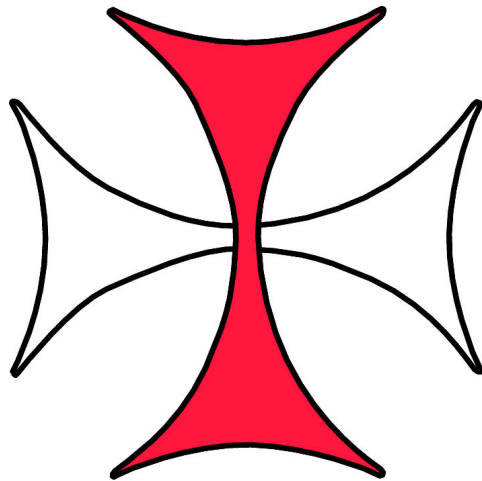


St. Odilia School
New Student Handbook
2022-2023



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

Introduction

The New Student Handbook has been created to acquaint you with the major components of life at St. Odilia. There is a full Parent/Student Handbook as well that goes into greater depth. This will be available on the school website at the beginning of the new academic year. Please keep this as a reference guide for the entire year.

Table of Contents:

Welcome from Mrs. Kane	Page 2
Mission and Philosophy.....	Page 3
School Hours.....	Page 4
Communication.....	Page 4
School Messenger/Text Alerts.....	Page 4
Weekly and Monthly Communication.....	Page 5
School Directory.....	Page 5
Schoolology.....	Page 5
Conferences/Report Cards.....	Page 5
School Phone Use.....	Page 6
Cell Phones & Smart Watches.....	Page 6
Building Security & Safety Drills.....	Page 7
Drop Off / Pick Up Procedure.....	Page 7
Busing	Page 8
Attendance/Absences.....	Page 8
Early Dismissal.....	Page 8
Illness.....	Page 9
Student Medication Policy.....	Page 10
Uniforms.....	Page 11
Lost & Found / Labeling.....	Page 11
Lunch.....	Page 11
School Mass.....	Page 11
Ways to Get Involved.....	Page 12
Fundraising.....	Page 12
Volunteering.....	Page 13
Field Trips.....	Page 13
Knight Watch (before & after school care).....	Page 13
School Closings.....	Page 13

Dear Parents,

Welcome to the St. Odilia family! We feel honored that you have selected St. Odilia School for your family, and we are happy to have your child(ren) with us. This is an exciting year to begin at St. Odilia as we celebrate our 60th anniversary of being a school.

Family is important to us, and we will work to provide both you and your child with a rewarding, well-rounded experience. We look forward to watching your child grow and develop into the person God's called them to be. At school, we will provide opportunities for each child to grow spiritually, intellectually, socially, emotionally, and physically.

At St. Odilia, we believe each child is a gift from God. At the core of our philosophy is the development of a strong faith foundation. Some of the many ways we accomplish this are by: beginning and ending the day with prayer; having our students plan, prepare, and participate in weekly all-school Masses; studying the Catholic faith and Christian values in religion classes; and participating in monthly service projects. We hope to develop a heart of service in each child, a true demonstration of living out our faith in the greater world. This solid foundation of faith, gained by each child, leads to strong moral and character development that lasts a lifetime.

We also believe it is equally important that each child receives an excellent academic education. The elementary and middle school years are a time for both social and academic growth for children. Here at St. Odilia, we work hard to meet each student's needs. Every child learns differently and at different speeds. We are fortunate to be able to provide additional programs and have additional teachers outside the homeroom experience to help with students who need additional support or enrichment. Every child is given what they need while the learning outcome is being met. Small class sizes allow teachers to give students individual attention.

Open and clear communication between parents and staff is essential. Please keep us informed of your needs, and let us know if you have any questions or concerns. When we work together, your child wins 100% of the time! We believe that young minds learn best in a safe, nurturing, and fun environment. We achieve this through social interaction, discovery, and creativity; by engaging students in daily hands-on activities to make learning new skills and concepts fun! Our goal at St. Odilia is to provide students with a year full of challenges and learning experiences that will enhance the whole child. We hope you will see the difference a St. Odilia education can make when your child comes home with a smile on his/her face, telling you all the wonderful topics discussed and lessons learned that span beyond the "3R's" but include the "3C's;" Compassion, Character, and Christ.

St. Odilia School is the largest ministry in our parish, and we are grateful for your support to help us continue to be a strong, vibrant school that educates the whole child. We are proud to help our students develop the talents God has given them to grow to be wise, confident, and caring individuals. If you have any questions, please contact me at 651-484-3364. Thank you for choosing to send your child(ren) to St. Odilia School, and know that I look forward to having your entire family be a part of our school community.

Warmly,

A handwritten signature in cursive script that reads "Sandy Kane".

Principal

St. Odilia Mission Statement

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

St. Odilia School Philosophy

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

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

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

School Hours

St. Odilia students will be in session each day from 9:20 am - 3:50 pm. Students may arrive beginning at 9:05 am. Students are marked tardy if arriving after 9:20 am. Supervision is not available before 9:05 am, and families needing care before that time will need to enroll in our Knight Watch program. Dismissal will begin following the end of day announcements and prayer at 3:50 pm.

Communication

We welcome and encourage open communication with our families. There are many forms of communication that we regularly use, which are highlighted next. Please feel free to call or email us at any time with any questions or concerns. We are here to help your child and your family throughout the school year.

Phone: 651-484-3364

Commonly Used E-mails:

attendance@stodilia.org • schooloffice@stodilia.org • healthoffice@stodilia.org

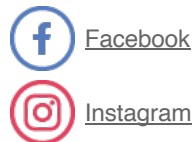
School Website

<http://www.stodiliaschool.org>

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

Social Media

We regularly use Facebook and Instagram to share pictures and exciting things happening at school. Be sure to like and follow us!



School Messenger: Text Alerts

St. Odilia uses School Messenger, a text alert system, to help keep families informed. We ask that each family enroll in these alerts, as it will be one important method to alert families of an emergency or weather related change. Occasionally, other updates will be sent as a text alert as well to quickly get information to families. Text "Y" to 67857 to opt in.

Weekly & Monthly School Updates

E-Handouts are e-mailed each Wednesday. These e-mails include school updates, highlight volunteer opportunities, as well as share parish and community information. These weekly communications provide a great way to stay informed and help limit the amount of paper handouts sent home in your child's folder.

The *Knightly News* is an electronic newsletter sent out once a month. The *Knightly News* will fill you in on new and exciting events going on in our wonderful school along with telling you important information.

If you don't receive these e-mails, please contact the school office at (schooloffice@stodilia.org) and we can add you to the distribution list.

School Directory

We want every family at St. Odilia to feel connected and a part of our larger St. Odilia community. We use Membership Toolkit (MTK), an online student directory, to help parents and students be able to more easily connect outside of school. MTK can be accessed through our website and also has an app which can be downloaded. The app allows for a very convenient way to access and view contact information for our school families. This is *not a public system* that anyone can access; **only St. Odilia families have access to this information**, and families have full control over how much info they would like to share with other families.

Schoology

Schoology is our new online gradebook. Parents in grades 4-8 will receive login information at the beginning of the school year. We ask parents to check Schoology at least once per week to review their child's progress.

Conferences/Report Cards

Another important method of communication happens in the form of Parent Conferences and Report Cards. Conferences are scheduled times for you to discuss your child's progress with his/her teacher. Conferences are held twice a year: once in the fall and again before Spring Break. Specific dates will be on the school calendar. Conference sign-up instructions will be posted on the website and sent to school families via email. Report cards are sent home for students in kindergarten two times during the year. In grades 1-8, report cards are sent home quarterly. To learn more visit, (<http://www.stodiliaschool.org>) > Parent Resources > Online School Directory

School Phone Use

You are welcome to call the school to talk with a teacher. When school is in session, your call will be sent to the teacher's voicemail so that it does not interrupt his/her instruction. Teachers will respond to voicemails within one business day.

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

You can find out more about other forms of communication by visiting our website and following the path: www.stodiliaschool.org > Parents Resources

Student Personally Owned Communication Device Policies

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

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

Smart Watch Use: Students are allowed to wear these devices, but they must remain in "airplane mode" and have notifications turned off during the school day.

Building Security & Safety Drills

Protecting your child(ren) and our faculty, staff, and visitors of St. Odilia is our highest priority. All visitors to the school are required to check-in at the desk by the main school entrance (door #2). This desk is staffed during school hours each day. All other doors are locked during the school day and are not accessible without an issued PIN number (preschool parents only). We also have video surveillance throughout the building that is continually monitored by the staff person at the security desk. We ask parents to have a photo on file at the security desk and to check-in and wear a badge when visiting during school hours.

Safety drills, including fire, severe weather, and lock-down drills are practiced each year with faculty, staff, and students. In the event of an actual emergency, communication will be sent to families as soon as it is safe to do so. Families will be asked to follow directions at that time, which may include asking families to refrain from coming to school to get their children until the emergency is under control. Keeping your children safe during an emergency will always be our top priority.

Drop-off / Pick-up Procedures

If you provide transportation for your child to and from school your child is known as a “walker”. Students may not be dropped off before 9:05 am, and if earlier care is needed, please reach out to the Knight Watch program. Teachers are often in meetings or in the workroom and are unable to safely supervise children. At dismissal, “walkers” are dismissed in three groups according to the first letter of their last name: A-I, J-Q, and R-Z. Students are walked out by older children, and parents or others you designate to pick-up your children will meet them on the sidewalk outside the front entrance at door #2. Please be prompt to avoid confusion and anxiety.

Busing

For information regarding busing, please visit the school website and under the **Parent Resources > Busing**. If you have specific questions, contact Mrs. Kelli Schmitz at 651-484-3364 or schmitz@stodilia.org.

Please remind your child to walk to the bus stop, remain seated on the bus, listen to the bus driver, and walk when leaving the bus. At dismissal, students are walked to their bus in a group led by an older child who also rides that bus. If your bus is running late, or if you have other questions regarding the route, please contact the following:

Mounds View Busing: 651-621-8900

Roseville Busing: 651-482-1794

St Odilia Bus #1 & #2: 651-251-8080 (Monarch busing)

Attendance/Absences

If your child will be absent OR late to school, please complete the form on the main page of the school website (click on the Absent/Late/Early Dismissal Icon) by 9 am. You may follow up by emailing the school office at attendance@stodilia.org and your child's teacher if you'd like. As a protective measure, if the parent has not completed the attendance form on the website, the school will call the home, or parent's place of employment to verify a child's absence.

Early Dismissal

If you need your child dismissed from school early, **please contact us prior to 3:00 pm.** Please complete the form on the school website (click on the Absent/Late/Early Dismissal Icon at the bottom of the homepage). It is also helpful to email your child's teacher to inform him/her of the early dismissal after you've completed the form on the website. For safety reasons, parents are required to sign their child out at the security desk when picking up early. Your child will wait for you in the school office.

Illness

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

General practice:

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

Please Remember – children with an infectious disease can spread the disease when they are in contact with others in the family or in the community. Let's all do our part to keep our school community healthy and safe; and we ask that you please keep your child(ren) home when they are sick or not feeling well.

Student Medication Policy

Medication Policy

Whenever possible, parents should give medications before and after school. If medication is prescribed during school hours, the following guidelines will be used for the safety of your child. The Health Office must be provided with written permission from both parent and physician in order to administer prescription medication. See form location below. Please be sure to include any information about possible side effects and send the medication its original bottle with the label attached. If your child will require over the counter medication, please print the OTC medication parent authorization form from the website and include with the medication. Also be sure to label any medicine with your child's full name. Please inform your child's teacher that your child is bringing medicine to school and that it should be brought to the Health Office. The prescription and OTC medication authorization form may be obtained from the health office or through the school website (Parent Resources > Health & Wellness > scroll down to access Health Forms via the Mounds View district website).

Allergies

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

Asthma

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

Uniforms

All students, K-8, are required to wear uniforms on school days. Non-uniform days will be announced ahead of time to students and shared with parents through our electronic communication. Administration reserves the right to interpret and enforce the Uniform Code as necessary. One acceptable vendor (Donald's) has been selected for consistency of appearance, color and quality. To read the entire uniform policy visit our website (<http://www.stodiliaschool.org>) > Parent Resources > Policies, Routines > Uniforms

Lost & Found – Label, Label, Label

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

Lunch

Hot lunch is provided each day through Taher. If your child wants to have hot lunch, the cafeteria usually offers two lunch choices. Students may choose the hot lunch they prefer when they arrive in the classroom. If your child brings a lunch from home, you may either send a drink in his/her lunch or have your child purchase milk in the lunch room. Prior to the first day of school, you will receive information instructing you how to sign up for an online account in WordWare. This is a secure portal where you can deposit money for your child's lunch account, and this can be accessed through the school website. Students need a lunch account to pay for lunches. Your child's teacher will receive a 5-digit PIN number for your child to use when buying their lunch. You will also be informed of this number so you can help your child memorize it. For more lunch information, please visit our website: (<http://www.stodiliaschool.org>) > Parent Resources > Lunch Information

School Mass

Weekly liturgies are an integral part of our Catholic faith and our religion program. They also provide an opportunity for our students to grow in their spiritual development. As a community, our students in grades 1-8 attend school liturgy each Friday morning at 9:35 am, and on Holy Days of Obligation. Our kindergarten students join the first-eighth grade students for the liturgies on Holy Days of Obligation and other liturgies as announced by the teachers ahead of time. Parents are invited to attend school liturgies on Friday mornings if their schedule allows.

Ways to Get Involved

There are many different ways to get involved at St. Odilia School & Church, and we encourage you to find a way that works best for you and your family. We value our parents and their desire to be involved in our school. Being “involved” can mean many things to many people. To us, it means participating in class, grade, or school & parish events meant to support St. Odilia and enhance the educational environment. When we are all-in and help when we can, our school gets better!

We ask all families to become involved through *prayer, participation, and generosity*. At school, our Parent Action Association (PAA) helps organize and lead many different events that depend on many volunteers. The goals of the PAA are to bring community together, build school spirit through activities, support and appreciate staff, and assist with fundraising. Many of the opportunities utilize Sign Up Genius to organize the volunteers. See the school website for more information on how to volunteer (<http://www.stodiliaschool.org>) > Parent Resources > Volunteer Info

Fundraising

St. Odilia limits the fundraisers we ask families to participate in each year. These two fundraisers are the School Marathon and Bloom.

School Marathon: is held on the first Saturday in October. This is the only fundraiser where we ask for everyone’s participation in some financial capacity. Our goal is to raise \$65,000, and all money raised stays directly with St. Odilia. The money collected is used to support school operations and fund programs and materials that add to the excellence of our school. Students/families are asked to collect pledges to help reach their goal (typically about \$100/child or \$250/family). Students may ask close friends and family members for donations or families can donate an amount that works for their family. Together as a community, we walk with other families from surrounding non-public schools at Central Park in Roseville. St. Odilia students have the opportunity to participate in little spirit events, dress days, etc. leading up to the Marathon Day.

Bloom/Week of Wishes: Bloom is held in the spring of each year. This involves a dinner and live & silent auction. Over the last decade, more than 1.25 million dollars has been raised for St. Odilia School. Week of Wishes is held in February each year. This is an opportunity for families to give generously to help fund teacher wishes to enhance classroom supplies and curriculum.

Volunteering

Parents are welcome and encouraged to volunteer at school. There will be many opportunities to volunteer for a number of activities and events throughout the year. Archdiocesan policy requires background checks, VIRTUS training and a signed Archdiocesan Volunteer Code of Conduct for all volunteers at St. Odilia School. If you have not completed the background check, the forms are available on the school website. VIRTUS training is available online. Completing the process will ensure your ability to volunteer at school. The process does take 3-4 weeks, so make sure you do it early! Also, please note, each volunteer must be “re-credentialed” every three years in order to be in compliance.

Field Trips

Field trips provide an exciting and unique opportunity to extend the learning that is happening inside the classroom. During the year, there may be times chaperones are needed to accompany the classroom teacher and students; however, according to Archdiocesan policy for all Catholic Schools, all volunteers spending time with students **must have an updated background check and Virtus training on file in the school office.** Prior to your child attending each field trip, you will receive an informational letter and an electronic permission slip via e-mail. Field trip costs are billed through TADS.

Knight Watch Program: Before & After Care

Knight Watch before-and-after school care provides a safe environment from 7:00 am to the start of school and after school until 5:30 pm for St. Odilia School students. Registration forms can be downloaded from the website under School Life > Knight Watch.

If you have questions, please email us at: knightwatch@stodilia.org

School Closings

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