



Education for the Mind and Soul

Faculty Handbook 2011-2012

The School of St. Philip
225 E. 3rd St.
Litchfield, MN 55355



“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 School of St. Philip
225 E. Third Street
Litchfield, Minnesota 55355
320-693-6283**

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

**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
Mission Statement**

*The School of St. Philip is strongly committed
to providing its students with a fundamentally sound education
in a Catholic atmosphere
which will enable them to carry their faith and learning
beyond this school.*

Revision adopted by the School Committee
August 2, 2004

Philosophy

*The School of St. Philip recognizes that parents are the first educators of their children.
As a faith community, the school strives to assist parents by providing a strong academic
education and firm faith development.*

*St. Philip's School believes children deserve to learn and develop
in a Christian environment which promotes growth of the whole person
and provides awareness of service,
and peace and justice in our parish, community, nation, and world.*

Revision adopted by the School Committee
August 2, 2004

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 life-style 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

School Website: www.StPhilipsSchool.com

School Hours: 8:00a.m. – 2:50 p.m.

Absences: Call the school office (693-6283) before 8:00 a.m. A note is required when the child returns.

Hot Lunch: \$1.85 per meal in tickets of 10 meals for \$18.50
Milk: \$0.30
Free and reduced price lunch program is available.
Obtain an application from the school office.

Milk: Milk tickets for break time are \$3.00 for 10 punches.
Kindergarten milk is free under the government program.

Bus Passes: A note from the parent is required to issue a bus pass for the student to ride a different bus after school.

Changes in schedule: A note from the parent is required if there is to be any change in the child's schedule.

Staff Directory

Pastor: Father Joseph Steinbeisser

Principal: Mrs. Diana McCarney mccarney@StPhilipsSchool.com

Secretary: Mrs. Mary Roers roers@StPhilipsSchool.com

Teachers

Kindergarten: Mrs. Barbara Erickson
erickson@StPhilipsSchool.com

Grade 1: Mrs. Taryn Woods
woods@StPhilipsSchool.com

Grade 2: Mrs. Nancy McGraw
mcgraw@StPhilipsSchool.com

Grade 3: Mrs. Mary Lenz
lenz@StPhilipsSchool.com

Grade 4: Mrs. Heather Bednarek
bednarek@StPhilipsSchool.com

Grade 5: Mrs. Teri Buschette
buschette@StPhilipsSchool.com

Parish Staff:

Parish Administrator: Mrs. Brenda Grates

Finance Director: Mr. Brent Sundve

Directors of Religious Education:

Mrs. Karen Kulzer (pre- Gr. 6)

Ms. Stephanie Joyce (Gr.7- adult
and youth ministry)

Custodian: Mr. David Eischens

Teacher Assistants

Mrs. Jane Beach

beach@StPhilipsSchool.com

Mrs. Jan Johnson

johnson@StPhilipsSchool.com

Organizational Structure of the School of St. Philip

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, to form the Good Shepherd 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.

St. Philip's School 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.

School Committee Members

Jane Beach
Josh Carlson
Kristin Jaquith



2011-2012 Academic/Holiday Calendar

August 24	Parent Meeting	
August 23, 30, 31	Teacher Workshop	
August 31	Back to School Family Night	
September 6	First day of school	
September 13 & 15	Parent Teacher Conferences – Gr. K - 2	
*September 23	No School for St. Philip School – Diocesan Educator Day	
September 30	Marathon for Non-Public Education	
October 20-21	Minnesota teacher convention vacation (no school)	
October 27	Lifetouch school pictures	
October 28	Marathon Parent Celebration	
November 4	End of First Quarter	
November 15 & 17	Parent/teacher conferences – Gr. 3-5	
*November 23-25	Thanksgiving vacation (no school)	<u>St. Philip School will not observe the Litchfield District 2 hour late starts. These will be parent drive mornings.</u>
November 29	Lifetouch pictures retake day	
December 22	Christmas Concert	
December 26 - 30	Christmas vacation	
January 2	School resumes	
January 20	End of second quarter	
January 23	Teacher workshop (no school)	
January 29 – Feb. 3	Catholic Schools Week – “Catholic Schools: Faith, Academics, Service”	
February 16 & 21	Parent/teacher conferences	
February 20	Presidents’ Day (no school)	
March 2	Donuts for Dads (and Science Fair Setup)	
March 5	Science Fair Judging	
March 15	Kindergarten Open House – 6:00 p.m.	
March 23	Morning with Mom	
March 23	End of third quarter	
March 26 - 30	Spring Break	
*April 6 - 9	Easter Vacation	
April 20	Grandparents Day Celebration	
May 3	Living Rosary & May Crowning	
May 15 & 16	New kindergartener visit days	
May 28	Memorial Day (no school)	
*May 30	Graduation/last day of school	
May 31 & June 1	Teacher Workshop	

<u>Quarters</u>	
Sept 6 – Nov. 4 --	41 days
Nov 7 – Jan 20 –	46 days
Jan 24 – Mar 23 –	44 days
Apr 2 – May 30 –	41 days
	Student Days =172 days
	Teacher Days =179 days

(*indicates days of no school for St. Philip School only. The remainder of the calendar is in alignment with the Litchfield Public School District calendar.)

Changes to this calendar will be listed in the weekly Family Newsletter and on the website.

Church of St. Philip

306 N. Holcombe, Litchfield, Minnesota 55355

P:320-693-3313

F: 320-593-4783

Dear Parents,

Welcome to St. Philip's School. The Church of St Philip has been providing a solid Catholic School Education for the youth of our parish and community for over 50 years. The quality and excellence of our school program can be seen in the lives of the thousands of individuals who have graduated from St. Philip's School. We continue our long tradition of providing the best Catholic School Education to your student(s).

We are proud of our strong academic excellence in addition to the formation of our students in the faith of the church. Our dedicated teachers and school staff not only focus on educating our students but helping them to grow in their knowledge and love of God. Our education curriculum, daily prayer, weekly mass and Christian service programs all contribute to our goal of not only educating students but helping them develop into faith filled Christians.

We are pleased to be partners with parents in their responsibility of educating and forming children to become the best they can be. We rely upon you, our parents, to be very involved in our school program. Your support and participation throughout the school year is very important to our School's success and future. Together I am sure that we will be able to have an excellent school year.

We take our responsibility to your child very seriously and thank you for the opportunity to be a part of your child's life. I also want to express my gratitude to all of our parish families whose support, participation, faith and dedication makes 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.

Sincerely yours in Christ,

Fr. Joseph Steinbeisser
Pastor, Church of St. Philip



The School of St. Philip

225 East 3rd St, Litchfield, Minnesota 55355

P:320-693-6283

F:320-593-4783

mccarney@StPhilipsSchool.com

August, 2011

Dear Parents,

We welcome you to a new year here at The School of St. Philip. All of us here join you in the pledge to provide a solid year of growth for your children in faith and knowledge.

This year we will be focusing much of our faith development on a better understanding of the Eucharist as we prepare for the introduction of the new Roman Missal and its new translation. This is a perfect time for us to learn more about this great gift that Jesus has given us. I will try to keep you updated on each topic as we discuss them so that you can follow up at home and as you attend Mass on the weekend. For our families who are not Catholic, we hope that this gives you a better understanding of this essential part of the Catholic faith.

We begin our year with our Mega Marathon: Small Steps, Big Intentions. Not only do we plan to meet our entire fundraising goal with this one event as we did last year, but we hope that by all of us working together, this will be a community building experience. We are taking very seriously our promise of prayer for the intentions of our donors and supporters. This will be taking place in every classroom, every day, as well as at our weekly Friday rallies and our school Masses. I thank you in advance for your efforts in this campaign and look forward to our celebration of success on Marathon Day, September 30.

Our school is accredited by the Minnesota Non-public School Accrediting Association (MNSAA). Every seven years we renew our accreditation through a two year process of looking at who we are and what our future holds. This year we begin that process with a year of self-study. During the course of the year, you will be asked for your input and will receive updates of our progress.

The pages of this handbook are filled with important information regarding school policy and procedures. Please review it with your children. **Even veteran parents should read it carefully; you will find some changes this year.**

Each morning the teachers gather to ask God's blessing upon the day. We ask you also to pray for your children and their teachers as you send your children off at the start of each day. Let us commend ourselves to God's powerful protection and confidently move into a new school year.

Sincerely in Christ,
Diana McCarney
Principal

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Family Handbook

Policies of the School of St. Philip



Admission

- The School of St. Philip does not discriminate on the basis of race, sex, national origin, age (in accordance with the law), and disability, if, with reasonable accommodation on the part of the school, the disabled person's needs can be met.
- This school gives preference in admission first to Catholic students who are members of St. Philip's Parish; second, to Catholic students from other parishes; third, to non-Catholic students.

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 2:50 p.m. each day.
- Children should **not** arrive earlier than 7:50 a.m. or remain on the campus later than 2:55 p.m. unless they are participating in a supervised activity.
- Supervision **will not** be provided for students who arrive before 7:50 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 arriving after 8:15 a.m. will be marked tardy.
- Students arriving after 11:00 a.m. or leaving before 1:00 p.m. will be marked ½ 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 call, the school secretary will call the parent or the person designated by the parent as an emergency contact.

Upon returning to school, the student is to bring a written note from his/her parent or guardian explaining his/her absence. Absences for baby-sitting, 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

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.
- 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 upon boarding.



Parent Pickup

- Dismissal is at 2:50 p.m.
- Please send a note or email the secretary early in the day if you plan to pick up your child. Phone calls should be made only in emergencies.
- When picking up children at the end of the day, parents are requested to wait by the office.
- 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 physical education class or student activities in session on the lawn until 2:45 p.m.
- **For the safety of all the children, cars parked in the school parking lot may not leave until after the buses begin to pull out. Please exit onto Holcombe Avenue rather than 3rd Street for safer traffic flow.**

Bicycles

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



Religious Development

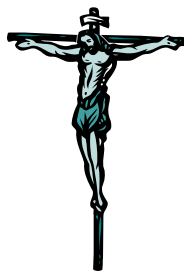
As a Catholic faith community, the study of our religion and faith and the coming together to celebrate the Eucharist and other liturgical rites is a central focus in our lives.

At St. Philip's, religion classes are held daily for at least one-half hour. 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 Eucharist Celebration, which is the most important prayer in our faith. All students attend a weekly liturgy, generally at 9:00 a.m. on Fridays. Children work together with their teachers in planning these liturgies and sharing the responsibility for the various parts of the Mass. We encourage and welcome parents to come and celebrate these liturgies with us.

Through systematic instruction in Catholic doctrine and Scripture, Christian value 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.

Students attending the School of St. Philip who come from a different faith tradition participate in all the classes and prayer experiences with the rest of the student body with the exception of sacramental preparation in second grade. Parents are encouraged to follow what their children are studying and to point out the differences between the Catholic tradition and their own faith tradition.



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	Ignatius Press
Math	Harcourt, Saxon and Right Start Mathematics
Language Arts	Scott Foresman
Reading, Spelling, Phonics, English	
Science	Silver Burdett & Ginn
Social Studies	Scott Foresman
Scholastic News	
Handwriting	Zaner Bloser
Music	Silver Burdett & Ginn/ Enrichment
Art	Davis Publications, Inc./ Enrichment
Spanish	Rosetta Stone



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 have students use learning resources that are not readily available in school
- 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 each year in February or March. All students in grades 3, 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, encyclopedias, and other worthwhile materials. In addition, each classroom has its own library suited to the needs of the children.

- 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.

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

Computer Internet Access

The lab computers at the School of St. Philip are connected to the internet. All computers have the Content Protect filter and are CIPA compliant. Teachers or paraprofessionals supervise students whenever they use the internet.

Report Cards

Report cards are a means of measuring the academic progress of each student. Report cards are issued quarterly (November, January, March, June). Report cards are to be signed and returned to school within a week after they are issued, 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

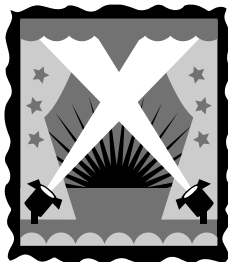
A list of supplies for the school year is on file in the office and posted on the school website. Copies will be given to each family at the end of the previous school year and will be mailed to new families. Students should have all the supplies listed for their grade level when they begin school in 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 is included at the end of the handbook.
- 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.



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 7:50 a.m. to 3:15 p.m.
- Messages for teachers will be taken, so that they may return your call 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 will check their emails at the end of each day.**

Weekly Newsletter

The principal will email a weekly parent newsletter each Thursday. This contains important parent information and will keep you up to date on the happenings at the school. The newsletter will also be posted on the school website. A printed copy will be sent home if requested.

Parent/Teacher Conferences

Parent/teacher conferences are held twice during the course of 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. It is very difficult to rearrange conferences afterwards.

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.

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

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. Student visitations must have prior approval from teacher and principal.

All parents and visitors must report to the office when entering the building.

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.

Extra-curricular Activities

Basketball

The School of St. Philip provides a basketball program for girls and boys in second through fifth grade. Occasionally, third graders may be invited to join the team. Second and third grade are skill building years. Fourth and fifth graders form a team which plays games with other schools.

Practices are held in the evening and information is sent home in late October or November. The purpose of the basketball program is to promote athletic skills, good sportsmanship and community spirit.

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 much appreciated.

Health and Safety

Hot Lunch

The School of St. Philip has an excellent hot lunch program which serves well-balanced meals. Meal tickets are 10 for \$18.50. Adult meals may be purchased for \$3.25. When a parent wishes to eat lunch with his/her child, a reservation must be made in the school office before 9:00 a.m. Parents should arrive at about 11:40 a.m. Your child will come to the office to escort you to lunch.

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.

Due to the severe peanut allergy of one of our students, no peanut butter is allowed at the School of St. Philip. 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.

Free and reduced price lunches are available through state and federally funded programs for schools. Applications are available in the office and all information included is kept confidential. Families who qualify for this program are strongly encouraged to apply.

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.

In accordance with the St. Philip School Health and Wellness policy, parents are asked to provide healthy food when sending snacks to school.

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.



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 student's attire are expected to be positive and uplifting.
- Shorts, skirts and dresses must be knee length. 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.
- 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, snowpants 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 the radio stations: WCCO (Twin Cities), 830 AM and KLFD (Litchfield), 1410 AM and on the twin city television stations.

- 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 the Family Services Center.
- Fire: Students will leave the building and assemble at Family Services Center 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.



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.

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

Boys and girls from the fifth grade 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 3rd St. and Holcombe Ave. and 3rd St. corners as school is dismissed each day.

In July, two 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 the fifth grade teacher, 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.

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. 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: Protecting God's Children

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.

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.



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 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



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.

Discipline Method

When conflict arises among students, the basic principle 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 *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

St. Philip's School 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 2011-2012 year is \$4,237.72. This is calculated by the projected expenses for 2011-2012 of \$347,493.07 divided by the projected enrollment of 82 students.

St. Philip Parish will assist parents with the cost of educating a child at St. Philip School for 2011-2012 with a subsidy of \$137,191.33.

Estimated annual Gifts and Bequests received by the school of \$25,000 also offset the cost.

This leaves a balance of \$135, 301.74 to be funded by family tuition and \$50,000 to be funded by the annual School Marathon Fundraiser.

Tuition for the 2011-2012 school year is \$2,000.00

All families sending their child or children to St. Philip School must agree to pay the set tuition and actively participate in the marathon fundraiser by soliciting donations, or pay the set tuition and an annual fundraising fee of \$1,200.00.

In addition to paying tuition and fundraising, families are required to pay an annual materials fee of \$100.00 per child.

There are two tuition payment plans available:

Plan 1: Total tuition is paid in full in August. This entitles the family to a 2% discount.

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

Several credits are available:

- Area Faith Community Credit of \$250.00
- Second Child Credit of \$50.00
- Third Child Credit of \$75.00
- Early materials fee credit of \$50.00 if paid by May 12, 2011.

Parents are also expected to volunteer in four or five areas throughout the year. The volunteer form is included with the fall registration materials. It is our hope that everyone will take this opportunity to get involved and show our children what stewardship is in practice.

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
- Kemps and Land O Lakes bottle caps and proofs of purchase.
- Campbells and Our Family product UPC's
- Econofoods cash register receipts
- Cashwise/Coborn cash register receipts
- Used computer printer cartridges and pop cans



Prayer of St. Francis

Lord,

**make me an instrument of Your
*PEACE***

**where there is hatred let me sow
*LOVE***

**where there is injury
*PARDON***

**where there is doubt
*FAITH***

**where there is despair
*HOPE***

**where there is darkness
*LIGHT***

**and where there is sadness,
*JOY***

**O Divine Master,
grant that I may not so much seek to be consoled
as to console; to be understood as to understand;
to be loved as to love;
for it is in giving that we receive;
it is in pardoning that we are pardoned,
and it is in dying that we are born to eternal life.**

