



Experience the Difference – St. Felix Catholic School

STUDENT-PARENT HANDBOOK

**Train the young in the way they should go;
even when old, they will not swerve from it.**

~Proverbs 22:6~

ST. FELIX CATHOLIC SCHOOL

Welcome to the Parish School of St. Agnes and St. Felix

FORWARD

This handbook contains general information about the school, its policies, rules and regulations. It is reviewed each year to ensure accuracy of information and is subject to change, as needed. The handbook can also be viewed on the school website at www.stfelixschool.org under Parent Connection.

I. INTRODUCTION

St. Felix Catholic School was founded in 1871 by two school sisters of Notre Dame. The students, staff, parents and community are proud of the long lasting Catholic tradition and values St. Felix Catholic School offers to this day.

MISSION STATEMENT

We are a Catholic, Christ-centered school dedicated to life-long learning where students are encouraged to develop spiritually, academically, socially and morally.

PHILOSOPHY

- St. Felix Catholic School is a Christ-centered faith community. We foster a desire in students to show love of others as they live as Christ's disciples in the world.
- Parents, staff and the church community promote life-long learning through a variety of experiences, which will enhance the spiritual, academic, social and moral growth of each child. We are your partners in educating your child.
- The truths of the Catholic faith found in Scripture and Tradition nurture each student's relationship with Jesus. We strive to provide each student's faith response to promote justice and peace as a follower of Jesus.
- St. Felix curriculum strives for academic excellence through creativity, knowledge, and personal growth. We foster a structured and loving environment in which each child will be encouraged to develop critical thinking skills and life-long learning practices.
- St. Felix empowers students to respect themselves and others, develop a sense of self-worth, and motivate students to reach out to others in loving service.

CORE VALUES

To promote dignity, self-esteem and the full development of each child through inclusive Gospel Values.

To provide a total program of instruction based on the spiritual, moral, social, intellectual and physical needs of each child.

To create a strong academic foundation keeping God at the center of all we do.

II. ADMINISTRATION AND FACULTY

ADMINISTRATION

Deacon Sean Costello	Diocesan Superintendent of Catholic Schools
Fr. Prince Raja	Parish Pastor
Mr. Eric Sonnek	Principal
Mrs. LeAnn Tebay	Administrative Assistant
Mrs. Kathy Munns	Finance/Bookkeeper

ADVISORY BOARD

Abby Richardson	SPA Representative
Anthony Riester	Board Member
Hallie Rosenberg	Board Member
Mandy Edelbach	Board Member
Tiffany Risch	Board Member
Karie Roemer	Board Member
Open	Non-Catholic Representative
Jada Hermann	St. Agnes Representative
Chelsea Sanderson	Board Member

FACULTY AND STAFF

Carlson, Jenny	5th Grade Teacher
Cooper, Laura	2nd Grade Teacher
Baab, Susie	Kindergarten Readiness Teacher
Busch, Sharon	Kindergarten Teacher
Evers, Beth	Paraprofessional
Flak, Christine	Food Service
Haas, Jane	God's Kids
Hall, Abigail	6th Grade Teacher
Logan, Brittany	Music/Interventionist
Moret, Robin	Preschool Teacher
Nelson, Jamie	Paraprofessional
Schumacher, Michelle	1 st Grade Teacher
Schuth, Willard	Custodian
Steiner, Kelley	4th Grade Teacher
Strobush, Laura	School Nurse
Williams, Carrie	3 rd Grade Teacher
Wills, Sue	Paraprofessional

ACCREDITATION

St. Felix Catholic School is accredited through MNSAA- Minnesota Non-public Schools Accrediting Association. In addition, we are members of the National Catholic Education Association (NCEA) and Minnesota Independent School Forum (MISF). Copies of our strategic plan and yearly report to MNSAA are available upon request

ADMISSION

Every student is considered part of the total Catholic Christian school community and is therefore expected to participate in all classes and activities. However, if an exception is required, a written statement must be submitted. St. Felix Catholic School gives priority enrollment to St. Felix Church members, members of cluster parishes and non-members who are already enrolled at St. Felix Catholic School.

- Children entering Preschool must be three years old by September 1st of the enrolling year.
- Children entering the Kindergarten Readiness Program must be four years old by September 1st of the enrolling year.
- Children entering Kindergarten must be five years old by September 1st of the enrolling year.
- When enrolling at St. Felix Catholic School, a record of the following items must be presented to complete the admission process.
 - application
 - tuition agreement
 - copy of birth and baptismal certificate
 - health care summary
 - health and emergency information
 - immunization record
- Preschool and Kindergarten Readiness students do not qualify for the multi-child tuition discount and are not eligible for scholarships.
- Students admitted to St. Felix Catholic School must have all necessary records from any previous school, if applicable, forwarded to the office.
- St. Felix Catholic School will accept students of any religious conviction or ethnic background.

ATTENDANCE/TARDINESS

Regular attendance and punctuality are necessary if a child is to do his/her best. Any request for early dismissal, doctor or dental appointments, as well as any other reason, should be in writing. We encourage parents to make dental and doctor appointments outside school time if possible. We will need to call home regarding absenteeism if a parent has not called in by 8:30 A.M. to let us know why a child is not present. If a parent cannot be contacted, appropriate action will be taken to confirm the safety of the child.

Unexcused and/or repeated absences will result in parents being called into conference with the student, the teacher involved, and the principal. A plan will be established to ensure the safety, well-being, and education of the child involved. An explanation from the child's doctor may be required for repeated absences.

ATTENDANCE/TARDINESS (continued)

No student will be released to any person other than the parent/ legal guardian. Written notification or a phone call is required to release a student to anyone other than the parent.

School policy discourages the withdrawal of pupils for family vacations. If this does occur, however, parents should notify the school office prior to the planned absences. Teachers are not required to give students make-up work before family vacations. A child who is ill but makes every effort to keep up with work would be passed.

ACCIDENT OR INJURY

Accidents during the school day, or at any school event, are reported immediately to the person in charge and/or to the school office. Minor injuries are treated with general first-aid practices. Parents will be notified personally about the incident or through an injury report if deemed necessary and/or urgent.

ANTI-DISCRIMINATION

In accordance with Federal and State Statute, St. Felix Catholic School complies with all laws prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership, or activity in a local commission, disability, sexual orientation, or age.

ARRIVAL AND DEPARTURE

The school doors open at 7:30 a.m. Students K-6 may begin arriving following that time. Preschool and Kindergarten Readiness students should not arrive before 7:45 a.m. and are to be escorted directly to the classrooms. The school day begins at 8:00 a.m. Please contact the office if there is a problem with the drop-off time.

The school day officially ends at 3:00 p.m. However, our dismissal procedure requires varied dismissal times. The early bus picks up students at 2:40 p.m., walkers/car riders dismiss at 3:00 p.m., and the late bus dismisses at 3:15 p.m.

ATTENDANCE POLICY

At St. Felix, we are committed to partnering with you in the education of your child, a responsibility we take seriously. Therefore, daily attendance is strongly encouraged unless illness prevents the child from a successful school day. Daily attendance helps to develop a sense of responsibility in your child while reinforcing values that will be beneficial throughout his/her life.

ASBESTOS

There is asbestos in the thermal system insulation in the lower-level boiler room which is no longer in use. All other asbestos areas have been successfully removed or are covered. Removal of asbestos is completed according to the State Management Plan, which is filed in the school office.

AUTHORITY

All employees of St. Felix Catholic School have the responsibility and obligation to enforce school regulations. The pastor, principal, teachers, librarians, cooks, custodians, and bus drivers have the right to correct students who are violating school rules and students have an obligation to do as requested. Failure to comply with any reasonable request by an authority figure is insubordination. Students who are insubordinate will be subject to additional consequences.

The mission of the St. Felix Catholic School Advisory Board is to advise and provide direction for the school. The Board meets monthly to review the budget, make policies and oversee the general operation of the school. Monthly minutes are posted online and in the Information Center outside the school office.

BEHAVIOR STANDARDS

St. Felix Catholic School is invested in the growth of each student. Occasionally it is necessary to discipline a student for inappropriate behavior. It is the hope that the disciplinary experience will bring the student to a greater level of responsibility.

EXPECTATIONS OF REASONABLE AND RESPONSIBLE CONDUCT

All students at St. Felix Catholic School are expected to demonstrate Christian and ethical behavior by making positive contributions to the school. Students are expected to comply with school policies and be respectful of individual students, staff, and teachers.

A student will exhibit:

1. Respect for the safety of themselves and others.
2. Respect for property.
3. Respect for the right of teachers to conduct class without interruption. All students are to be on time for classes and other commitments.
4. A willingness to cooperate with authority in a positive and responsible manner.
5. A willingness to work with other students in a variety of situations in a respectful and caring manner.
6. Respect and tolerance for others, despite individual differences, abilities, struggles, and backgrounds.
7. A willingness to present, by dress and behavior, a positive and appropriate image to the community.
8. Compliance with the dress code.
9. Use of civil language, both written and verbal, at all times.
10. RESPECT FOR ONE'S SELF.

BEHAVIOR STANDARDS (continued)

INAPPROPRIATE BEHAVIOR

Some behavior for which a student may expect a corrective response (warning, insistence on change and/or apology, detention, etc) from a faculty or staff member:

- Disruptive classroom conduct
- Disrespect to others.
- Disrespect for property
- Skipping class or wandering the halls
- Improper dress
- Noncompliance with school expectations

Students who regularly refuse to meet school expectations will be referred to the Administration Team. Some kinds of behavior constitute more serious abuse of our philosophies and will be addressed with more severity. Conduct not reflective of the moral spirit of St. Felix Catholic School will be referred to the Administration Team immediately. The consequences of being involved in these behaviors may result in verbal reprimand, conference with the student, parent contact, conference with parent and staff, detention, loss of school privileges, removal from class, suspension (in or out of school), probation, and dismissal/expulsion.

BIRTHDAYS

St. Felix strives to be compliant with child nutrition guidelines as recommended by the Minnesota Department of Education. In doing so, we encourage healthier options when planning your birthday treats. Any food products must be pre-packaged as per the Department of Health.

BULLYING

St. Felix expressly prohibits bullying in all forms, either by an individual or group of aggressors. The complete Bullying Prevention Policy can be found on the school website.

BUS SERVICES

St. Felix works along with Bluff Country School Bus Service and the Wabasha-Kellogg Public School District #811 to transport students to and from school in a comfortable and safe manner. Routes and times have been determined by the bus companies in conjunction with the public school. Parents are asked to report problems with the buses directly to the St. Felix Main Office. To maintain the safety and well-being of everyone riding the bus it is necessary that the driver be alert and in full command of the bus and its occupants.

BUS SERVICES (continued)

PLEASE REVIEW THE FOLLOWING RULES.

It is essential that students follow bus safety rules:

- Obey the bus drivers promptly as they are in full charge of buses and students.
- Be on time for all bus pickups.
- Stay off the roadway at all times while waiting for buses.
- Cross only in front of a bus when crossing the road.
- Keep hands and heads inside the bus at all times.
- DO NOT talk loudly, shout or yell in the bus.
- Wait until the bus comes to a complete stop before getting up to leave.
- Enter and leave the bus in an orderly fashion without pushing.
- Behave in a responsible manner.
- Spitting, teasing, hair pulling, scuffling, using unfit language is unacceptable.
- DO NOT throw articles of any kind in a bus or out of its windows.
- DO NOT carry articles such as guns, gas cans, fireworks, sharp instruments, animals or any object of a dangerous or objectionable nature.
- Report any damage to a bus at once.
- Help keep buses clean, sanitary, and orderly.
- Understand that buses are used for transportation to and from school and related activities only.

Students in VIOLATION of bus rules will be given a warning and a phone call will be placed from the public school office to the St. Felix main office. Continued violations could lead to a suspension from riding the bus. Damage to the buses due to willful misbehavior will be charged to the student's family.

Transportation to and from Preschool or Pre-Kindergarten is the responsibility of the parent or guardian of the student. Please be prompt in arriving and dismissal procedures. As per licensing guidelines, students must be escorted by a parent or alternate listed and verified through the program. Students may begin riding the bus when they turn 4 years of age with another sibling or responsible student.

CALENDAR

The school calendar is set by School Administration and reviewed by the St. Felix School Advisory Board. Although it is based on the Wabasha-Kellogg Public School District #811 calendar, some attendance and non-attendance days may differ. Monthly and yearly calendars along with a google calendar can be found on the St. Felix website.

CELL PHONES AND ELECTRONIC DEVICES

Students are allowed to bring cell phones or similar calling devices into the building for after-school use. It is the responsibility of the student to ensure that these items are turned off and not used during class time or the school day. These devices will be confiscated and returned to parents/guardians if they disrupt the academic process.

CELL PHONES AND ELECTRONIC DEVICES (continued)

The use of electronic devices or other objects which cause distractions to the educational environment, including, but not limited to, cellular phones, iPods, iPads, digital cameras, recording devices, or smart watches is strictly prohibited. The making, distributing, or posting of recordings, either audio or video, of any school activities, classroom, or school employee without prior approval of a building administrator, is prohibited. The use of cellular phones and hand-held computers in bathrooms/locker rooms, as well as, classrooms or other areas requiring a private, secure, or distraction-free setting; are examples of unacceptable behavior subject to disciplinary action by the school.

These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, the school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student, whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or students or employees.

CHANGE OF TELEPHONE OR ADDRESS

Please contact the office immediately if there is a change in your phone number or address. The school office and classroom teachers need to know how to reach parents in cases of emergency. Should a student be moving to another school, please let us know as soon as possible so we may prepare for the transfer of records.

CHILD ABUSE & NEGLECT REPORTING LAWS

By law, school personnel are mandatory reporters and are required to report any maltreatment or suspicion of maltreatment of minors. All individuals who work directly with students, paid or volunteer, must go through the Safe Environment program (Virtus) to ensure the safety of all students.

Child abuse and neglect means the physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child under the circumstances which indicate that the child's health or welfare is harmed or threatened. For more information on Minnesota Mandated Reporting Laws refer to MN State Statute §626.556.

COMMUNICATION

The school office and teachers strive to keep parents informed on a regular basis through various methods, such as newsletters, notes, emails, phone calls, church bulletin, website, social media, or the messaging system. The school maintains an information board with helpful information outside of the school office. Additional copies of pertinent information are posted in the file organizer outside of the Teacher's Lounge.

The Principal sends out a Thursday email every week to help you stay informed on what is happening at school. Paper copies are available upon request.

COMMUNICATION (continued)

OptionC Student Management System: OptionC is a Web-based application that allows students, teachers, parents and administrators to easily communicate, share information and manage their daily tasks. Parents can view their child's academic progress and account information to stay informed and involved. Usernames and passwords are distributed when your child begins each school year at St. Felix.

CONCILIATION PROCESS

The conciliation process is to be used in the event of a disagreement between a parent/child and a school employee, including the principal.

- If at all possible, complaints, disputes, or disagreements should be resolved on a person-to-person level of those directly involved.
- If there is no resolution, then the parent should discuss the situation with the principal to come to an agreement.
- If deemed necessary, the principal will request a more inclusive meeting to resolve the situation.
- If no resolution is found, the canonical administrator and/or the Diocesan Superintendent of Catholic Schools will be brought into the process.
- Complaints concerning violations of our licensed child care center (Preschool, Pre-Kindergarten, or God's Kids) that are not resolved, may be directed to the Minnesota Department of Human Services, Licensing Division Maltreatment Intake Line.

CYBER BULLYING

It is the policy of St. Felix Catholic School to prohibit harassment, intimidation and bullying of any kind, including but not limited to electronic, written, oral or physical acts that threaten the overall educational environment and/or substantially disrupt the operation of school. Harassment may include but is not limited to Student to Student, Student to Staff, Staff to Student and Staff to Staff. Any report of harassment, bullying or cyberbullying will be taken seriously and investigated.

Electronic or computer devices such as cell phones, laptops, iPads, etc. used on school premises or at school functions for the purpose of harassment, bullying or cyberbullying will be confiscated immediately upon knowledge of such actions. Confiscated items will be held in the office of the Principal of St. Felix School until a parent or guardian is able to meet with the Principal and pick up the electronic device.

DISCIPLINE

As partners in the education of your child, the school looks at discipline as a shared responsibility between the school staff and parents. In addition, teachers have individual expectations and consequences for their students which are shared with their families.

St. Felix Catholic School has adopted Responsive Classroom techniques in implementing student discipline based on positive reinforcement, role modeling, and redirection.

St. Felix Catholic School uses the Diocesan Safe and Respectful Schools Program called Circle of Grace.

Dress Code

Daily dress code goal: to promote a modest and healthy Christian message. In keeping with St. Felix Catholic School's goal to create an environment in which students have an opportunity to experience equality, regardless of their economic backgrounds, we maintain a uniform dress code for students in K-6th grade. These uniform and dress codes are a way for students to present a positive image of themselves. Students in preschool and kindergarten readiness are not required to wear uniforms. However, they should have a change of clothing, including underwear, clearly marked with the child's name, to be kept at school. All students need to have proper outerwear for the seasons. This includes but is not limited to: jackets, hats, mittens/gloves, boots, snow pants, etc.

Expected Dress for Boys and Girls

Tops:

- Royal blue or white polo shirt (short and/or long-sleeved)
- Navy blue or white sweater (no monograms, stripes, etc.)
- Navy blue crew-neck sweatshirt
- White button-down (short and/or long-sleeved)
- Purple/Black/Gray St. Felix ¼ zip

Skirts/Jumpers:

- Navy blue skirt, skort or jumper
- Tights can be worn under skirts/jumpers, must be solid color of blue, black or white

Shoes:

- Any shoes secured to the foot
- Tennis shoes (mandatory for gym/recess)

Pants:

- Navy blue twill pants
- Navy blue twill walking/Bermuda shorts
- Navy blue capris pants

Due to safety concerns, students are not allowed to wear flip-flops. Please do not let your children wear them. Although we are not fashion conscious when it comes to student dress, it is important that students be neat and clean. PLEASE MARK ALL CLOTHING ITEMS WITH SOME TYPE OF DISTINGUISHING IDENTIFICATION.

Dress Code (Continued)

What you may wear on a Spirit Day.

- Shirt.....any St. Felix Catholic School top with school logo
- Pants.....any clean solid colored denim pants with no holes or tears or spirit wear pants
- Shoes.....any shoes secured to the foot
- Spirit Wear: Available for purchase from the school

What you may wear on a Jean Day:

- Shirt.....any shirt that is appropriate for school
- Pants.....any clean solid colored denim pants with no holes or tears
- Shoes.....any shoes secured to the foot

What is 'not' permitted on any School Day.

- No hats or headgear in school
- No leggings without a skirt or dress, jeggings, sweatpants, athletic pants, or wind pants
- No stretch or spandex clothing
- No sleeveless, strapless or backless clothing

EDUCATION AIDS TO NONPUBLIC STUDENTS

The Legislature of the State of Minnesota provides for the distribution of educational aids, namely textbooks, standardized tests and individualized instructional materials so that every school pupil in the State will share equitably in education benefits.

EMERGENCY SCHOOL CLOSING

In the case of severe weather, it is the responsibility of the parent to decide if it is safe for the child to be transported to school. The safety of children is our primary concern and weather conditions often change abruptly. Parents should be prepared for a two hour late start, early dismissal or a school closing in this instance. Since St. Felix uses the bus services of District #811 we refer to their judgment regarding inclement weather, school dismissal, or late starts. However, we reserve the privilege to make our best judgment call. **In the event of a late start, preschool and pre-kindergarten classes will be canceled for the morning. However, all students who attend school all-day, may begin arriving at 10:00 a.m.**

Closings and delays will be announced over the radio, TV and OptionC Messaging Center system. Notifications and information as to what stations are utilized can be found on our website. In the event of a tornado watch or warning during the school day, children will NOT be dismissed but will be taken to designated shelter areas in the building.

FAMILY STATUS

To understand and assist our students in their own personal growth, it is important that the school be made aware of changes, stress, or adjustments to the family status or structure, which may have an impact on the child's emotional health and/or academic progress. Any legal documents pertaining to custodial rights, must be on file in the school office.

FIELD TRIPS

Field trips are a component designed to support curriculum and introduce students to community service and resources. They are a privilege. Students will receive the necessary permission forms, chaperone requests, and transportation forms as needed. Students who do not have a signed permission slip will have an alternate activity in lieu of a field trip. Trips within walking distance do not require a permission form. All Chaperones need to be Virtus trained.

FIRE/EMERGENCY DRILLS

St. Felix Catholic School conducts fire drills, tornado drills, lock down drills, and emergency preparedness drills according to Minnesota state law. Students are expected to abide by the rules of the particular drill (evacuation of the building, going to underground tunnel, etc) without delay. Teachers will be well trained in the event of an emergency and will be the primary people responsible for children in their care during the particular drill. Teachers also will teach their students the proper procedures associated with each drill.

FUNDRAISING

Because we are a privately run school and do not receive funding from the government for operational costs, fundraising is extremely important for us and makes up 30% of our budget. All families doing their small part in fundraising can really make a big difference.

GOD'S KIDS

God's Kids is an afterschool and summer care program available to families for children ages three to twelve. God's Kids is also open on late start, early dismissal, and no school days due to planned days off or inclement weather days. It is licensed through the Department of Human Services along with the Preschool and Kindergarten Readiness programs.

HEALTH SERVICES

The school nurse from the public school oversees health services which include vision and hearing screening, immunization records, allergies, scoliosis testing, and medication records. A health record is kept on file in each child's cumulative record. Our major focus is to maintain, improve and promote the health of all school age children. Parents will be notified promptly if the well-being of the child is compromised during the school day. To meet the needs of all students we ask that you follow these general practice guidelines:

Strep infections: The students may return to school after being on an antibiotic for 24 hours, and being free of fever for 24 hours.

Ringworm, impetigo, scabies and conjunctivitis (Pink-eye): The student must remain out of school at least for 24 hours after treatment has begun.

Hepatitis: Written permission from the family physician before the student can return to school.

Any child with a temperature of 100 degrees or higher will be sent home. If a child has a low grade fever of 99.6 degrees or higher, the parent will be called or further instructions. The child must be fever free without Tylenol or other fever reducing medications for 24 hours before returning to school.

Vomiting: The student may return to school 24 hours after vomiting has stopped. If a student is vomiting the night before or the morning of school, please do not send them to school. If a child becomes ill at school the parent will be called. If someone other than the parent comes for the child, parents please make this very clear to the school. Be certain your child knows where you are and how to reach you each day. This is extremely important. If the parents go away on business or otherwise and the children are staying with someone else, please write us a note so that we will know who to contact in case of an emergency.

In the event of an emergency, 911 will be called, followed by a call to the parents.

The school may treat minor cuts, bumps and bruises, but we are not permitted to give aspirin or any internal medication without parental consent.

Please complete the Health & Emergency Information Form indicating any life threatening allergies, chronic health conditions or any other health issues. Remember, if your child is ill, please call the school office to report the illness.

HOLY DAYS and SPECIAL MASSES

Catholic Holy Days and other special Masses that occur during our school year will be observed with our All School Masses, including the following:

- All Saints Day
- Grandparents Day
- Immaculate Conception
- Ash Wednesday
- May Crowning
- 6th Grade Graduation Mass

All School Mass is celebrated every Friday that school is in session at 11:00 am.

HOMEWORK

In order to reinforce daily work and develop good study habits, St. Felix Catholic School promotes the use of homework by teachers. The amount of homework a child may have will vary on a given day depending on the amount of work the child completes in school, and the speed in which the child completes the work.

Here are suggested time allotments for homework:

- Kindergarten and First Grades 10 minutes
- Second Grade 20 minutes
- Third Grade 30 minutes
- Fourth Grade 40 minutes
- Fifth Grade 50 minutes
- Sixth Grade 60 minutes

Each teacher sets their own homework policy. If a child is sick, it is suggested that a parent call and arrange to pick up homework or send it home with a neighbor or sibling. Homework will not be available in the office until after 3:00 each day.

IMMUNIZATIONS

Minnesota Statutes §121A.15 requires every student entering St. Felix, to be immunized consistent with medically acceptable standards. You may refer to the Minnesota Department of Health (MDH) Immunization Program to review the law governing immunizations. These requirements can be waived only if a properly signed Medical or Conscientious Exemption Form is completed and filed with the school.

INSURANCE

Parents are responsible for providing insurance for their children. Please review your present health and accident insurance program to determine if your coverage is adequate. St. Felix Catholic School does NOT provide health or accident insurance for injuries sustained by your child at school.

LEAVING SCHOOL PREMISES

Please do not take your child from the school or playground without signing out or connecting with school staff. Students are forbidden to leave the playground at noon unless they have written permission to do so or a parent has called the office allowing for the child to go home for lunch. All students coming to school at any time after 8:10 should check-in at the office before going to class.

Library

Students have library time once per week and are allowed to check out a book at that time. Books are due the following week. If you misplace a book, please inform your teacher that it is not being turned in that week to allow more time to locate it. If the book cannot be found at all, the librarian will make you aware of its cost for reimbursement.

Movies/Media

Excerpts from movies and clips from social media are, at times, beneficial to a lesson, or part of a presentation. A full length feature film may be used as a Catholic Schools Week activity, as a comparison to a book read or as a reward. Classroom teachers are encouraged to minimize the use of full length films during the course of a school year. If a film is to be shown in its entirety, parents will be notified in advance.

LOCKERS

Students have lockers at school. The lockers are not locked. Students should not keep valuables or money in their lockers. The school is not responsible if things are stolen.

LOST AND FOUND

Lost and Found Table is located in the hallway near the office. Please check it regularly for lost items. All items not claimed at the end of each semester will be given away. Parents are encouraged to label their children's jackets, snow pants, sweatshirts and uniforms.

MEDICATION

Students are prohibited from having medications in their possession. Medications will be kept in a locked cabinet in the office and distributed by trained school personnel.

- **Prescription** - Before any prescription medication is issued, a parent/legal guardian must complete a Medication Physician Order and Parent Authorization Form. Prescription medications must be brought to the school by a parent/legal guardian in the original prescription bottle issued by a pharmacist. Medication forms can be sent home with students or picked up in the main office.
- **Over-the-counter** - must be brought in the original, sealed, purchased container with the child's name written on it. For the parent/legal guardian and the child's protection, an adult must bring the medication to the school office and it requires the parent authorization form. Cough drops are permitted with written parental consent.

PARENT-TEACHER CONFERENCES

The Parent-Teacher Conference is a vital tool of communication used to discuss the educational program and progress of each student. Conferences can be a time for parents, teachers and students to get to know each other, to discuss philosophy, expectations, anxieties, concerns and goals for the year, as well as, report progress. Conferences are typically scheduled twice a year or on an as needed basis.

PETS

Before bringing pets to school, students should receive permission from the teacher and/or school administrator. Be sure to inform the school of any known allergies or fears to pets.

PHONE CALLS

If a parent needs to contact his/her student during the school day, he/she should call the office to leave a message. Should your message be an emergency, please let the secretary know.

REPORT CARDS/PROGRESS REPORTS

Students in Preschool and Kindergarten Readiness receive a Progress Report two times per year. Students in grades K-6 receive a Progress Report four times per year.

SACRAMENTAL PREPARATION

Catholic second graders receive the sacrament of Penance and Eucharist through the Parish they are registered in. Special parent/guardian sessions are provided by the parish during the year to help parents/guardians prepare their child for these sacraments. Information regarding sacramental preparation requirements will be sent home.

SCRIP

St. Felix Catholic School is part of a year-long Scrip program that helps raise money that will go towards the general operating budget and tuition. Scrip cards are the same gift cards that can be purchased from retailers, but with the Scrip gift cards; a percentage of the proceeds come back to the school and to the student's tuition. Scrip can be purchased in the office.

SCHOLARSHIPS

St. Felix Catholic School provides scholarships to families with children in grades K-6 who desire an education in Christian virtues for their children. We currently have four scholarships plus the diocesan-wide Seeds of Faith Scholarship which are awarded each school year. Parents interested in scholarships may inquire in the main office or watch for information in the Parent Packets.

SCHOOL HOURS

Preschool – Kindergarten Readiness

T-TH 8:00 a.m. – 11:00 a.m.

8:00 a.m. – 2:50 p.m.

M-F 8:00 a.m. – 11:00 a.m.

8:00 a.m. – 2:50 p.m.

Kindergarten – Sixth Grade

W, T, TH, F 8:00 a.m. – 2:40 p.m. Early Bus

8:00 a.m. – 3:00 p.m. Walk/Car

8:00 a.m. – 3:15 p.m. Late Bus

Monday: Dismissal

8:00 a.m. – 2:35 p.m. Early Bus

8:00a.m. - 2:45 p.m. Late Bus

8:00 a.m. – 2:50 p.m. Walk/Car

An office administrator will be available Monday – Friday. Office hours are 7:30 a.m.-3:30 p.m.

We have after-school care available through our God’s Kids program. No student should be in the building after 3:10 unless they are attending God’s Kids or their presence has been requested by school personnel.

SCHOOL LUNCH

St. Felix participates in the Federal Lunch Program. Money can be deposited at any time into your child’s lunch account in the school office. Notice is given when your child has only a few lunches left in the account.

The following is the cost of a single lunch:

Elementary Lunch \$0.00

Milk \$0.75

Adult Lunch \$5.00

Grades K-6 Nutrition Requirements:

2 oz. Meat/Meat Alternative daily

8-9 Servings Bread/Bread alternatives per week

3/4 C. Vegetable per day

1/2 C. Fruit per day

1/2 Pint of Milk daily (1% white or choc. skim)

USDA is an equal opportunity provider and employer. All food service questions or concerns are to be reported to the main office.

Parents who would like to eat lunch with their students should feel welcome to join us for lunch. If parents would like to receive a school lunch, please call ahead of time so we can ensure there will be a lunch prepared for them.

SCHOOL PARENT ASSOCIATION (SPA)

The St. Felix SPA is a collaboration of parents and teachers working to provide educational programs, social activities, school volunteers and special projects which benefit the St. Felix students.

All parents of children at St. Felix Catholic School are invited to attend the meetings, speak on each topic of discussion and raise issues of concern or growth. The ideas, recommendations, criticism and support that this group has provided has been welcomed and encouraged by the St. Felix staff. With your help and interest, the SPA will be able to continue to assist the principal and faculty in improving the quality of the educational experience St. Felix has to offer now and into the future.

The SPA maintains a running volunteer list that parents are welcome to help out with. They also assign parents to duties throughout the year.

SCHOOL PICTURES

Individual student pictures are taken once each year by Strawbridge Studios Inc. Notification of picture day will be given in advance of the photography session. Classroom photos of activities and events are also taken throughout the year and some are used as promotional items published in various items promoting St. Felix Catholic School.

SCHOOL SUPPLIES

The school furnishes all necessary texts and workbooks for children. Children need to bring all other necessary supplies at the beginning of the school year. A list of recommended supplies can be found on the school website and is also available in the office. The list is available throughout the school year for reference in replenishing supplies.

SPECIAL EDUCATION SERVICES

Students with disabilities attending nonpublic schools may receive Special Educational services from public school personnel. The public school district is responsible for providing Special Education for children. Parents are encouraged to discuss concerns with the principal or their student's teacher. The principal will assist in referring students for an assessment by public school personnel. After the assessment, a meeting will be held to discuss the results of the assessment and further action taken, if required.

STANDARDIZED TESTS

Standardized assessment provides valuable information regarding academic growth and curriculum strengths and weaknesses. Tests are administered several times each year and are required by our accrediting association (MNSAA). St. Felix Catholic School follows Diocesan mandates with regard to the tests that are being administered. Currently, all diocesan schools take the NWEA standardized test. Test results are shown to parents at conferences.

SEXUAL IDENTITY POLICY

Please see the last seven pages.

STUDENT RECORDS

St. Felix Catholic School will keep permanent records of students in cumulative folders. St. Felix will collect, maintain and disseminate student records with great care and responsibility. Parents, or legal guardians, may ask to review the contents of any records of their child. Teachers may review the records of the students whom they teach, at any time. These may include any or all of the following: identifying data; academic work completed; achievement test scores and grades; attendance data; standardized test scores; interest inventory results; health data; family background information; teacher or counselor ratings and observations; verified reports or serious or recurrent behavior patterns. No one but school personnel, parents/guardians of minors have access to individual pupil records without proper consent.

Non-custodial parents

Under certain circumstances, non-custodial parents have the right to copies of their child(ren)'s report cards or other educational records and have the right to participate in educational conferences concerning their children. St. Felix will release report cards and appropriate educational records to non-custodial parents and will schedule educational conferences with non-custodial parents only after the non-custodial parent has provided a copy of the court order granting the non-custodial parent those rights. The court order must be signed and dated by a judge of the district court. St. Felix reserves the right to verify the accuracy of the court order with the custodial parent or the court itself. The principal is provided a reasonable amount of time, not to exceed 15 calendar days, to review records, and to reply to requests. The principal (or delegate) will not release a student's records (or a copy of those records) to the parents without written consent of the parents. The only exception is in the case of a student transferring to another school and upon request of the receiving school system.

TECHNOLOGY

Parents and students receive our technology and internet Policy at the beginning of the school year. Both the parents and students have to agree and sign off on the policy before using technology.

TITLE I

Title I benefits the largest number of public and non-public students of any federally funded program. Students who are below grade level can receive supplementary assistance in reading and/or math in the form of individualized and/or computer-aided instruction. Each student's needs are assessed each spring and fall through teacher's judgment and achievement tests. Parents of students who need Title I assistance will be notified by Public School personnel and the Title I teacher. A permission form will need to be signed before the child receives these services.

TOBACCO USAGE

The use of tobacco or other similar products is not allowed on St. Felix Catholic School property.

TUITION

A tuition agreement is provided in the student registration materials. Payment options are available to best meet family needs, as well as, the option for direct payment (forms can be picked up in the school

office). All payments are due the first of the month. Statements are mailed monthly by the school bookkeeper who handles all tuition statements.

TUITION (continued)

A tuition discount is provided for families with more than one child enrolled in kindergarten through sixth grade. Ask for the rate in the school office. St. Felix does not deny admittance to any family requesting a Catholic education. If you need financial assistance, please contact the school principal. (Also see Scholarships)

VACATIONS

Family vacations are a valuable part of the family structure. Please try to schedule vacations during breaks so that your child does not fall behind with schoolwork. We feel, especially at this age, that children need daily practice to acquire the necessary skills for successful living. If you do plan on taking a vacation with your child, please let the classroom teacher and office know prior to your departure so arrangements can be made for make-up work.

VOLUNTEERS

We encourage parents, senior citizens, students, and others to assist teachers or other staff members by becoming volunteers. Your talents and skills are needed, not only to tutor students, but to enrich their experiences as well. Volunteers do have to be Virtus Trained before having contact with kids.

VISITORS

Parents are encouraged to visit our school. We ask that all visitors make prior arrangements with the classroom teacher so as not to disrupt the daily plan. When arriving at school, visitors must report to the office to pick up their visitor's pass and sign in.

WEAPONS POLICY

St. Felix Catholic School does not permit firearms, live ammunition, explosives, other weapons, or any hazardous items on school property at any time by a student. The penalty for the first offense will result in discipline up to and including expulsion. The police will be notified, if necessary, and parents will be called in all instances to pick up the student at school. Consequently, the minimum consequences for students possessing, using or distributing weapons shall include:

1. Confiscation of the weapon
2. Parent or guardian notification
3. Notification of police, if necessary
4. Suspension or expulsion

Pursuant to Minnesota law, a student who brings firearms, as defined by federal law, to school will be expelled for at least one year. Administration may modify this requirement on a case-by-case basis.

A. A 'weapon' is:

1. A device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited

to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; and objects that have been modified to serve as a weapon.

WEAPONS POLICY (continued)

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon

WELLNESS POLICY

The purpose of the Wellness Policy is to assure a school environment that promotes and protects health, well-being and the ability to learn by supporting healthy eating and physical activity. As we continue to improve the wellness initiatives we would like to remind parents of a few key areas.

Why a healthy snack?

Childhood obesity has become a nationwide concern. Research proves children do better in school when they have at least 9 to 10 hours of sleep, a balanced diet including two nutritional snacks daily, and exercise. As educators, we want only what is best for “our kids,” so we have decided to implement a working snack into our day.

Guidelines:

- All snacks, grades K-5, will be working snacks lasting no more than 15 minutes.
- Snack will be worked into the classroom schedule by the teacher.
- High fat, high carbs, and sugary foods will not be allowed. These items will be returned home if brought in, (i.e. cookies, snack cakes, chips, and soda).
- Due to health regulations no food will be stored in the classroom and all uneaten opened snacks will be disposed of.
- Unopened snacks will be returned home.
- Bringing a daily snack of individual portions is the responsibility of the child.
- Students will have the ability to keep snacks refrigerated.
- Refrigeration is available

WELLNESS POLICY (continue)

Listed below are some healthy choices to help guide you when deciding on your child's snack. Acceptable snacks include but may not be limited to:

- Any Fruit or Vegetable
- Hummus
- Sunflower seeds Raisins, dried fruit
- Low fat cheese sticks
- String cheese
- Pepperoni
- Apple sauce
- Yogurt
- Whole-grain crackers
- Trail-mix
- Granola Bars

Preschool and Pre-Kindergarten students are provided with milk at snack time. Each family is asked to furnish a snack on a rotating basis to be shared with the other students. Snacks must be commercially prepared/purchased and should have a nutritional value.

Food as Reward

St. Felix School discourages the use of foods or beverages as rewards for academic performance or good behavior.

**ST. FELIX CATHOLIC SCHOOL
K-6 HANDBOOK**

The St. Felix Catholic School Handbook is a living document. Changes are made accordingly to ensure they best meet the vision and direction of the school. This handbook may be viewed on our school website at www.stfelixschool.org.

“I/We have read the St. Felix Handbook. I/We agree and accept the Mission and Philosophy statements along with the stated policies and regulations.”

Parent Name _____

Parent Signature _____ Date _____

Parent Name _____

Parent Signature _____ Date _____

PLEASE PRINT AND RETURN THIS PAGE TO THE SCHOOL OFFICE. THANK YOU.



130 E Third St
Wabasha, MN 55981
651-565-4446