



## St. Edmond Catholic School

*"Expecting Excellence, Achieving Greatness"*

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### Q & A for New Families

We sincerely thank you for choosing St. Edmond Catholic School for your child. Please find below some important questions and answers to help ease your transition to our school. If you ever have a question regarding policies, procedures or other items, please contact us.

God Bless!

#### 1. How is St. Edmond Catholic School organized in terms of grade levels?

St. Edmond Catholic School is one PreSchool-12<sup>th</sup> grade Catholic school system. Elementary is considered PreSchool-5<sup>th</sup> grade, middle school 6<sup>th</sup>-8<sup>th</sup> grade and high school 9<sup>th</sup>-12<sup>th</sup> grade.

#### 2. What is the school's address, phone and fax number?

The main phone number for the entire school system is 515-576-5182. Specific school offices/departments can be reached by listening to the voice prompts. The address is: 2321 6<sup>th</sup> Avenue North (Main Entrance Door), 501 North 22nd Street (Activities Door), 2220 4<sup>th</sup> Avenue North (Billing). The fax numbers are: 515-955-3569 (Activities Office), 515-573-3601 (Administrative Office), 515-955-8473.

#### 3. Who is the principal?

Abigail Glass – PreSchool-12<sup>th</sup> Grade Principal

Zachary Steinhoff –Athletic Director/Associate Principal

#### 4. How can I find out about activities and events during the year?

Information about school activities and athletic events can be found under Calendar in the Quick Links section on our website, [www.st-edmond.com](http://www.st-edmond.com).

Once in Calendars, click on Printable Calendars to view and print a monthly calendar with **School** activities. Keep in mind the calendar updates frequently so it not suggested to print out a full year.

There is also an **Athletic** calendar with specific details on athletic events. Here you may also sign up for **Athletic Notifications** regarding these events by clicking on "Notify Me" and completing requested information. Notifications will be sent for cancelations, time/location changes, etc. for requested sports.

Daily **PS-12<sup>th</sup> Announcements** can be viewed on our website under Quick Links and are also emailed to our families. If you are not receiving these daily emails please contact the Administration Office at 515-576-5182.

Also visit us on **Social Media**: Facebook – St. Edmond Catholic School, Twitter - @SEGaels, and Instagram - SEGaels.

**5. What are the school hours?**

All grades in the system begin at 7:55 a.m. The first bell rings at 7:47 am and the tardy bell rings at 7:55 am. All grades dismiss at 2:55 pm.

**6. What if my child is late?**

Your child must come to the Administrative Office immediately upon arrival to check in for the day. A pass will be given to students to enter class.

**7. How early may my child come to school?**

Your child may come as early as 7:15 am. If he/she arrives prior to 7:47 am, please have your child immediately report to the cafeteria/commons area. **Supervision in the cafeteria/commons area starts at 7:45 am.** Breakfast is served from 7:15 – 7:45 am. The price of a Breakfast is \$2.15.

**8. What do I do if my child is sick?**

Please **call the Administrative Office** by 9:00 a.m. at 515-576-5182. If a call is not received by this time, the administrative assistants shall make every attempt to contact you. **Emails and text messages are not accepted to report absences.** If your child is sick and you would like to pick up their homework, you must request homework when you call.

**9. What if my child has an appointment during school hours?**

**Please call or send a signed note with the time your child needs to leave and for what purpose (appointment, meeting, etc.) to the Administrative Office. Emails and text messages are not accepted to report dismissals.** A pass will be given to your child to give to their teacher to allow them to exit class. They will need to come to the Administration Office to sign out. Upon return they will need to sign in at the administration Office and a pass will be given to enter class.

**10. What if my child gets sick/injured at school?**

St. Edmond Catholic has two nurses, Mrs. Marie McLoughlin and a new school nurse that will start in the fall who address these issues. **Students need to come to the nurse if they are not feeling well or get injured during school.** They will address the issue, call parents or emergency contacts when needed to discuss issue and arrange for student pickup if necessary.

**11. How do I pay for my child's lunch?**

You may deposit lunch money at any time in the Administrative Office via cash, check, or debit/credit card. We ask that all lunch balances be kept current. Low Balance and Negative Balance Alerts will be sent from Infinite Campus Messenger. If you have a specific email and/or telephone number to use for this purpose, let the Administration Office know. For further instructions on how to pay online, go to our website, [www.st-edmond.com](http://www.st-edmond.com), and look under the Parents tab for Online Lunch Instructions.

**12. May I eat with my child?**

We certainly welcome parents/guests to eat lunch with their children. Please come to the Administrative Office, sign in and pay the administrative assistant if you choose to eat the school hot lunch. You will be given a Lunch Ticket to give to the lunch cashier. All visitors must wear a visitor badge. Lunch prices for the 2020-2021 school year were: Adult - \$3.85, Student – TK-5<sup>th</sup>: \$2.75, Student – 6<sup>th</sup> – 12<sup>th</sup>: \$3.00. You may also bring a sack lunch and eat

with your child. **No outside food such as McDonalds or Subway may be brought into the school to eat with your student.**

**13. What is the school dress code?**

Please consult the 2020-2021 St. Edmond Catholic Parent-Student Handbook for a description of the dress code for all grade levels. The handbook is located on the St. Edmond website under the Parent tab.

**14. Where may I purchase appropriate clothing?**

You may buy khaki pants and shorts as well as the white collared polo shirt (No Logo) anywhere. Other items such as colored polos, plaid jumpers, skirts and skorts, and sweatshirts must be purchased through Lands' End and have the SE Cross on them. You may pick up a catalog in the Administrative Office or go to [www.landsend.com/school](http://www.landsend.com/school) and enter our school code - #9001-2690-5 or call 1-800-469-2222.

Quarter and Half Zip sweatshirts are made available to purchase twice a year. A link will be sent to families to purchase.

**15. Where do I park when dropping off/picking up my child?**

We ask that you do not park and leave car unattended in the curved driveway in front of the Administrative Office. If you need to get out of the car, we ask that you use street parking or one of our parking lots located off of 4<sup>th</sup> Ave North or North 22<sup>nd</sup> Street during the construction of the new Holy Trinity Catholic Church.

MS/HS parents- Please don't park in areas marked in red as per order of the fire marshal.

Please try not to "block" other cars from leaving.

**16. How will I know if there is no school or an early out/late start due to inclement weather?**

Any announcement will be made on the local radio and television stations. We will also send out a phone message, text, and/or email from Infinite Campus Messenger. Please don't call the school unless absolutely necessary. Almost all decisions regarding school closing or alternate beginning/ending times are made by Fort Dodge Public School administration. **We no longer release because of heat due to the fact that we have air conditioning throughout the school.**

**17. When is Mass, and may I go to Mass with my child?**

You are welcome to attend all masses. Most weeks, Mass is celebrated on Thursday mornings. Mass will continue to be held in the auditorium until the completion of our new church. K-5<sup>th</sup> grade mass begins at 8:05 am, 6<sup>th</sup>-12<sup>th</sup> grade begins at 9:20 am. For security purposes, there may be a sign in sheet by the entrance.

**18. How do I contact a teacher?**

Every teacher/team has a website that can be accessed through our school website, [www.st-edmond.com](http://www.st-edmond.com) under Quick Links, Teacher Webpages. Teachers are normally here from 7:45 a.m. to 3:45 p.m. You may send an e-mail or call and leave a message with the teacher. The teachers certainly understand that a prompt response is necessary to any

parental inquiries. Teachers do not generally leave class to take phone calls except in emergency situations.

**19. How do I view my child's grades?**

Grade are available to view on Infinite Campus (IC). You will find the IC login link on our website, [www.st-edmond.com](http://www.st-edmond.com), under Quick Links, Parents/Students Portal. As a new family you will receive a Welcome Invitation to create your IC login information. You may then view your child's daily assignments, scores and grades. If you are having problems logging into Infinite Campus, please call the school at 515-576-5182, and listen for the voice prompt for Computer Questions.

**20. Where do students get on/off the bus? Are there days with no bus service?**

Bus transportation to and from school is provided by Fort Dodge Public School and it is the parent/guardian's responsibility to make arrangement for busing. If you have any questions regarding bus transportation eligibility and/or registration, please call the Bus Barn at 515-576-6151.

All students, regardless of age, get on/off the bus on the north side of the building just outside the administrative office. There are days with no bus service due to differing school schedules. Please consult the calendar, website, bulletins or announcements for these days.