home</li> <li>• Miss 1 recess</li> <li>• Dictated/written apology</li> <li>• Record incident</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/student/teacher conference</li> <li>• Miss 2 recesses</li> <li>• Dictated/written apology</li> <li>• Record incident</li> </ul>	<ul style="list-style-type: none"> <li>• Principal call parent</li> <li>• ½ day in-school suspension</li> <li>• Dictated/written apology</li> <li>• Record incident</li> </ul>	<ul style="list-style-type: none"> <li>• Principal call parent</li> <li>• Parent/student/teacher/principal conference</li> <li>• Full day in-school suspension</li> <li>• Record incident</li> </ul>
<p><b>*All misuse of electronic media may be dealt with by parents and law enforcement if needed</b></p>				

# SNACK OPTIONS

## PEANUT FREE /TREE NUT

Please avoid snacks that contain **peanuts, peanut flour, peanut oil, or peanut butter** or other nuts. This includes snacks with almonds, coconuts, filberts, Brazil nuts, cashews, hazelnuts, macadamia nut, pecans, pine nuts, pistachios, and walnuts.

*Please note: **Food labels/ingredients may change over time**, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut free. This includes labels that read "May contain traces of peanuts/nuts."*

Quick check brands: Kellogg's, Keebler, General Mills, Betty Crocker, and Quaker Oats brands are excellent at calling out allergens in a box:

Example: CONTAINS PEANUT AND EGG INGREDIENTS

***Thank you for your consideration and support in keeping the food-allergic child safe from having a life-threatening allergic reaction at school.***

***Peanut Butter Alternative: SUN BUTTER (made with Sunflower Seeds)***

## HEALTHY SNACKS

### FRUITS/VEGETABLES

- Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementines, strawberries, melons, berries, etc.)
- Applesauce cups (and assorted variety fruit flavored applesauce)
- Raisins, Craisins, and other dried fruits
- Fruit cups (peaches, pears, oranges, pineapple, fruit cocktail, fruit blends, etc.)
- Fresh vegetables (baby carrots, celery sticks, grape tomatoes, cucumber slices, broccoli, pepper strips, etc.)
- Vegetable dips

### CHEESE/DAIRY

- Yogurt in individual cups or tubes
- Pudding in individual cups, cans, or tubes
- String cheese or other cheeses (1 oz.)
- Drinkable yogurt or smoothies
- Cottage cheese

- Kraft Handi-snacks with cheese (with red sticks)  
*\*\*Be careful with any other type of pre-packaged cheese & cracker sandwiches, most contain nuts/traces of nuts*

### CRACKERS/SNACK ITEMS (most crackers now come in whole wheat)

- Crackers
  - Triscuits, Wheat Thins, Vegetable Thins (all flavors)
  - Ritz crackers/dinosaurs/sticks (*NOT Ritz bits or sandwiches*)
  - Town House, Club, Toasteds crackers
  - Cheez-Its, Cheese Nips, Better Cheddars
  - Saltines, Oyster crackers
  - Wheatables, Air Crisps, Munch'ems, Keebler Snack Stix
  - Kashi Tasty Little Crackers (TLC)
  - Breton/Dare brand crackers
  - Goldfish crackers
- Graham crackers, Graham cracker sticks
- Teddy Grahams or Teddy Graham character

brands

- Bug Bites crackers
- Goldfish graham snacks
- Animal crackers (Austin Zoo, Barnum)
- Vanilla wafers
- Cereals
  - Cheerios (*NOT Honey Nut or Frosted*)
  - Chex (Rice, Corn, Wheat)
  - Cinnamon Toast Crunch
  - Corn Flakes
  - Crispix
  - Frosted Mini-Wheats
  - Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin Crunch, Heart to Heart)
- cereals
  - Kix
  - Life (*NOT Vanilla Yogurt Crunch*)
  - Wheaties
  - Other unsweetened cereal without nuts
- Small bagels (Lenders or Thomas brand) with cream cheese (no nut type)
- Popcorn
- Pretzels (*most all brands, but some Snyder's products not peanut/nut free*)
- Nutrigrain cereal bars / yogurt bars
- Special K Bars (*NOT Honey Nut*)
- Special K Snack Bites
- Fig Newtons (all flavors)
- Rice cakes (*NOT Quaker brand, not nut free*)
- Quaker Quakes (mini rice cakes) / Mini Delights (all flavors safe)
- Potato Soy Crisps
- Cheez-It Party Mix / Munchie Party Mixes *\*\*Have not found any other brands of Chex type mixes to be peanut/nut safe*

**SPECIAL TREATS (I know these are not 'healthy' snacks, but it does give options for this variety of 'snack')**

#### **CAKES/CUPCAKES**

- Hostess cupcakes

- Hostess Twinkies, Ho Hos, Ding Dongs

#### **COOKIES**

- Kellogg's brand Rice Krispie Treats (original)
- Oreos (regular, Golden, or Minis)
- Keebler Fudge Stripes, Fudge Grahams, Grasshopper Fudge Mint, E.L. Fudge sandwich cookies (original and double stuffed)
- Gripz Chips Ahoy
- Any Dare Brand cookies (Hiller's carries)

#### **DONUTS/MUFFINS**

- Krispy Kreme donuts/donut holes
- Mini Donuts/Donut holes – Kroger brand (powdered sugar, glazed, plain, cinnamon sugar)
- Hostess brand (powder, frosted)
- Muffins – mini or regular – Hostess and Kroger brands (any kind but banana nut)

#### **CHIPS**

- Bugles
- Cheetos
- Doritos
- Fritos
- Potato chips
- Pringles
- Sun Chips
- Tostitos

#### **ICE CREAM/POPSICLES**

- Popsicles
- Whole fruit bars
- Juice bars
- Fruit ice / Icee squeeze up tubes
- Orange push-ups
- Breyer's Vanilla ice cream
- Kroger brand – ice cream sandwiches, strawberry shortcake bars, sundae cups

#### **OTHER**

- Fruit snacks (twists, gushers, roll-ups, etc.)
- Pop Tarts
- Pop Tart Snack Sticks
- Yogos / Yogos Rolls



## School of St. Philip Technology Use Policy

The use of the school's technology equipment and the Internet is a privilege; access will be available to students who adhere to the policy. Students who do not adhere to the policy will have privileges revoked.

Students will not use the School of St. Philip's technology to:

- pursue or distribute material (such as photos, videos, etc.) that does not align with the values of the School of St. Philip.
- engage in illegal acts or violate laws.
- make deliberate attempts to damage, modify or disrupt equipment, software, or systems.
- gain unauthorized access to information.
- post, transmit or distribute private information about themselves or others.
- violate copyright laws or licensing agreements.

Students must inform school personnel if they inadvertently access inappropriate material.

Students who deliberately damage school equipment will be required to pay repair/replacement fees.

\*Receipt of Handbook Form indicates agreement to comply with this policy.

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