



Queen of All Saints
School

Parent and Student
Handbook
2009-2010

The policies and procedures as stated in this Parent/Student Handbook are in accordance with the policies of the St. Louis Archdiocese and the Queen of All Saints School Board. This Parent/Student Handbook contains established policies and procedures for the 2009-10 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in the Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Parents, students, school personnel, and all other persons involved in any way with the school are expected to adhere to all the policies, rules, and guidelines as stated in the Parent/Student Handbook.

For purposes of this Parent/Student Handbook, the term “Parent(s)” shall mean the natural parents of the child. However, in the case where a legally appointed guardian has been appointed by a court of law for the child, the term “Legally Appointed Guardian” shall be inserted in place of “Parent(s)” in this Handbook.

Table of Contents

Parent Witness Statement	2
Mission Statement	3
Philosophy Statement	3
Administration – 2200	4
Admissions – 4100	5
Attendance – 4200	7
Conduct – 4300	10
QAS Dress Code	17
Health and Supervision – 4400	19
Health – 4401	19
Supervision – 4402	23
Student Progress – 4500	25
Student Records – 4600	27
Instruction – 5200	27
Assessment – 5300	31
Program Evaluation – 5400	33
Financing Educational Programs – 6100	33
Operation of the Physical Plant – 6200	35
QAS Information	36

PARENT WITNESS STATEMENT
For Those Whose Children Attend Catholic Education Programs

One of the supreme gifts of Marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- **Regularly participate in the Sunday Eucharist [if not Catholic, regularly participate in worship and prayer] with my family**
- **Commit to speak more with my children about God and to include prayer in our daily home life**
- **Participate in and cooperate with the parish religious education programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation**
- **Support the moral and social teachings of the Catholic Church to ensure consistency between home and school**
- **Teach my children by word and example to have a love and concern for the needs of others**
- **Meet my financial responsibilities in supporting the Catholic School Programs**

MISSION STATEMENT

Queen of All Saints School is a Catholic elementary school that lives the mission of Jesus Christ while recognizing and nurturing each student's special gifts and human potential to be life-long learners in the global community. We strive to create a Christ-centered environment that fosters respect and service opportunities for each member of our community. In so doing, we provide a caring and safe atmosphere with a wide range of academic and faith-filled activities to maximize student growth and development as Catholic Christians.

PHILOSOPHY FOR QUEEN OF ALL SAINTS SCHOOL

Queen Of All Saints School Community is a collaborative commitment of parents, staff, students and parish to Catholic education. Priority is given to forming a community of faith, proclaiming the message of Jesus and reaching out in service to others.

In forming a community of faith we are sensitive to the varied gifts, limitations, and backgrounds of students in all areas of development - spiritual, emotional, intellectual, social, cultural and physical. The staff provides formal and informal learning opportunities, which allow students to experience the process of making responsible, loving choices and of living with the consequences of those choices.

We recognize that the message of Jesus is found primarily in the Gospels, but also in official Church documents, tradition, and liturgy and in the lived witness of Christians. Proclaiming Jesus' message implies both knowledge of that message and a response expressed daily in Christian attitudes and actions.

It is in reverent prayer together - especially through the sacraments - that we find the desire and strength to reach out to others in service. In such reaching out, we maintain an awareness of our rootedness in the parish, diocesan and civic global communities. We encourage a sense of bonding on all levels, especially among the students and staff.

Parents, parish board of education, teachers and administrators work collaboratively to prepare students for adult participation in the parish community. Parents remain the primary educators of their children, requesting the expertise of academically qualified teachers who reinforce by their own person and teaching style the Christian formation begun in the home.

Strong, open lines of communication foster personal involvement, cooperation and commitment. Such an atmosphere in the home, school and parish provides an environment in which enjoyable, exciting learning can be experienced in all settings.

Queen of All Saints School believes:

- Jesus is the model for everyday living,
- People who are honored, valued, and respected will learn to honor, value, and respect others,
- When students are responsible for their own behavior, they will feel successful, and
- Staff, teachers, and parents need to help children be accountable and responsible for their behavior at school.

To confirm these beliefs, Queen of All Saints School will develop a positive school environment by:

- Building student's self-esteem and sense of belonging,
- Fostering positive relationships between and among students, staff, and other volunteers, and
- Promoting an appreciation of differences.

To practice these beliefs, Queen of All Saints School's curriculum will include:

- Identifying the Christian response to situations,
- Teaching students conflict and stress management skills,
- Promoting parent education relating to violence prevention, and
- Promoting awareness of media influence.

To facilitate these beliefs, Queen of All Saints School will:

- Encourage all members of the school community to communicate their concerns to school officials in a timely manner,
- Inform parents, teachers, and staff of risk factors that could lead to behavior inappropriate for our school,
- Utilize the Care Team to assist when addressing inappropriate behavior, and
- Ensure that children at risk of being violent or victimized are identified and helped at the earliest possible stages.

The principal and/or pastor are the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

ADMINISTRATION - 2200

PASTOR (Archdiocese of St. Louis)

2201

The Pastor is the spiritual leader and chief administrator of the parish. It is his duty to see that the teachings of the Church are clearly and accurately presented in all religious programs of the parish. The Pastor is, therefore, primarily responsible for ensuring that the parish identifies, articulates, and meets the catechetical needs, goals and priorities of the elementary school, parish school of religion, and youth and adult parish religious education programs.

PARISH BOARD OF EDUCATION (Archdiocese of St. Louis)

2202

The purpose of the board is to advise the pastor in making policy for the parish education programs. As a Parish School Board, the scope of the board is limited to the parish school.

PRINCIPAL (Archdiocese of St. Louis)

2203

The Principal is the spiritual and educational leader of the elementary school community and executive secretary of the parish board of education. The highest priority of the principal is the building of a Christian community of faith that provides for the spiritual, moral, intellectual, aesthetical, emotional, social and physical needs of the children in school.

PARISH COORDINATOR OF RELIGIOUS EDUCATION (Archdiocese of St. Louis)

2208

A Parish Coordinator of Religious Education is the administrative, spiritual, and catechetical leader of one level of parish programs. The coordinator is responsible directly to the pastor.

ADMISSIONS - 4100

POLICY OF NON-DISCRIMINATION (QAS adopted 2/7/06)

4101

QAS School shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school. The school shall not discriminate on the basis of race, color, national and ethnic origin in admission policies, athletic and other school-administered programs.

QAS School will try to accommodate students with special needs to the best of its ability, taking into consideration the available resources and qualified staff.

The principal, with proper consultation of the pastor and/or the School Board, will admit students to QAS School according to the norms set by the Archdiocesan Board of Education, Queen Of All Saints School Board, and accepted educational procedure.

REQUIREMENTS FOR ADMISSION (QAS adopted 2/7/06)

4102.1

If a family wishes to enroll at QAS School, the family must demonstrate to the administration (pastor/principal) a desire for an academic environment where Catholic teaching and moral formation are an integral part of the school, by agreeing to and fulfilling the following:

- a. participation in the social and spiritual life of the parish,*
- b. support of the concepts upheld in the Parent Witness Statement,*
- c. agreement to the financial support of the school, the requirement of tuition and all applicable fees as well as actively participate in stewardship programs-time, talent, and financial contribution,*

- d. *agreement to following the policies and procedures of QAS School and the Archdiocese of St. Louis,*
- e. *willingness to cooperate with the teachers and administration in the psychological, emotional, spiritual, intellectual and academic development of their children,*
- f. *a child entering Queen Of All Saints School in Kindergarten must be five years of age on or before July 31st. A child entering first grade must be six years of age on or before July 31st and must give evidence of readiness for school by performance on a standardized readiness test,*
- g. *satisfactory completion of prior grade level in previous school,*
- h. *students with significant medical problems will need to attend a meeting with the principal and the school nurse to determine the severity of the medical conditions and set the guidelines for admittance if it is felt that we can work with the student,*
- i. *a student who wishes to enroll in Queen Of All Saints School must have all the necessary paperwork regarding grades, discipline matters, tests of all types and medical information prior to actual admittance. The decision to admit a child should be made only after the administration and teachers thoroughly review the child's previous school records. After admittance the student will have a three month probationary period,*
- j. *students will also be accepted based on availability of space as to not exceed the class size limitations as set in policy #5203.5*
- k. *non-Catholic students need permission from the Queen Of All Saints pastor for admission and all other criteria must be followed. The non-Catholic student is required to attend and participate in all religious classes and events, prayer services, and Mass.*

ADMISSION PRIORITY (QAS adopted 2/7/06)

4102.11

After having satisfied all the above criteria, in the event that applications exceed class size maximum totals, students applying for admission during the designated open registration period will be admitted according to the following order:

1. *new students of registered parishioners residing within the Archdiocesan-established parish boundaries of Queen Of All Saints, in the following order:*
 - a. *students with siblings or relatives residing in the same household, currently or previously enrolled at Queen Of All Saints School,*
 - b. *students of registered parishioners in the order of date of parish registration who have shown consistent financial support of the parish,*
 - c. *by order of the date of the school registration application*
2. *new students of registered parishioners residing outside the Archdiocesan-established parish boundaries*
3. *Catholic students of non-parishioners with permission from their pastor*
4. *non-Catholic students from families holding values consistent with Catholic/Christian education who have obtained a recommendation from their minister/clergyman.*

Students re-registered during the open registration period will receive first consideration for admission. In the event that maximum class size has been reached, previously-registered students who fail to re-register during the open registration period may forfeit automatic placement in a class and be placed on a chronological waiting list.

ADMISSION OF STUDENTS NOT MEETING THE AGE REQUIREMENTS (QAS adopted 10/20/08) 4102.64

In unusual circumstances, the Principal may consider applications for enrollment for children satisfying all admissions requirements other than age. Children turning 5 by August 31st may be admitted, at the Principal's discretion, subject to the following criteria:

- 1. superior performance on readiness tests which indicate cognitive, affective, and psychomotor maturity. These tests are to be decided upon by the principal and the primary coordinator or kindergarten teacher,*
- 2. observations of the student in a learning situation,*
- 3. recommendations of pre-school or kindergarten teacher,*
- 4. sufficient room in the school for this student,*
- 5. approval by the pastor to accept this student*

REGISTRATION (Archdiocese of St. Louis) 4103

The registration process includes:

- 1. completion of a registration form,*
- 2. verification of the date of birth by a review of the birth certificate or baptismal certificate,*
- 3. verification of the dates of other sacramental celebrations,*
- 4. verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)*

Parents of students from a divorced/separated family must provide the legal document outlining custody arrangements and primary living space for the children. This documentation will be filed in the school office and kept confidential.

ATTENDANCE – 4200

(QAS adopted 2/2/06)

Students are expected to attend all classes and school activities (including but not limited to standardized testing, field trips, school spirit activities, etc.) on days scheduled as days of student instruction. A student who is not present at the appointed times is designated "absent."

All teachers at QAS School shall forward daily records of attendance to the office and these records are kept on file during the period of the student's enrollment in the school.

A student's regular attendance at school ensures a basic condition for growth through learning. If a student will be absent for any reason, the parent is requested to call the School Office before 8:30 am to report the absence. The phone number to call to report your child's absence is 846-0506, ext. 398. If the absence is not reported, the home will be called by the school to inquire as to the reason for the absence.

ABSENCE (Archdiocese of St. Louis)

4201

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

If a student needs to be absent for an appointment, the school requests a written note to include reason for absence, time the student will be picked up, approximate return time, and parent signature no later than the morning of the day of the appointment. Students should ask for and are expected to make up schoolwork that is missed during the absence. Work will be sent home with a sibling/friend or to the school office for parent pick up upon request. Please coordinate with classroom teacher as to when work is due.

TRUANCY (Archdiocese of St. Louis)

4201.1

A student is truant if s/he is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

A student may never leave the school grounds during the school day for any reason without a written request from the parent and permission from the administration. The school is not responsible for students who leave the school property without the expressed permission of the principal. In the interest of the safety of the student, under no circumstances will the school release a student to any person other than a parent unless written permission has been sent by the parent prior to the departure. If a student is picked up for any reason during the school day, s/he must be picked up from the school office, never directly from the classroom.

Students must be signed out through the school office if leaving during the school day. Sign out information includes the name of the student being released, time and date of release, and the signature of the person to whom the student is being released. If the student returns to school after an appointment, s/he must report to the school office and sign in.

TARDINESS (proposed for adoption)

4202

A student is tardy who arrives after the time fixed by school policy for the start of the school day.

In order to provide a good start to the school day, it is important for students to arrive at school prior to the official start time. Tardy students affect not only their own readiness for the day, but also disrupt the teacher and other students in the classroom. Students should not be tardy unless it is unavoidable.

Students are considered tardy if not in the classroom by 7:55 am. Students arriving after 8:00 am must be accompanied by an adult who will need to sign in the student.

If a student accumulates five tardies in one quarter, the homeroom teacher will contact the parent and consult with the principal for appropriate disciplinary action to be issued to the student. If ten tardies are accumulated in one quarter, a conference will be held with the homeroom teacher, principal, parent, and student.

Parents should make every effort to arrange for doctor and dental appointments on days that school is not in session or after school. If a student must be excused for medical reasons during school hours, a written note should accompany the student prior to the scheduled absence or upon his/her return to school.

If a student misses more than two hours on any given full day of school or more than one hour on any given half day of school, s/he will be marked half-day absent. A tardy is used for those students who miss less than two hours in the morning on any given full day of school or less than one hour in the morning on any given half day of school. An early dismissal is used for those students who miss less than two hours in the afternoon on any given full day of school. A student will be marked full day absent if s/he is absent more than one half of the school day.

In accordance with state and federal education laws, excessive absences and tardies will be referred to the Division of Family Services.

RELEASE OF STUDENTS FROM SCHOOL

4203

All students should be picked up from the school office when leaving for any reason (illness, a doctor or dental appointment, etc). Students may never be picked up directly from the classroom. Students will only be released to those with legal custody or their designee.

RELEASE FROM SCHOOL DUE TO ILLNESS

4203.1

If a student becomes ill during the day, s/he will be sent to the health room or the school office. The parent will be notified and will be asked for instructions for the student's care until s/he can be picked up from school. Under no circumstances will a student be permitted to go home without the parent's permission.

DUAL ENROLLMENT (Archdiocese of St. Louis)

4204

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

(QAS adopted 2/2/06)

QAS School will cooperate with the Mehlville School District, or another accredited school, to allow those students who have the need and meet all other requirements to be dually enrolled in both schools. QAS will be the primary educational provider.

CONDUCT – 4300

(proposed for adoption)

Students at Queen Of All Saints School are expected to exhibit Christian behavior. The cooperation of parents is necessary to foster attitudes of respect for persons in authority by supporting the policies and disciplinary measures of the school. A student must learn to be responsible for his/her choices, actions, and decisions. If a student knows what is expected but deliberately acts contrary to those expectations, the student will receive consequences for those actions. Conduct policies are defined to ensure that the consequences fit the situation.

Expected Behavior:

Students at Queen Of All Saints School are expected to exhibit attitudes of respect for all persons. Specifically, students shall:

- *Respect themselves by keeping their best appearance and good behavior including using friendly words and actions, respectful attitudes*
- *Respect all adults, all persons in authority, all students, and visitors,*
- *Provide assistance to others*
- *Respect property*
- *Respect the learning atmosphere by being quiet and orderly in the hallways*

Courtesy is expected from all who enter the school building. Students are expected to address adults using proper titles (i.e. Mr., Mrs., Ms., Fr., etc) and respond courteously to reasonable requests from authorized adults and/or personnel.

Unacceptable Behavior:

- *Disruption of the learning environment*
- *Bullying, name calling, teasing, harassing, fighting, etc.*
- *Disrespectful behavior (towards authority, adults, peers, visitors, etc.)*
- *Cheating*
- *Violations of the rules and regulations of the school,*
- *Any infraction (intentional and/or unintentional) that endangers self or others,*
- *Truancy*
- *Frequent infraction of the rules*
- *Theft, vandalism and/or destruction of school/parish property or the personal property of students, staff or others*
- *Harassment, threats, or physical acts (to include sexual) against self or others*
- *Out of school conduct which seriously detracts from the reputation of the school or interferes with the learning environment*
- *Repeated refusal to obey or cooperate with teachers*

- *Disrespectful or vulgar language, gestures, or written notes directed towards others, specifically students or staff*
- *Possession of any type of drug, weapon, or dangerous item or threatening the use of a weapon or dangerous item*
- *Use of unauthorized drugs or alcohol*

If a student engages in unacceptable behaviors, the student will comply with the classroom plan of action (based on the school-wide conduct plan) that will address the misbehaviors. Adults in authority positions at the school report all misbehaviors to the classroom teachers, who will implement the classroom plan of action. If the behavior is outside the realm of classroom consequences, the school administration will immediately assume the role of disciplinarian. Any of the above violations can be deemed serious by the school administration and can result in suspension and/or withdrawal for cause.

SUSPENSION (Archdiocese of St. Louis)

4302.1

Suspension is the removal of a student from all classes for a specified period of time.

(proposed for adoption)

The decision to use suspension (the removal of a student from all classes and school sponsored activities for a specified period of time) as a disciplinary action is made by the school administration. Suspension can be either in or out of school, depending upon the severity of the misbehavior. If a student is placed on suspension, the following procedures should be followed:

1. *Joint conference between teachers directly involved with the student and the administration for an in-depth discussion in order to try to discover the cause of the problem and to exhaust all appropriate interventions.*
2. *Conference with the parent(s) and student to discuss the circumstances surrounding the violation, consequences to be applied, and effective date(s) for such consequences.*
3. *The length of time of suspension will be in proportion to the seriousness of the offense and in consideration of other circumstances. Assigned work will be given and must be completed before the student is readmitted to school.*
4. *A written communication outlining the suspension's parameters (i.e. reason(s) for and length of suspension, the process for and conditions of the student's return to school, and the procedure for the student making up class work) will be sent to the parent(s). A copy of the written communication shall be kept on file.*
5. *A conference may be required with the administration, teacher(s), parent(s), and student before the student is readmitted to school.*

PROBATION (Archdiocese of St. Louis)

4302.2

Probation is the continued enrollment of a student, but with specified conditions.

Withdrawal for cause is the permanent end of enrollment of a student from a school.

(QAS adopted 5/06)

Withdrawal for cause is the permanent end of enrollment of a student from the school. The pastor of the parish, with the consultation of the school administration and the Catholic Education Office Regional Director, makes this decision. A student may be subject to withdrawal for cause as a result of a single, extremely serious conduct violation or action contrary to the mission and purpose of Catholic school. Ordinarily, a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parent/guardian.

This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution and prudence.

The school administration and/or local school board may determine specific reasons for the withdrawal of a student for cause. The following serious conduct may lead to withdrawal for cause:

- 1. engaging in public behavior or taking a public position contrary to Church teachings*
- 2. membership in any organization which espouses positions contrary to Christian values*
- 3. possession of a weapon*
- 4. assault, with or without a weapon*
- 5. credible threats of serious violence*
- 6. possession or distribution of controlled substances*
- 7. serious acts of harassment*
- 8. inappropriate conduct of a sexual nature*

When considering withdrawal for cause, the following procedure must be followed:

- 1. The student should be placed on an indefinite suspension and the parent/guardian and student are notified that withdrawal for cause is being considered*
- 2. the principal should consult with staff members, students, and others to obtain information about the student's behavior leading to consideration of withdrawal for cause*
- 3. The principal should also consult with the appropriate members of the Catholic Education Office staff to review the situation before a decision is made*
- 4. The principal should recommend to the pastor of the parish that withdrawal for cause is the appropriate action given the student's behavior and in the best interest of the school community*
- 5. A conference should be held with the parent/guardian of the student and the student, if deemed appropriate, for the purpose of discussing the behavior which led to the recommendation of withdrawal for cause*

6. *following the conference, a decision should be reached by the pastor and communicated to the parent(s) in writing. The Catholic Education Office should be informed of the decision*
7. *“withdrawal for cause” should be recorded on the student’s cumulative record along with the date of the action. No other comment or information about the action should be included in the student’s cumulative file.*

TOBACCO (QAS adopted 5/06)

4303.1

The possession and/or use of any tobacco product by a student on school property or at a school sponsored function are strictly forbidden. Students found using or possessing tobacco products will be dealt with in accordance to the discipline guidelines set forth in the parent/student handbook, including:

1. *immediate confiscation*
2. *parental notification*
3. *disciplinary action*

A St. Louis County smoking ordinance prohibits any smoking in school buildings in St. Louis County. It reads: Prohibition of Smoking in School Buildings. It shall be unlawful for any person to smoke or carry any lighted cigarettes, cigars, pipes or other tobacco products inside any elementary, middle or secondary school building, including both public and private school buildings and school buildings operated by the Special School District of St. Louis County.

Tobacco is considered a drug; therefore, procedures listed under policy #4303.2 will be followed when necessary.

DRUGS, ALCOHOL AND SUBSTANCE USE AND ABUSE (Archdiocese of St. Louis)

4303.2

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

(QAS adopted 5/06)

Efforts are made for preventive approaches through counseling and other educational methods. School guidelines should be followed with reasonable judgment. The guidelines in the parent/student handbook are intended to provide a consistent means for effectively responding to alcohol and drug-related situations that may occur at school or school sponsored functions. They were written with consideration of the legal rights and

responsibilities of administrators, staff, students, and parents who may find themselves involved in these situations.

If a student is caught with drugs or drug paraphernalia, the staff member who discovers this will escort the student to the principal's office. The principal, principal's designee, or pastor will request that the student empty his/her pockets, purse, and/or schoolbag; and to volunteer all drugs or drug paraphernalia. If the student refuses to cooperate, law enforcement officials may be called to conduct the search. Parents will be called immediately and the situation described. Parents will also be informed that law enforcement officials have been notified. Drug substances will be sealed, documented, and turned over to law enforcement officials.

Any drugs discovered in an emergency situation will be turned over to emergency medical personnel for the identification and aid in the treatment of the emergency. If a parent cannot be contacted and the principal or principal's designee has determined there is a degree of impairment from the use of drugs, the above procedures will be followed and emergency aid will be summoned to evaluate the medical condition of the student. Parents will be contacted, and the incident may still be reported to law enforcement officials depending on the degree of impairment.

Any incident of drug usage on school premises will require a parent conference with the principal to determine an appropriate course of action before the student may return to school.

VIOLENCE AND THE THREAT OF VIOLENCE (Archdiocese of St. Louis)

4303.3

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace, which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences,

mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

Queen of All Saints School will provide a safe, nurturing, learning environment where diversity and individuality are valued for all members of the school community. The climate shall reflect Gospel values with emphasis on individual dignity for all members. Violence inhibits human development and successful learning; therefore, is not acceptable at QAS.

INTERNET AND ELECTRONIC COMMUNICATIONS (Archdiocese of St. Louis)

4303.4

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions, which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Students and their parents are required to sign an Acceptable Use Policy before students may use networked computers. Students' computer use is monitored by school personnel and continued use is contingent upon appropriate use.

(QAS adopted 5/18/09)

Personal cell phones, messaging/digital imaging devices, and other electronic devices have become common tools used in our society. They provide a useful function when used for their intended purpose. Under normal circumstances, there should be no need for elementary school students to access the functions of these devices during the school day. However, there may be times (i.e. after school) when these devices can provide a student contact with a parent/guardian or offer a measure of safety.

The concerns of allowing these devices in our school fall into three categories.

- Disruption of the learning environment
 - Noise
 - Used at inappropriate times
- Abuse of the intended use
 - Used for unwanted communication and/or academic dishonesty

- Used to capture images of others that could be of a defamatory, sexual, or threatening nature (violation of privacy)
- Used to harass others
- Target of theft

Therefore, the use of personal cell phones, messaging/digital imaging devices, and all other electronic devices by students during the school day (from arrival to dismissal) is prohibited. If a parent deems it necessary for his/her child(ren) to carry a cell phone, the phone must be turned off and kept in a book bag, purse, or in the school office until the end of the school day.

The privilege of bringing these items to school comes with the responsibility of following our school's mission. With the primary focus being on the safety of our students and staff and providing an environment conducive to learning at all times, consequences for misuse of these devices are as follows:

1. The first time the cell phone and/or other electronic devices brought to school are used inappropriately, the device will be taken and held in the school office until a parent can pick it up.
2. The second offense will result in the device being taken and held for parent pick up and the student will serve an in-school suspension. In addition, the student may lose the privilege of bringing any of these devices to school.
3. Any further offenses will result in a required child/parent/school conference, further suspensions, and a monetary fine that will be donated to the missions. The fine must be paid before the device will be returned.

The Principal shall retain authority to impose additional or substitute consequences as individual circumstances may warrant.

SEARCH AND SEIZURE (Archdiocese of St. Louis)

4303.5

School officials with sufficient reasons to do so may search a student's locker or desk.

School personnel may search any portion of school property, including student lockers and desks, without notice, without student consent and without a search warrant. School personnel will not search a student's person or property without the student's permission. However, school personnel may request that students disclose items on their person or in their possession and provide for disciplinary action for refusal to disclose.

DRESS AND GROOMING (Archdiocese of St. Louis)

4303.6

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.

The purpose of the school uniform is to enhance academic atmosphere, to give students a feeling of equality, to provide a visible sense of school unity and identity and to reduce

clothing costs. All students must be in uniform before entering the school building for the school day.

All articles of the uniform should be neat and clean. If a student needs to wear an out of uniform item on a particular day, s/he must have a parental note explaining the reason for being out of uniform. A copy of the QAS dress code follows.

The administration reserves the right to determine whether or not a student's appearance is appropriate. Repeated uniform violations will result in privilege to participate in out-of-uniform days being denied.

QAS DRESS CODE 2009-2010

Girls

Jumper - (grades K-5)	Berry and gray plaid.
Skirt - (grades 6-8)	Berry and gray plaid. Skirt may not be rolled at the waist. Length of jumpers/skirts may be no shorter than three inches from the top of the kneecap.
Blouse - (grades K-5)	White, long or short sleeve, round collar or polo shirt – no insignia. Blouse should be tucked in at all times.
- (Grades 6-8)	Oxford cloth, white long or short sleeve, button-down collar or polo shirt – no insignia except QAS initials. Blouse/shirt should be tucked in at all times.
Pants - (optional)	Solid gray or blue. May not be worn under jumper or skirt.
Belt	Required
Socks	Required. Footed, solid, opaque gray, white or berry tights may be worn under socks in cold weather.
Shorts	Recommended under jumper or skirt. Permitted year round. When worn as uniform, shorts must be at least as long or longer than the tip of the longest finger when standing relaxed with arms at sides.
Jewelry	Wristwatches, ball or lobe pierced earrings, one bracelet, one ring, and one necklace. No dangling earrings.
Cosmetics	Base make-up (foundation to cover blemishes) only is permitted (no eye shadow, mascara, eye liner, lipstick, etc.). Only clear or light color (if in doubt, ask the administration before wearing) nail polish is permitted. No tattoos of any kind.

Boys

Pants/shorts	Solid gray or blue
Shirt	White, long or short sleeve knit – no insignia except QAS initials. Shirt should be tucked in at all times.
Belt	Required
Socks	Required
Jewelry	Wristwatch, one ring, one necklace, one bracelet. No earrings or tattoos of any kind permitted.

Hair Length of the hair will not exceed the top of the collar in the rear nor fall below the eyebrows in the front

Boys and Girls

Hair	Must be kept neat and clean. No style or color that detracts from the learning environment will be accepted.
Sweatshirt - (optional)	Gray QAS sweatshirt or hoodie worn over shirt/blouse. Grade 7 & 8 students may wear gray or maroon QAS hoodie.
Grade level/activity T-shirt (i.e. 8 th gr, Stu. Co., etc.)	Is considered part of that grade's uniform and should be tucked in at all times. Grade level T-shirts may be worn on assigned day. Activity T-shirts may be worn the day of the activity.
Undershirt	White (no lettering or designs permitted)
Shoes	School shoes or athletic shoes (canvas, vinyl or leather). No athletic shoes with spikes.
Jackets/coats	Should be removed upon arrival.
Scout Uniform	May be worn on the day of the meeting.
PE uniform	<u>shorts</u> (recommended purchase through the 8 th grade fundraiser) must be at least as long or longer than the tip of the longest finger when standing relaxed with arms at sides, plain <u>white T-shirt</u> (girls may wear navy blue or maroon T-shirt), and <u>athletic shoes</u> (black soles are strongly discouraged)
	Sweatshirt - gray QAS sweatshirt Sweatpants – gray, blue or white only (optional for cooler or outdoor weather) Nylon Warm-Ups (track pants) - navy blue or black only (optional for cooler or outdoor weather)
Cool/cold weather	Jackets/coats are not to be worn in the classrooms. Leggings may be worn under skirts/jumpers for warmth. Boots worn during inclement weather are to be removed upon arrival.

Except for identification purposes, children are not permitted to write on any part of their uniform at any time.

Out of Uniform Day

Occasionally the students will have a day when uniforms do not have to be worn. On these days, there are certain guidelines the students must follow:

1. Shorts must meet the length requirement outlined for uniform shorts, shoulders must be covered (shirts must have sleeves).
2. No pajama bottoms or boxers and no inappropriate lettering or logo.
3. Shirt must be long enough to come over the waistband of pants.
4. No temporary color and/or dye on the hair.

HARASSMENT (Archdiocese of St. Louis)

4303.7

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after the investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

HEALTH AND SUPERVISION – 4400

HEALTH

4401

In order to provide a medically safe learning environment, QAS requires students to be free of fever (below 100.5F), vomiting, and diarrhea for 24 hours before returning to school. Any student with inflamed eyes, signs of fever, or skin rashes with a fever will be sent home from school and need to remain home until symptoms disappear or seen/treated by a physician.

DOCUMENTATION

4401.2

Emergency medical information is required for all students. This information specifies who the school should contact in case of an emergency, as well as the doctor and hospital preference. Also noted on this form should be any special health problems a student may have (i.e. medical conditions, medications, allergies, and/or any other pertinent information regarding the health of the student).

A permanent health record is kept for each student. Immunizations and other health information are recorded on this document.

It is imperative that the emergency card, which all students receive on the first day of school, be completed and returned each year to provide accurate information. This information is kept on file for each student. Please notify the school office as soon as possible if there is a change (permanent or temporary) of address, telephone number, emergency telephone number, or of any other pertinent information during the course of the school year.

Please provide written notification to the school when parents will be out of town for any length of time and their child(ren) will be in the care of another responsible party. This written authorization must also include dates when gone and name(s) of responsible party.

PHYSICAL EXAMINATION

4401.3

In accordance with the recommendations and regulations of the St. Louis County Medical Society School Health Committee, Missouri Health Department, and the Archdiocese of St. Louis, all children are expected to have a complete physical examination and have proof of adequate immunization, upon entrance into kindergarten, third, sixth, and ninth grades. All new and transfer students are also required to have a complete physical and submit adequate proof of immunization. Physical exams should be within the last 12 months as of September 1st of the current school year.

Adequate proof of immunization consists of an immunization record from a physician's office or the health department. The record must include the day, month, and year of each immunization. This form must be completed by the physician's office or health department official and returned to school prior to the first day of school along with a current list of immunizations. The State of Missouri's specific requirements regarding immunizations are listed at the end of this section.

Students not in compliance due to medical reasons must have physician documentation submitted to the school office prior to the first day of school. Medical exemptions and/or 'in progress' reports are to be completed on the appropriate forms. The forms are available from the health room, the physician, or the health department. Immunization documentation is required by law. Documentation must be provided before a student can be allowed to attend school. Students will not be kept out of school for lack of physical exams; however, QAS requests the exam documentation or the date of the scheduled exam before school begins. A list of students not in compliance with state required immunizations is submitted to the Missouri Department of Health.

A physician may choose to use the physical/immunization form that is provided by school, or s/he may elect to use his/her own. The parent/legal guardian is to complete and turn in the "Parent/Legal Guardian Portion" of the form provided by the school.

SCREENINGS

At various times during the school year, the school may sponsor health screenings. This may include vision, hearing, speech, and height/weight. The screenings are designed to promote good health and health practices. These screenings require written permission from the parent/legal guardian. The parent/legal guardian will be notified of the findings and any recommendations for community follow-up. The screenings are done by volunteers and are not substitutes for physician's exams. We request a copy of all community follow-up information.

Lead Screening

St. Louis County Health Department requests that the parent/legal guardian of incoming kindergarten students complete a lead screening form and either return it to their office or give permission for the school to submit it to them. The form is provided at registration. Completion is voluntary.

ADMINISTRATION OF MEDICATION (St. Louis Archdiocese) 4401.4

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

- 1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.),*
- 2. written consent of the parent/guardian for school personnel to administer the medication,*
- 3. the medication in the original container,*
- 4. proper training of personnel on medication administration.*

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

QAS will not administer the first dose of any medication. Medication ordered two or three times a day should be given at home. As any changes to the medication order need to be physician generated, parents'/legal guardians' change requests will not be honored. Students are responsible for going to the health room at the proper time for their medications. The office will call for students who forget to come to the health room.

Students may not carry any prescription or over-the-counter medication on their person or in their belongings. There are two exceptions to this policy. The first being that students may carry their own lip balm and cough drops. The second is for 7th and 8th grade students who have completed the process for carrying their own inhalers with them. This process is included below.

A parent/legal guardian may pick up medication at the end of the school year. Medication not picked up by the end of the last school day will be destroyed.

MDI'S (METERED DOSED INHALERS)

Students in 7th and 8th grade may carry their own MDI's provided the following process has been completed:

- 1. Medication Consent Form is completed.*
- 2. Physician order stating that the student is capable of carrying his or her own MDI.*
- 3. Parent Consent Form is completed.*

4. Asthma Action Plan completed with Peak Flow Meter and spare MDI in Health Room.
5. *Student Consent Form* and demonstration of MDI usage completed.

STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS (St. Louis Archdiocese)

4401.6

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

Significant medical conditions may include, but are not limited to, severe allergic reactions, diabetes, asthma, or those affecting functioning of the heart, lungs, other organs, or muscles. A few of these are life-threatening conditions. Some require specific adjustments in the school setting or plans for an emergency response.

SUPERVISION

4402

SUPERVISION OF STUDENTS

4402.1

Arrival

All exterior doors will remain locked until 7:30 am. At 7:30 am the doors on both the east and west side of Limbach Hall and the door mid way down the building (by the music room) will be open and supervised. All students arriving between 7:30 – 7:45 am are to report to the gym for before school supervision. Students arriving between 7:45 – 7:55 am report directly to the classrooms. At 7:55 am all exterior doors will be relocked and students and visitors will be buzzed in through the main doors. Students arriving after 8:00 am must be accompanied by an adult who will need to sign in the student.

Procedures for dropping off student in the morning include:

- Pull up as far as possible in the drop off lane
- Once the vehicle has stopped anywhere in the drop off lane, students should exit on the right side of the vehicle and enter the building at either entrance location, the front door or the door by the music room (between 7:30 and 7:45 - students proceed to the gym; between 7:45 and 7:55 - students proceed to their classrooms)
- If you need to come into school, park in the center of the lot and walk across to the school at the front of the drop off lane

Dismissal

The first dismissal bell rings at 3:00 pm for all walkers (K-8) to proceed to the gym and non-walkers (K-4) to proceed to their vehicles on the parking lot. At 3:04 pm, a bell rings for non-walkers (5-8) to proceed to their vehicles on the parking lot and all walkers to be dismissed from the gym. Students are encouraged to proceed to their vehicles as quickly as possible so the parking lot can be dismissed in a timely manner. See Dismissal Parking

Lot Procedures below. No student may be picked up or dropped off in a limousine at any time.

Students are not allowed to be in the school building after dismissal time unless a teacher or other adult is supervising them. Students are not to wait at school for after school activities to begin unless the activity sponsor has made supervision arrangements with the school office.

If a student will be asked by school personnel to stay after school for more than fifteen minutes for any reason, parent(s) will be notified by a telephone call and if possible, a day in advance. Parents will also be informed of the time the student will be dismissed.

School is dismissed early several times a year for faculty meetings and other events. Dates and times are listed on the school calendar. School is not dismissed early due to weather conditions. See INCLEMENT WEATHER on page 36.

Dismissal Parking Lot Procedures

These procedures have been designed to allow maximum safety for the students and to dismiss them in a timely and efficient manner.

1. Enter the parking lot from the upper entrance. The school lot will be closed to all vehicles at 2:59 pm
2. Only Day Care vans use the driveway in front of church
3. As you come into the lower parking lot, fill in the first available space, whether you have a car or van, and eliminate the middle traffic lane
4. No vehicles will be allowed to exit from the upper parking lot. Late arriving cars come in through the upper entrance and should drive around the rectory to wait in the late line
5. The late line parks two across between the rectory and field
6. Students are not permitted to walk unattended to carpools on the upper parking lot
7. QAS is not responsible for students who leave the school grounds to meet carpools
8. No vehicle will be allowed to move while students are going to their cars
9. All cars will exit by driving forward when directed by a traffic volunteer wearing an orange vest
10. All vehicles will be dismissed from the parking lot beginning at 3:07 pm
11. If it is necessary for your child(ren) to leave immediately at 3:00 pm, have your child(ren) dismissed at 2:50 pm

QUESTIONING OF STUDENTS (St. Louis Archdiocese)

4402.2

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present.

Queen of All Saints contacts parents in all cases of questioning by outside authorities.

MEDIA AND THE SCHOOL (St. Louis Archdiocese)

4402.3

Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.

All school families are required to sign an annual media release before students are allowed to be photographed or interviewed for public press releases. This release is kept on file at school.

DISTRIBUTION OF MATERIALS TO STUDENTS (St. Louis Archdiocese)

4402.4

A school should not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs, which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

Information from outside organizations can be included in the school newsletter with a note to contact the school office for more information.

MAILING LISTS (St. Louis Archdiocese)

4402.5

Names, addresses, and e-mail addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools should not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

Schools should not make available on the school web site any information that enables students to be identified individually by names or photograph. This includes information about students that appears in school newsletters, which are posted on the school's web site.

STUDENT PROGRESS – 4500

GRADE CLASSIFICATION (St. Louis Archdiocese)

4501

The normal progression through elementary school is nine years; with a student being classified in grades kindergarten through grade eight in successive years.

PROMOTION

4501.1

It is important to remember that students are individuals who operate within their own time schedule for physical growth, emotional maturity, and ability to understand. They do not function in perfect coordination with other children of the same age. Students cannot be forced to learn faster than their limitations permit. They must be allowed time to complete one level of material satisfactorily before they are allowed to proceed to the next. This is especially important in the Primary grades.

Students may be promoted to the next grade if progress has been steady but may continue to work in a lower level of material, especially in Reading and Math. Summer school or tutoring may be a requirement for promotion. Parents will be notified.

RETENTION

4501.2

A student may be retained in a grade if his/her final grade is failing in a majority of the core subject areas (i.e. religion, language arts, math, social studies, and science). If retention is a possibility, the teacher will conference with parents before the end of the first semester. If adequate progress is not made and retention is likely, parents will be notified in writing by the end of the third quarter.

GRADUATION (St. Louis Archdiocese)

4502

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations.

High School

Archdiocesan policy #4105.1 states *that secondary schools are not to request letters of recommendation from elementary personnel.* Queen of All Saints will adhere to that policy and not write letters of recommendation for students during the high school application process.

Dress Code for Farewell Mass and Dinner

Dress, appropriate for church, should be worn to the Mass, dinner and party. Boys' dress will be dress pants, shirt, tie, coat or sweater. Girls' dresses may not be backless, strapless, halter-top, or dresses with spaghetti straps. Shoulders must be covered in church. If a shawl or cover-up is worn to cover the shoulders, it must remain on throughout the ceremony in church. Students may not participate in the ceremonies without proper dress.

Limousines

Eighth grade students may not be picked up from school in limousines nor may they arrive in limousines for the Farewell Mass or on the last day of eighth grade classes.

FINANCIAL REQUIREMENTS (St. Louis Archdiocese)

4502.2

Payment in full must be made for all financial obligations to the school before the day of graduation.

All obligations must be reconciled before records are sent to the high school.

STUDENT RECORDS – 4600

ACCESS TO STUDENT RECORDS BY PARENTS (St. Louis Archdiocese)

4601.2

Parents/guardians have the right to inspect and review the official active file of their children.

Queen of All Saints follows the guidelines outlined in the Administrative Manual for Catholic Education under this policy number.

TRANSFER OF RECORDS (St. Louis Archdiocese)

4601.4

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

When a child transfers to another school, it is necessary to make a formal withdrawal at the school office. Information needed includes the name and grade of the student, the name and address of the school to which s/he is transferring, and the reason for the transfer. A Release Form for all records must be signed at the school being entered, thereby allowing the administration to issue the necessary requests. Students' academic, health and behavior records will be transferred to the new school. All financial responsibilities must be reconciled before records are released.

RELEASE OF STUDENT DISCIPLINE INFORMATION (St. Louis Archdiocese)

4601.6

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

INSTRUCTION – 5200

INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS (St. Louis Archdiocese)

5202.6

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

MONITORING INTERNET ACTIVITIES (St. Louis Archdiocese) 5202.71
Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as described in policy #4302.3.

All students and families are required to read and sign an "Acceptable Use Policy" before students are allowed to use the network. Signature page is kept on file in the school.

Also see policy #4303.4, INTERNET AND ELECTRONIC COMMUNICATIONS.

FIELD TRIPS 5202.8
Field trips are planned periodically by the teachers to provide instructional and cultural enrichment. Field trips that include potentially dangerous activities for students, such as water events, are prohibited. Long trips are discouraged and the principal will make the final decision. Supervision of at least one (1) adult per ten (10) students is recommended. A smaller supervisory ratio may be necessary for younger children. The administration will determine the appropriate ratio after consultation with the moderators of the trip.

FIELD TRIP PROCEDURE FOR STUDENTS WITH SIGNIFICANT MEDICAL OR HEALTH CONDITIONS

Students who have been previously determined to have a significant medical/health condition might need emergency care or assistance with daily care that is usually provided by a nurse or someone trained to be of assistance. Therefore, the parent or legal guardian of a student with a significant medical/health condition, which may require an emergency response on a field trip, will be asked to accompany the student on the field trip. If they are not able to attend, they will have the following options:

1. Prior to the field trip, the parent or legal guardian may send written notification to the Health Room that they are sending a designee (i.e. grandparent, health care provider, etc.) who will attend to the medical needs of the student. The notification must include the following:
 - a. The name of the designee and date of the field trip,
 - b. Statement granting the designee permission to attend to the medical needs of the student,
 - c. Parent or legal guardian signature and date.
2. The health room nurse, if available, will attempt to obtain a substitute nurse to cover the office during the field trip. If a substitute is obtained, the health room nurse would accompany the student on the field trip. The parent/legal guardian would be responsible for the cost of the substitute nurse.
3. The student may remain at school during the field trip.

PARENT/GUARDIAN PERMISSION

5202.83

At the time of the field trip, each student will receive the parent permission form. Please read it carefully, sign, and return it promptly. No student may participate unless a signed parent permission slip for the specific event is received by the school personnel sponsoring the trip. The permission slip will inform parents of the following:

1. Name, location, and date(s) of the event
2. Cost to the student, if any
3. Mode of transportation to be used
4. Name of the supervisor overseeing the activity
5. Parents' responsibility

Rules of conduct expected in school apply on field trips. The students must wear school uniforms unless otherwise directed by the teacher.

TRANSPORTATION OF STUDENTS

5202.9

Transportation to and from a field trip will be by bus (or insured carrier) or by a private passenger vehicle. If a private passenger vehicle is used to provide transportation, the following criteria are recommended:

1. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely,
2. the vehicle should have a valid registration and meet state safety requirements,
3. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence,
4. drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting,
5. every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system,
6. adults should not be permitted to smoke in the vehicle.

Drivers will be given a copy of these criteria at the time of the field trip. Also, drivers and/or chaperones will usually be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. If a driver/chaperone fails to follow these guidelines, s/he may not be asked to participate as a driver/chaperone again.

The school discourages parents from bringing younger siblings when driving students on a field trip. Teachers will make every attempt to secure an adequate number of drivers so this is not necessary. However, under extenuating circumstances, if this is necessary contact the school office for directives. Any parent bringing younger siblings will not be allowed to act as chaperone for the students.

It has been the ongoing policy of the Archdiocese that employees and volunteers who are working with or who are in a position to be in contact with children undergo a records check for prior history of child abuse in the State of Missouri. Drivers who regularly volunteer to transport students in the manner described above are subject to this records check, are expected to attend the *Protecting God's Children for Adults* program, and to

read and sign the *Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors*.

Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches tall must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872)

EXTRACURRICULAR ACTIVITIES (St. Louis Archdiocese) 5202.10
All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians' permission must be obtained for a student to participate in extracurricular activities.

STUDENT PUBLICATIONS (St. Louis Archdiocese) 5202.101
Student publications must be the work of students under the leadership and careful supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school.

SPORTSMANSHIP (St. Louis Archdiocese) 5202.102
Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

STUDENTS WITH SPECIAL NEEDS (St. Louis Archdiocese) 5204
Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a

school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

SPECIAL NEEDS RECORDS (St. Louis Archdiocese)

5204.1

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

CLASS SIZE (QAS adopted 5/18/09)

5203.5

At Queen of All Saints School, the guidelines for optimal class size shall be:
Kindergarten – 23 students per classroom, first through eighth grade – 25 students per classroom.

In the event the number of students in any classroom exceeds these guidelines the principal, in consultation with the pastor, will give consideration to sharing a teaching assistance for the respective classroom(s).

Except in special circumstances deemed by the principal and/or pastor, maximum class size will not exceed: Kindergarten – 25 students per classroom and first through eighth grade – 27 students per classroom.

ASSESSMENT – 5300

GRADE REPORTS

5301

All students will receive a quarterly report card. The purpose of a report card is to evaluate student progress and to communicate that progress to the parents. In addition, progress is updated every two weeks and can be accessed on-line. Communication between the school and home is essential for students to do their best work.

When a student has been absent ten days or more, consecutively or otherwise, during any given quarter, his/her report of progress is not completed until all required work for that period has been fulfilled.

Academic grades are based on oral and written test scores, assignments, projects, homework, daily work and class participation. Teachers in grades 1–8 will use the following grading system:

A+	99-100%	B+	91-92%	C+	83-84%	D+	76-77%
A	95-98%	B	87-90%	C	80-82%	D	72-75%
A-	93-94%	B-	85-86%	C-	78-79%	D-	70-71%
						F	below 70%

The quarter grades reflect an average of tests, daily work, class work, homework, projects, etc. Teachers will use the following grading procedure:

- letter grades for students (1-8) in all core subjects (religion, language arts, math, social studies, and science)
- letter grades for students (5-8) in Spanish
- pass/fail for students (K-8) in Music, Art, and Computer
- pass/fail for students (K-3) and letter grades for students (4-8) in PE

REPORTING STUDENT CONDUCT

5301.6

Conduct grades are based on the student's school behavior, both in and out of the classroom. Each child is expected to follow all school and classroom rules. Codes used are:

S (satisfactory)

NI (needs improvement)

U (unsatisfactory)

WITHHOLDING REPORT OF STUDENT PROGRESS

5301.7

Per the Queen of All Saints' School Board policy #6102.11, families are expected to be timely and current in their financial obligations for tuition and school fees. Transcripts will not be released for any student (K-8) unless delinquent tuition is paid in full.

TESTING PROGRAMS

5302

A variety of tests are given throughout the school year to measure mental ability, general achievement, competency in reading, and religious knowledge.

A Readiness Test is given to incoming Kindergartners in May to determine their mastery of skills and for placement in the class. A post-test is also given to Kindergarten students to evaluate their readiness for 1st Grade.

If a teacher sees the need for additional testing for an individual child, this testing will be administered locally or the student will be referred to the Archdiocesan Testing Services, Special School District or private testing services.

Students going into Grades 2-6 who have been recommended for enrichment classes will be tested to assess eligibility for admission to the Discover Program. Students eligible for assistance in the Resource Room may be given further tests to assist with learning.

ARCHDIOCESAN TESTING

5302.4

Students in grades four, six, and eight are required by the Archdiocesan School Office to take the Iowa Test of Basic Skills (ITBS) and the Cognitive Abilities Test (CogAT). Students in grades two, three, five, and seven take only the ITBS. These tests measure student ability and achievement in Reading, Language, Math, Science, and Social. Results enable the teacher to know how an individual child and the class as a whole stand in relation to general norms and how much progress an individual child has made since

the previous testing. Teachers use the information about specific strengths and weaknesses of students to plan lessons.

PROGRAM EVALUATION – 5400

EVALUATION OF THE RELIGIOUS EDUCATION PROGRAM 5401

A religious education inventory (Assessment for Catholic Religious Education - ACRE) is given each year to the fifth (ACRE I) and eighth (ACRE II) grade students. These standardized instruments evaluate both knowledge and attitudinal outcomes of the religious education program and provide data for the ongoing evaluation of the school's religious programs.

FINANCING EDUCATIONAL PROGRAMS - 6100

TUITION AND FEES (QAS adopted 4/21/08) 6102.1

Tuition is the explicit amount which is charged for attending a school, apart from stewardship contributions made to Queen of All Saints Church. Tuition payments made to a school (or a Church) are not tax deductible. Various types of tuition plans are available.

Plan 1 – Pre-pay Tuition in Advance

1. A family may elect to take advantage of a discount offered for pre-paying their tuition in full prior to beginning of the school year. The Finance Council determines the discount rate each year.
2. Full payment is due by June 1st for the upcoming school year.
3. If full payment is not received by June 1st, the discount offer will not apply and the family will automatically be transferred to Plan 3.

Plan 2 – Pre-pay by Semester

1. A family may elect to pre-pay their tuition prior to the beginning of each semester in the upcoming school year. Payments are required to go through the tuition management company.
2. The first semester payment is due in June and the second semester payment in December. The actual due date (the 5th or the 20th) is based upon the date chosen through the tuition management company.
3. If the first payment is not received in full by the June due date, the family will be automatically transferred to Plan 3.

Plan 3 – Monthly Tuition Collection

This plan will follow the process set up per the contract in effect between the tuition management company and Queen of All Saints.

DELINQUENT TUITION (QAS adopted 1/12/09)

6102.11

Families are expected to be timely and current in their financial obligations for tuition and school expenses. If a family is not current and/or cannot meet their financial obligation, the Pastor must be contacted to discuss the situation and establish alternative payment plans. A family who is fulfilling its obligations under any alternative plan will not be considered delinquent. If arrangements are not made with the Pastor, penalties for delinquency will be as follows:

Families delinquent with tuition:

1. at the beginning of the school year – will not be allowed to begin school
2. at the end of each quarter – will not receive grades and access to online grades will be blocked
3. at the end of the first semester – will not be allowed to return for the second semester
4. at the end of the school year – will not be allowed to register, or if already registered, not return, for the upcoming school year. Deposits or fees paid will be forfeited, and transcripts will not be released for any student (K-8)

TUITION REIMBURSEMENT (QAS adopted 4/07)

6102.12

Requests for tuition reimbursements should be made through the Business Office at Queen of All Saints Parish Office. Tuition will be refunded on the following schedule:

1. Tuition will be refunded based on a pre-determined pro-rated formula. Tuition collection is based on a 12 month calendar year program, whereas tuition refunds will be based on a ten month school year.
2. Any month or part of a month attended will be counted as a full month of tuition owed.
3. Any amount paid over and above the amount owed will be refunded.

Tuition Reimbursement Formula (Reference for QAS School Board)

The amount of tuition to be refunded will be the difference of the total tuition paid towards the current school year tuition minus one tenth the total amount tuition times the number of months school was attended.

Tuition Paid Year to Date = TP

Annual Tuition Due = AT

Months of School Attended = MA

Tuition Refund = $TP - (AT/10 \times MA)$

REGISTRATION FEES (QAS adopted 4/07)

6102.13

Should circumstances arise that a student be withdrawn from school, the following policies will apply:

Book and Supply Fee (Non-refundable)

Exceptions:

1. If a student is on the waiting list and is not accepted, the registration fee will be refunded.

2. If a student is registered for Kindergarten and a decision is made (prior to the beginning of the school year) to hold out the student until next year, the registration fee will be refunded.
3. In extenuating circumstances, refund of the registration fee will be considered by the pastor.

Program Fee (Refundable)

Refund of the Program Fee will only be made prior to the beginning of the school year.

The Book and Supply Fee of \$125 per student covers all textbooks, agendas, seat sacks, postage for mailing report cards, etc. The Program Fee of \$175 per family covers technology and all expenditures associated with the supervision on the playground and in the cafeteria. Both fees are due at the time of registration.

OPERATION OF THE PHYSICAL PLANT – 6200

WEAPONS PROHIBITION (St. Louis Archdiocese)

6202.1

“In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Queen of All Saints School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.”

EMERGENCY PROCEDURES

6202.3

To assure the safety of each student in the event of fire, tornado, or other potentially hazardous situations, drills are held periodically during the school year to familiarize students and teachers with Emergency procedures.

In the event of a tornado warning near dismissal time, the children will be kept at school until the all clear sounds or a parent comes. No child will be dismissed to walk home alone if a tornado or any other disaster has occurred or the warnings are imminent. Children will wait in the foyer until weather is less threatening.

Each family will receive a copy of the Disaster Preparedness Plan when the oldest child enters Queen of All Saints School or as it is updated.

BUILDINGS AND THE POLITICAL PROCESS

6203

QAS follows the guidelines set forth in the Archdiocesan Administrative Manual regarding the use of the building for political purposes.

QUEEN OF ALL SAINTS INFORMATION

SCHOOL HOURS

The school day begins at 7:55 am and ends at 3:00 pm for the full day schedule. On early dismissal days, school is dismissed at 11:30 am.

ASBESTOS

In accordance with the directive from the Local Educational Agency (LEA) who is responsible for AHERA compliance, we are informing you that there is no asbestos-containing material in our school building nor in any of the parish buildings. The file and Management Plan is available for review at the Parish Rectory.

BUILDING/CLASSROOM VISITS

All entrances to the school will be locked during the school day. Visitors must use the main entrance to the school. A security camera will be in place at this entrance. Please ring the bell upon arrival and you will be admitted. Stop at the office to sign in and receive a visitor's badge. No one should go directly to the classroom.

Class interruptions are to be avoided if at all possible; therefore, all messages and/or forgotten items for students should be brought to the School Office. The office personnel will deliver these to the students. Please mark such items clearly with first and last name. No one should go directly to a classroom or the cafeteria. Please help the school encourage responsible student behavior by limiting the number of forgotten items brought to school.

Former students who want to return on their days off are asked to make arrangements to visit teachers after school when they aren't teaching and have the time to visit. This ensures no interruption in the learning process and is courteous to current students.

If students leave things at school, they may return for those items until 3:30 pm.

CHILD PROTECTION

The Faculty and Staff abides by the State Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report to the Missouri Department of Family Services.

CLASSROOM OBSERVATION

Parents are welcome to observe any classroom of their child (ren) by appointment (as a courtesy to the teacher). Appointments will be arranged through the school office and/or the teacher.

GRIEVANCE PROCEDURE

When difficulties/questions arise, parents contact the teacher(s) involved in order to discuss the matter. Usually the differences, misunderstandings, and questions are settled through sincere, open dialogue.

When it is difficult to reach an agreement after attempting to discuss the problem with those involved, the principal is approached. If after meeting with the principal the difficulty/misunderstanding/question is still unsettled, those involved can approach the pastor.

HOMEWORK

Homework is an important and integral part of the child's learning experience. It is given in order to reinforce what has been presented in class, to provide for discovery of new ideas, to stimulate independent investigations, and to develop in-depth understanding through long-range projects.

The kind and amount of homework are at the discretion of the teacher of that grade and/or subject. Homework includes written work, study, reading, and research. We encourage parents to be involved in the homework process by showing an interest in the assigned work and providing proper study conditions, including space, adequate lighting, and quiet time. However, we discourage doing the work for your child(ren) as that can be detrimental to the overall learning experience. If, as a parent, you feel your child is spending an excessive amount of time on homework, please contact the homeroom teacher to discuss the situation.

INCLEMENT WEATHER

In case of school closing, for any emergency, notification will be reported on Channels 2, 4, and 5 and 1120 KMOX Radio.

In the event it begins to snow during the day, classes will not be dismissed. However, if parents request to pick up their child(ren) before the regular dismissal time, they will be permitted to leave.

INSURANCE

Student accident insurance is available to any family in our school who may be interested. This coverage is offered through UnitedHealthCare STUDENT Resources, a very reputable company that has been dealing with student accident insurance for many years. To find out more information about the program contact the school office or access the UnitedHealthCare's website at www.k12StudentInsurance.com. Click on "Archdiocese of St. Louis" when you go to this site. Online enrollment is also available at this site.

LIBRARY

The students will have one library period a week or every two weeks and may check books out of the library for a period of one or two weeks with the option to renew for one or two more weeks (or as date indicates on the due date slip). Children in Grades 3 - 8 are charged \$.05 per book per school day on all overdue books. If a book is lost or damaged, the student will be expected to pay the cost of the book.

The St. Louis County Library Bookmobile comes once a month. It is encouraged that each child has a Library Card in order to take advantage of this service. The students will not be permitted to call home if they forget their books on Bookmobile Day.

Statement of Policy For Queen Of All Saints Library

In keeping with the "Philosophy of Queen of All Saints School", we will strive to select quality books that provide a variety of reading levels and interests in the areas of information, inspiration and recreation based on the needs of the children and the curriculum of our school.

Library materials will be selected by the librarians, who will evaluate the existing collection, consult unbiased, professional recognized reviews and reference aids and concur with the Principal and teachers. It should be noted that the Principal has the legal responsibility of the library and the selection of its materials.

With this in mind, selection shall be based on the following:

1. Interest level and readability
2. Curriculum need
3. Significance of subject matter
4. Accuracy and up-to-datedness of materials
5. Authoritativeness of author, publisher or producer
6. Literary merits or artistic quality
7. Price and format

All gifts and donations will be accepted gratefully on the condition that the librarian places them where they will be of most value.

The aim of our school library is to serve our entire school community. Books are chosen using professional guidance, seeking to meet the needs of our teachers and students. We hope to help prepare our students for the future by establishing discriminating reading habits in keeping with Christian values on which our school is founded.

LITURGY

The children's Mass is at 8:30 a.m. Students attend Mass weekly with their class and about once a month with the entire student body. The students will be given the opportunity to plan the Liturgy and actively participate.

LOST AND FOUND

Lost and found items are placed in the Lost and Found Box in the cafeteria. Students and parents are invited to check the box for any missing items. Items not claimed within a reasonable time will be given to others in need.

In efforts to keep these items to a minimum, please mark all clothing and other items brought to school with student's name. Marked items will be returned to the owner when possible.

LUNCH PROGRAM

Children may buy lunch at school or bring lunch from home. Milk/drinks are available to buy each day. Parents, grandparents, siblings and graduates of QAS are welcome to have lunch with family member. However, if they plan to purchase something from our cafeteria, it must be included in the student's order in the morning. If they plan to bring lunch for the family member, they may bring food for that student only. No soda will be permitted at anytime.

Children may purchase a meal card to pay for lunches or other drink/food items. Information is sent home at the beginning of the school year regarding this lunch option.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held for all students grades one through eight at the end of the first quarter. Kindergarten parent-teacher conferences will be held at the end of the first semester. The conference is a scheduled meeting of the parent and teacher for the purpose of discussing the progress of the student. Students are encouraged to be involved in the conference.

Additional parent-teacher conferences are scheduled anytime during the school year as needed either at the request of the parent or the teacher. The teacher will contact the parent as soon as possible if a noticeable regression appears, either academically or conduct-wise.

The parent is requested to contact the teacher if a disturbing or questionable change is noticed in the child or in his/her schoolwork.

Parents should feel free to meet with the teacher at any time during the year. To set up a meeting, the parent is requested to call the teacher during the school day or at another time designated by the teacher. A conference will be set up at a time convenient for both. If issues are not resolved, parents may call the Principal/Assistant Principal during the school day. A meeting will be set up for parent, Principal/Assistant Principal, teacher, and if appropriate, the student.

PARTIES

Parties are not held in school during school hours except for the following: Halloween, Christmas, and Valentine parties (K-8). Fifth-eighth grade classrooms may choose to have a traditional class or grade level party or a teacher-planned activity with treats prepared and provided by Room Mothers. Room Mothers should check with the teacher about snacks to be provided. Space is reserved for grade level parties for sixth (church hall), seventh (cafeteria), and eighth grade (gym).

If special circumstances are present, permission from the Principal for additional parties may be requested.

Individual invitations to birthday parties, etc. may be given out at school if the whole class or all the boys or all the girls are invited. However, if only a few are invited, invitations are not to be sent through school.

Students (K-8) may celebrate their individual birthday by sharing treats with the students in their homeroom. The Wellness Committee has suggested an out of uniform pass for the birthday student in lieu of bringing food treats. Students choosing this option can pick up the out-of-uniform pass in the school office the week of his/her birthday (or planned birthday for those with a summer birthday). Soda may not be brought in at any time, not even as a birthday treat. Students should not bring gifts (balloons, flowers, etc.) to be given to another student. Any gifts brought for students will be kept in the office can be picked up at the end of the school day.

Helpers at class parties are responsible for the students; therefore, please do not bring siblings/other children with you when helping at the party.

RECESS PERIODS

Recess periods are scheduled so that the children may receive needed fresh air and exercise. At recess periods, all are expected to take part in activities outdoors, except when the weather does not permit outdoor play or when excused by a teacher. Playground equipment is provided for the students. Therefore, students must get permission from school administration or playground supervisor before bringing any items from home for use at recess.

The children should come properly dressed for outdoor play. No child may stay indoors unless a written note, stating the reason, is received from the parent.

SACRAMENTS

First Penance and First Eucharist will be received by the students in the second grade; Confirmation by the students in eighth grade.

SCHOOL PROPERTY

Textbooks are supplied by the school and should always be covered. Students are expected to take care of all learning resources supplied by the school. Students will be charged for damaged and/or lost items.

SNACKS

All students may bring a mid-morning snack, if they wish. Grade levels and/or classrooms will set a designated snack time.

SUPPLY LISTS

Students are asked to bring some school supplies from home. A list of needed supplies is given to each student at the end of each school year. Supplies may be purchased during the summer. Please check your child(ren)'s supplies periodically to make sure they have the needed supplies.

Send only those items on the supply list. No laser pens may be brought to school.

SEX DISCRIMINATION: TITLE IX

No student enrolled in a Catholic elementary school in the Archdiocese of St. Louis shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity provided by the school.

Students or parents who have a complaint related to discrimination on the basis of sex must communicate this in writing to the Principal. The Principal will investigate and act to resolve the grievance. As soon as possible, the Principal will communicate a response to the grievant.

TELEPHONE

Ordinarily, a student will not be permitted to call home for forgotten articles (lunches, books, homework, library cards, etc.) nor for rides or permission to go somewhere else after school. These arrangements should be made prior to coming to school.

With the permission from the administration, teacher, or school secretary, students will be allowed to use the phone to contact a parent when necessary.

So as to not interrupt the learning process, messages for students will be taken by office personnel and delivered during non-instructional time. Messages for teachers can be left on their voice mail. Teachers will return calls at their earliest convenience. Please remember, teachers may not have a daily plan time, so sometimes returned calls may not be made until the following day.

For cell phones, see policy #4303.4, INTERNET AND ELECTRONIC COMMUNICATIONS.

TRAFFIC

Parents and all drivers transporting children to or from school are expected to drive in a safe and prudent manner and to adhere to parking lot safety procedures. Procedures have been designed to allow maximum safety for the children. See Arrival and Dismissal in policy #4402.1, SUPERVISION OF STUDENTS. No student may be dropped off or picked up in a limousine, unless part of a school sponsored event.

VACATIONS

Vacations taken during school time are strongly discouraged.

Students who miss schoolwork due to a vacation during the school year are required to complete all work assigned by the teacher. Please make arrangement with your child's teacher if this should occur. School work can be picked up prior to the absence if requested with enough advance notice (at least one week). Assignments and due dates are at the discretion of the individual teachers.

VOLUNTEERS

During the year, there are a variety of opportunities for parents, as well as others in the parish community, to assist in the development and continuity of the educational program. Volunteers enable the school to provide greater services to the students. Your help can be used in the following areas: teacher aide, teacher-helper, student tutor, typing for teachers, or any service of your choosing.

With the help of the staff, volunteers will be contacted as needed throughout the school year. If, however, your schedule allows you to volunteer on a regular basis or you would like to have your name on our volunteer list, please contact the school office or your child's teacher. We need you to make our school community complete.