

# St. Edmond Catholic School FAQs



## WHO TO CONTACT

- **Phone Line:** 515-576-5182 - follow voice prompts
- **School Website:** <https://www.st-edmond.com>
- **Student/Family Handbook:** Preschool can be found [HERE](#), K-12 can be found [HERE](#)
- **Main/Administrative Office:** Report if your child will not be at school, leave a message for a student or a teacher, or general questions - Kelly Lochray [lochrayk@st-edmond.pvt.k12.ia.us](mailto:lochrayk@st-edmond.pvt.k12.ia.us)
- **Activities Office:** Questions about activities/clubs/sports - Nancy Richman [richmann@st-edmond.pvt.k12.ia.us](mailto:richmann@st-edmond.pvt.k12.ia.us)
- **Nurse's Office:** Questions about illness, medications, etc. - Erin Rossmanith [rossmanithe@st-edmond.pvt.k12.ia.us](mailto:rossmanithe@st-edmond.pvt.k12.ia.us)
- **Business Office:** 515-955-6077 - Questions about tuition/billing - Kate Stucky [stuckyk@st-edmond.pvt.k12.ia.us](mailto:stuckyk@st-edmond.pvt.k12.ia.us)
- **Elementary School Principal** - Tabitha Acree [acreet@st-edmond.pvt.k12.ia.us](mailto:acreet@st-edmond.pvt.k12.ia.us)
- **Interim Middle/High School Principal** - Mark Johnson [johnsonm@st-edmond.pvt.k12.ia.us](mailto:johnsonm@st-edmond.pvt.k12.ia.us)
- **Activities Director** - David Flattery [flatteryd@st-edmond.pvt.k12.ia.us](mailto:flatteryd@st-edmond.pvt.k12.ia.us)
- **Director of Technology** - Travis Patterson [pattersont@st-edmond.pvt.k12.ia.us](mailto:pattersont@st-edmond.pvt.k12.ia.us)
- **Elementary/Middle School Counselor** - Dana Oswald [oswaldd@st-edmond.pvt.k12.ia.us](mailto:oswaldd@st-edmond.pvt.k12.ia.us)
- **High School Counselor** - Megan Bemis [bemism@st-edmond.pvt.k12.ia.us](mailto:bemism@st-edmond.pvt.k12.ia.us)
- **Elementary Student Success Coordinator** - Shelene McDermott [mcdermotts@st-edmond.pvt.k12.ia.us](mailto:mcdermotts@st-edmond.pvt.k12.ia.us)
- **Middle/High School Student Success Coordinator** - Kim Vaughn [vaughnk@st-edmond.pvt.k12.ia.us](mailto:vaughnk@st-edmond.pvt.k12.ia.us)

## ANNOUNCEMENTS

- **Weekly Announcements** are emailed to all families every Monday during the school year. If you are not receiving this email, please contact Travis Patterson - [pattersont@st-edmond.pvt.k12.ia.us](mailto:pattersont@st-edmond.pvt.k12.ia.us)
- **Emergency and Weather Alerts** can be received by phone/text/email. Preferences can be set up in Infinite Campus.
- **Other Alerts** (such as grade updates and lunch account balances) can also be set up in Infinite Campus.

## ATHLETICS

- New for 2023/2024 - all students will be given an Activity Ticket that will allow them to attend all home athletic events for free. Elementary students are expected to sit with their parents during these events.
- Activity Tickets for adults can be purchased by contacting the Activities Office or online [HERE](#).
- Purchase individual tickets to home sporting events by paying cash at the event, or you can pay online [HERE](#)

## ATTENDANCE

- If your student is ill, and will not be attending school, you must call the administrative office. Absences can not be reported by email or text.
- If your student arrives late, they should go to the administrative office to get a pass.
- If your student needs to leave early, or has an appointment during the day, you must send a written note for them to be excused. They will need to sign out in the administrative office before leaving, and sign back in upon return.

## CALENDAR

- Calendar of events can be found [HERE](#). This is a dynamic calendar and changes as needed. Please check it frequently.
- Activities calendar can be found [HERE](#). Select VIEW SCHEDULES link on the right side of the page to sort by activity. (For example, if you need a season schedule for a specific sport, or a listing of all concerts for choir/band.)

## FACILITIES

- PS - 12 School - 2321 6th Ave N, Fort Dodge
- Business/Parish Office - 2220 4th Ave N, Fort Dodge
- St. Edmond Arena (SEA) - 1015 5th Ave N, Fort Dodge - location for many extracurricular practices/games
- Corpus Christi Parish Center - 402 N 8th St, Fort Dodge - some parish/school events may be held here
- Sporting Event Locations - listing of venues for home contests click [HERE](#), for away contests click [HERE](#)

## FOOD SERVICE

- Money can be added to your child's lunch account through Infinite Campus or in the school office.
- Lunch and Breakfast menus can be found [HERE](#)
- You are welcome to eat lunch with your child. Sign in at the administrative office and you can purchase a lunch ticket if you would like to eat school lunch.

## INFINITE CAMPUS

- [Infinite Campus](#) is the application you can use to view your child's schedule/teacher(s), grades, assignments, lunch balance, and more. For technical assistance contact Travis Patterson - [pattersont@st-edmond.pvt.k12.ia.us](mailto:pattersont@st-edmond.pvt.k12.ia.us)

## MASS TIMES AND INFORMATION

- School Mass is celebrated weekly on Thursday at 8:40 am for all students TK-12 at Holy Trinity Church. Watch the announcements for changes in the Mass schedule due to Holy Days of Obligation or other school events. Students help plan Mass and participate in various liturgical roles throughout the year.
- All guests are welcome to attend. Your child is welcome to come sit with you during Mass. The doors are locked once Mass begins for security purposes.
- Non-Catholic Students and Visitors: All students are required to attend school Masses, including non Catholic students. While non-Catholic Mass attendees are not able to receive the Eucharist, they are encouraged to come forward during communion, with their arms crossed over their chest, to receive a blessing from the Priest or Eucharistic Minister.
- Catholic students will be offered the opportunity to participate in Reconciliation several times during the year, or by appointment with the school chaplain. Contact Fr. Ross Caniglia [frross@fdcatholic.com](mailto:frross@fdcatholic.com)
- Holy Trinity Weekend Mass Times: Saturday 4:30 pm, Sunday 7:30 am, 10:00 am, 12:00 pm (Spanish Mass), and 7:30 pm. All families are welcome and encouraged to attend! Students will occasionally be assigned to help with liturgical roles during weekend Masses. Your child's teacher will notify you of the dates and times when they will be participating.
- Holy Trinity Daily Mass is held at 7:00 am Monday - Friday and 8:00 am on Saturday. Parents and/or students are welcome to attend Mass before school.
- Holy Trinity Parish website: <https://www.holytrinitywci.org/>

## REGISTRATION

- Preschool Registration takes place beginning in November.
- TK-12 Registration typically begins in February, and is done through Infinite Campus. It is important to register your child(ren) timely so plans can be made for staffing/classes for the following year. For help with registration, click [HERE](#).

## SEAS (Supervised Enrichment for Academic Success)

- **SEAS** is a voluntary before/after school program for students in 4 yr. old PS - 8th grade. For more information click [HERE](#).
- **Camp St. Ed's Ultimate Kids Summer Camp** is available during the summer from the end of school through the end of July. Each week features a different theme and involves many activities and field trips.
- Contact Gini Chizek for more information about SEAS or Camp St. Ed's - [chizekv@st-edmond.pvt.k12.ia.us](mailto:chizekv@st-edmond.pvt.k12.ia.us)

## SCHOOL BOARD

- The St. Edmond School Board meets on the fourth Wednesday of each month except in July and December. Meetings are held at 5:15 pm in the school library. All are welcome to attend and time is given at the end of the meeting for visitors to ask questions and/or voice concerns.
- To contact the school board click [HERE](#)
- School Board Meeting Minutes can be found [HERE](#)

## SCHOOL PICKUP AND DROP OFF / BUS SERVICE

- School doors open at 7:30 am. Students may be dropped off at any of the main entrances. They should go to the lunch room (elementary for PS-5th grade or high school for 6th-12th) to wait for the first bell at 7:47 am. Students may purchase breakfast during this time. Elementary students will rotate (by grade) having the option to play in the gym during this time.
- School is dismissed at 2:55 pm. Elementary students are released from the doors on the elementary side of the building. Ask your child's teacher for details about which door they will be using. If you prefer, they can also be allowed to go to one of the other main entrances if you will be picking them up from the front or back parking lots.
- You may park on the street, any of the school parking lots, or the Holy Trinity Church parking lot. Please do not park and leave your car in the curved driveway in front of the administrative office. Pull as far ahead as possible to keep traffic moving. For afternoon pickup, please leave the outer lane open so traffic can flow through.
- **Bus Service** is available through the Fort Dodge Public School. Contact the Bus Barn at 515-576-6151 to register. There may be days where St. Edmond has school, but no bus service is available, because public schools are not in session.

## SCHOOL SUPPLIES

- **School Supply Lists** can be found [HERE](#)
- **EPI** - School Supplies can also be purchased as a complete package through EPI. Order forms are usually sent home in May and supply packs will be waiting in your child's classroom at back to school conferences..
- **Boot Bags** are a great option for elementary students for storing their winter gear. The PTC will offer an opportunity to order boot bags in the fall. This will be communicated by email and on social media.

## SCRIP

- SCRIP is a program to purchase gift cards and earn a rebate to benefit St. Edmond. Half of the rebate will go to your account (to be credited to your tuition, lunch or SEAS bill) and the other half will go to the school to help fund special projects. For more detailed information click [HERE](#), or contact: Lindsay Ehn - [ehnl@st-edmond.com](mailto:ehnl@st-edmond.com)
- You will receive a green plastic folder you can use to submit your orders. This folder should be kept to use each year.
- Orders can be placed [HERE](#), through the RaiseRight app, or by dropping off your order form at the school or business office. Orders placed by 9:00 am on Monday will be available for pickup (or sent home with your child) on Thursday.
- Some retailers have the option of reloading cards electronically or sending an e-card that can be used immediately. Some cards are also kept in stock and can be purchased during the SCRIP office hours.
- **SCRIP Dress Down Days** are held once per month. Watch the announcements or school calendar for the specific dates. If you place a SCRIP order for at least \$10, your child(ren) is allowed to be out of uniform for the day. Your child will need to take their order to the high school gym before school to receive their out of uniform pass for the day.

## SOCIAL MEDIA

- St. Edmond utilizes social media to share news and events. Follow us here:
- **Twitter:** @SEGaels
- **Instagram:** SEGaels
- **Facebook:** St. Edmond Catholic School
- **YouTube:** Click [HERE](#) to watch live streamed events
- To share news, pictures, or suggest post ideas - Contact Susan Rusvold - [rustvolds@st-edmond.pvt.k12.ia.us](mailto:rustvolds@st-edmond.pvt.k12.ia.us)
- Each grade has a class specific Facebook Group for parents to share information relevant to that particular class. To be added to your child's class group, contact St. Edmond Parent Club - [SEParentClub@gmail.com](mailto:SEParentClub@gmail.com)
- Many teachers also utilize Facebook and/or other sites to share information and pictures. Please contact your child's teacher directly to get information about their preferred site.

## TUITION

- Tuition information can be found [HERE](#)
- **Scholarships** - information can be found [HERE](#) (Applications become available in February)
- **Education Savings Accounts (ESA)** - Click [HERE](#) for more information or to apply for an ESA.

## TEACHERS/CLASSES

- Teacher Assignments will be available on Infinite Campus usually in mid August.
- Find contact information/website info for a teacher - [Staff Directory](#)

## UNIFORMS / SPIRIT WEAR

- SE Uniform Policy - [Family Handbook](#), starts on page 38
- Elementary Students may only wear shorts and capris from the 1st day of school to October 31st, and April 1st to the last day of school. Middle and High school may wear them year round.
- Purchase Uniforms - White shirts and khaki pants can be purchased anywhere. Colored polos, skirts, skorts, jumpers, and sweatshirts must be purchased from [Lands End](#). Don't forget to use SCRIP when you order from Lands End!
- Buy/Sell/Trade Uniforms or ask questions - [SE Uniform Buy/Sell/Trade Facebook Group](#)
- Other Gael spirit apparel can be purchased [HERE](#) or you can download the app [HERE](#). This site is a fundraiser for the Athletic Boosters and will be updated throughout the year. This will be the site to purchase sport specific items each season.
- Limited items are also occasionally available locally at Deckers Sporting Goods, Target, and Walgreens. Items can also be ordered from BSN by clicking [HERE](#).

## VOLUNTEER OPPORTUNITIES

- Full List of Volunteer Opportunities and descriptions - [SE Website](#)
- All volunteers must be VIRTUS trained in order to help in the classroom or at events involving students. Click [HERE](#) for instructions on how to become VIRTUS certified.
- **Quality Work Teams** - These are subcommittees of the school board, including: Academic/Technology, Catholic Identity, Enrollment Management, Facilities, Finance, and Policy. Contact [schoolboard@st-edmond.pvt.k12.ia.us](mailto:schoolboard@st-edmond.pvt.k12.ia.us)
- **Room Parents** - Volunteers are needed to serve as Room Parents for grades PS-5. Each classroom will have 2 parents/guardians who will be responsible for helping the classroom teacher with tasks such as organizing parties, helping in the classroom, and encouraging families to connect with each other. Watch for a signup to be emailed and posted on social media at the beginning of the school year. Contact [SEParentClub@gmail.com](mailto:SEParentClub@gmail.com) for more information.
- **Music Boosters** - All parents are considered members of the Music Boosters, as all SE students are involved in music during their time at SE. Anyone is welcome to attend meetings, which are held on the 2nd Monday of every month, from September through May, at 6:00 pm in the High School band room. Contact [StEdmondMusicBoosters@gmail.com](mailto:StEdmondMusicBoosters@gmail.com)
- **Athletic Boosters** - All parents are invited to join. Meetings are held the 1st Wednesday of every month, from August through April, at 6:00 pm in the library. Contact Craig Schlienzy - [schlienzy@gmail.com](mailto:schlienzy@gmail.com)
- **Parent Teacher Connection (PTC)** - All parents are encouraged to participate. Click [HERE](#) to join the PTC Facebook Group. Contact Lizzy Condon or Kaitlyn Stewart - [ptc.stedmond@gmail.com](mailto:ptc.stedmond@gmail.com)
- **St. Edmond Parent Club (SEPC)** - All parents are encouraged to participate. Click [HERE](#) to join the SEPC Facebook Group. Contact Kelley McGonegle or Gina Carzoli - [SEParentClub@gmail.com](mailto:SEParentClub@gmail.com)

## VOLUNTEER PRAYER OPPORTUNITIES

- **Wednesday Morning Rosary** - 7:30 am at the Our Lady of Guadalupe statue in Holy Trinity Church. All are welcome to attend. (Rosary is not held if there is no school or a late start.) Contact Kelley McGonegle [kelly.mcgonegle@gmail.com](mailto:kelly.mcgonegle@gmail.com)
- **Prayer Partners** - Several opportunities are available to be matched up with a student and/or faculty member to provide spiritual support throughout the year. Watch the announcements and church bulletin in September for details. Contact Kelley McGonegle [kelly.mcgonegle@gmail.com](mailto:kelly.mcgonegle@gmail.com)
- **Novena Prayer Group** - All are encouraged to join our prayer novenas. A novena is a series of prayers that are said for nine straight days, usually as a prayer of petition, but sometimes as a prayer of thanksgiving. New novenas will begin periodically throughout the year. Sign up to receive daily text prayer reminders during each novena. Contact Kelley McGonegle [kelly.mcgonegle@gmail.com](mailto:kelly.mcgonegle@gmail.com)

**\*\*Please report any broken links or outdated information to [SEParentClub@gmail.com](mailto:SEParentClub@gmail.com)\*\***