



# St. Catherine Labouré School

9750 Sappington Road  
St. Louis, MO 63128-1292

# Family Handbook



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# St. Catherine Labouré School Philosophy

## Vision Statement of the Archdiocese of St. Louis

*Catholic elementary schools in the Archdiocese of St. Louis reflect a visible faith community. Rooted in the teachings of Jesus, these schools are enriched by Catholic tradition and lived Gospel values and are enhanced by the celebration of liturgy, sacrament, and prayer. They further the children's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents. They foster a safe and secure environment in which the children can grow.*

*Catholic elementary schools are child-centered and are committed to providing strong academic and developmental programs which enable children to grow to their full potential. They empower the children to meet the challenges of living in an ever-changing racially and culturally diverse world. The faculty and staff of these schools are faith-filled, dedicated, knowledgeable and competent in their professions, and strive to meet the individual needs of the children. These schools are sensitive to family issues and encourage parents/guardians to fulfill their role as the first educators of their children.*

## Mission Statement of St. Catherine Labouré School

St. Catherine Labouré School is dedicated to educating the whole child in a nurturing environment. Our Catholic school community recognizes God's presence in our lives and responds to our Baptismal Call through Eucharistic worship, prayer, and service, helping students develop a personal relationship with Jesus Christ. Our strong tradition of academic excellence acknowledges the individual strengths, gifts, and needs of all children and strives to create lifelong learners.

## Philosophy

Our commitment as Christians is to be *Alive in Christ*. His message is the source and content of catechesis. We are dedicated to being spiritual companions to one another, bringing Gospel values to bear on every aspect of life. Our community is based on the Gospel message of love and is expressed through communal prayer and worship, cooperation, and instruction. We believe the Christian family is the nurturing unit in a child's personal, social, emotional, academic, and religious education.

The Church through the ages has consistently called parents to understand and appreciate their special dignity as God's instruments of His love to their children. Parents are the first to communicate the faith to their children and to educate them. By word and example, they train their offspring for the Christian and apostolic life. Since parents have conferred life upon their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children.

Saint Catherine Labouré helps each child learn self-control and self-discipline. Positive, ongoing relationships among students, parents, and teachers are developed. Teachers work in partnership with parents to challenge each child to reach for his/her highest level of formation — spiritual, moral, intellectual, social, emotional, physical, and aesthetical. This enables all to embrace the challenge of living a Christian life and taking individual responsibility for lifelong learning.

As Catholics, we serve Jesus Christ by sharing our time, talents, and treasures. Saint Catherine Labouré educates God’s children in His ways, so that each child may become a minister of the Catholic faith, a protector of the earth, a peacemaker for all, and a defender of human rights and diversity.

## **Accreditation**

St. Catherine Labouré School is fully accredited by the Missouri Nonpublic School Accrediting Association and is a member of the National Catholic Education Association.

## **Purpose and Use of This Handbook**

This Handbook exists to foster the efficient operation of St. Catherine Labouré School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion.

This Handbook for parents and students contains established policies and procedures for the school year. Since it is not possible for the 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 this 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.

## **Administrative Roles and Responsibilities**

The Catholic School is instructed to encourage a spirit of cooperation and shared responsibility. Within the school, specific roles are prescribed for the pastor (parish administrator), principal (school administrator), DRE, and Board of Education members. Each person or group functions within specific areas of authority.

### **Pastor**

The pastor is the spiritual leader and the chief administrator of the parish. It is his duty to see that the teachings of the Church are clearly and accurately presented. The pastor is, therefore, primarily responsible for making certain that the catechetical needs, goals, and priorities of the elementary school and the parish school of religion are identified, articulated, and met.

## **Principal**

The principal is the educational leader of the elementary school community and executive secretary of the parish Board of Education. The principal has as highest priority the building of a Christian community of faith. The principal is responsible for providing for the spiritual, moral, intellectual, emotional, social, and physical needs of the children in the school. The role of the assistant principal is to support and facilitate the goals of the principal.

## **Director of Religious Education**

The Director of Religious Education (DRE) oversees the religious needs of the school and parish. This person coordinates the religious education program, liturgical functions, and the sacramental needs of the school and parish communities.

## **Board of Education**

The purpose of the board is to advise the pastor in making policy for the parish education programs. These programs include the school and the parish school of religion. Duties include the following:

1. Develops, with the help of the administrator and staff, a mission and philosophy statement
2. Advises the pastor in making policy for the parish education programs
3. Approves the final budget for parish education programs that will be submitted to the pastor and finance committee and determines and identifies the needed funding for these programs
4. Assists in the development of the long-range strategic plan
5. Assists in the formal and informal marketing efforts related to the educational programs
6. Advises the pastor on the hiring of a new principal or director of religious education

Members serve three-year terms. The pastor, principal, and the DRE, are non-voting members. The voting members elect the president, vice-president, and secretary annually.

Regularly scheduled meetings provide the opportunity for parents to share information with the board during the Open Forum segment.

## **Admissions**

*All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally*

*accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs. (Archdiocesan Policy 4101)*

## **Requirements for Admission**

Admission to St. Catherine Labouré School is contingent upon:

- the family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school. (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school.)
- participation in the spiritual and social life of the parish or religious congregation.
- support of the concepts outlined in the *SCL Parent and Parish Witness Statement* and *Witness Statement: Called to Be Catholic for Students Who Attend Catholic Schools*.
- agreement to follow the policies and procedures of the school.
- willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
- the child's fulfillment of the age requirements listed below.

Any new family and new student(s) coming into Grades 1 through 8 at St. Catherine Labouré will be interviewed by the Administration before being accepted and given a place in a current classroom.

## **Enrollment Information**

Priority for admission is given to registered parishioners determined by the date of family registration within St. Catherine Labouré Parish. Only a parent or legal guardian may register his/her child(ren).

A child who is five years of age by July 31 may be admitted to Kindergarten at St. Catherine Labouré. A child who is six years of age by July 31 may be admitted to first grade. The date of birth is to be certified by a birth certificate.

The application process entails submission of a completed enrollment form, emergency information form, copies of birth and baptismal certificates, and the required fees. Verification of custody arrangements in cases in which the parents of the student are divorced must also be submitted. A copy of the portion of the divorce decree, which verifies custody arrangements (the Parenting Plan), must be provided. Also required are a social and academic readiness testing for Kindergarten, health and immunization records, and a physical exam for grades Kindergarten, Third, and Sixth and any student new to the school who has not had a physical in the last twelve months.



Kindergarten Enrollment is typically held at the end of January. The non-refundable fee of \$150.00 per Kindergarten child is paid at this time.

Re-registration for grades One through Eight is typically held in late February. A non-refundable registration fee of \$100.00 per child is paid at this time. Enrollment of new students is encouraged after the re-registration of current students.

## **Financial Requirements**

Parishioners with children enrolled in St. Catherine Labouré School must fully meet the following financial requirements as determined by the Board of Education. Failure to meet the criteria faces non-acceptance or removal of their children from St. Catherine Labouré School.

### **Tuition**

The per-pupil cost of educating one student at St. Catherine Labouré School exceeds the amount requested in tuition payment. Support from the parish helps to maintain the school's budget. Therefore, active parishioner families qualify for a special reduced tuition rate. For the sake of clarity, active, non-active, and non-parishioner are defined below. Compliance rests with the parents/guardians.

#### **Active Parishioner Family**

1. Registered member of St. Catherine Labouré Parish
2. Attends Liturgy regularly
3. Participates in school and parish activities

#### **Non-Active Parishioner Family**

A non-active parishioner family is a registered member of St. Catherine Labouré Parish but does not comply with the criteria for an active family. Non-active parishioner families do not qualify for the reduced tuition rate.

#### **Non-Parishioner Family**

A non-parishioner family is described as one who does not fit the above descriptions (although they may be active in another parish or church). They categorically do not qualify for the SCL parish subsidy. St. Catherine Labouré Board of Education will have the responsibility to establish the non-parishioner tuition each year.

### **Tuition Payment**

The financial manager is the person with whom arrangements are made for payment. Payment plans are to be in place at least fourteen days before the start of school. Parents

will be notified that their child/children may not be admitted to the school if this remains unattended.

Tuition payment options are as follows:

- Full payment by July 19 by cash, check, or credit card
- Semester payments by July 19 and January 19 by cash, check, or credit card
- Monthly payment through SMART tuition via ACH (electronic withdrawal) on the 20<sup>th</sup> of each month for twelve months. SMART also charges an annual fee for this service to be paid by the parent in the first month of service.

*Current and timely payment of tuition is necessary to make payroll. It is the obligation of each family to stay current or to make arrangements with the Pastor should financial difficulties arise.*

## **Delinquent Tuition**

When tuition payment becomes thirty days delinquent, a past due notice will be sent from the parish financial manager. In addition:

- Tuition account must be current in order to re-register your child(ren) in the spring.
- Tuition account must be current prior to the start of school.
- Families withdrawing from school must be current for transcripts to be sent.
- Eighth grade accounts must be current for high school applications to be sent and must be paid in full by May to participate in a graduation ceremony and release of transcripts.
- Families that have not paid their tuition account or made other financial arrangements with the financial manager by June 20 will not be allowed to return to school the next year.

## **Tuition Refunds**

Families that withdraw their child(ren) from St. Catherine Labouré School during the course of the school year shall be entitled to a pro-rata return of tuition paid. The pro-rata return shall be calculated based upon a quarterly schedule, *i.e.*, if the student withdrawal occurs **any time** during a quarter, the tuition for that full quarter will be retained by the parish. Tuition paid for any quarters beyond the time of withdrawal will be returned to the family.

## **Financial Aid**

There are two sources of financial aid available for school families:

- The Archdiocese of St. Louis offers a number of financial aid awards through the Catholic Education Office, the Today and Tomorrow Educational Foundation, and the Roman Catholic Foundation of Eastern Missouri.

- At the parish level, an internal endowment fund grants financial aid only to families who need assistance within the St. Catherine Labouré community.

**In order to receive financial aid from either source or to qualify for a work grant, parents must complete the online application at [www.ttef-stl.org](http://www.ttef-stl.org).**

*Due to the increasing number of families needing assistance, we will **not** be able to provide any assistance to those who do not complete the online application unless there is an extreme change of circumstance within that family.*

Parishioners seeking financial assistance for the following school year will need to provide certain documents: proof of income and proof of any supplemental income, if applicable, along with the online application. The pastor, assisted by the financial manager, will review the computer analysis and make final financial aid decisions. **Full financial aid is not available; partial assistance will be allocated based on available funds.**

Any questions regarding financial aid can be directed to Penny Weiss at 843-3245, ext. 300, or Tina Indelicato at 843-3245, ext. 225, or by e-mail [pweiss@sclparish.org](mailto:pweiss@sclparish.org).

## Transfers

The following guidelines are based on Archdiocesan Policy:

**A student transferring from one Catholic school in the Archdiocese to another** for reasons other than geographical relocation may be accepted after the parish/school in which the parents wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor. In addition, the requirements for admission would apply at any transfer point. (4102.2)

**Families enrolled in a school that is scheduled to merge or consolidate for a new school year** should enroll at the school at which the parish has merged or consolidated its school. If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated school, the parents may register only after receiving permission from the pastor of their current parish. (4102.3)

**A student transferring from a public or private school** may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. Normally, the family would apply to the school sponsored by the parish in which the family resides. In addition, the requirements for admission would apply at any transfer point. (4102.4)

**Public school students from public school districts directly affected by a mandatory Court order for integration** may not be accepted into Catholic schools. (4102.5)

**If St. Catherine Labouré accepts a student on a conditional basis**, the decision will be made only after a thorough review of the student's previous school records and all

records relating to the student's special needs, if any. The conditions of the acceptance will be communicated in writing. (4102.61)

**Prior to accepting a student who has been home-schooled**, the parents/guardians must provide evidence (records which they are required to keep by state law) that the student has been receiving regular instruction:

- a plan book, diary, or other written record indicating subjects taught and activities in which the student was engaged
- a portfolio of samples of the student's academic work
- a record of evaluation of the student's academic progress
- other written or credible evidence equivalent to the points listed above
- evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours should be in reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location.
- by providing evidence of religious education and sacramental preparation that have been provided, along with parish records of participation in first sacraments, if applicable.

The student's placement shall be determined by a review of the above records and student work samples. If the records are not sufficient to determine placement, the student should be given appropriate end of grade assessments. Enrollment in a Catholic school and participation in a home school is not permitted. Participation in Catholic school activities (including but not limited to the standardized testing program, fine arts programs, etc.) flows from being enrolled full time in a Catholic school. (4102.62)

**Schools of the Archdiocese may enroll or allow the attendance of foreign-born non-immigrant students**, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Schools must contact the Catholic Education Office before making an admission decision and must follow designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws. (4102.63)

## **Class Sizes**

Grades Kindergarten through Eight have two classrooms for each grade with a maximum of thirty students being allowed in each classroom. If, at any time, the enrollment at St. Catherine Labouré School *changes significantly*, at the request of the pastor and principal, and with Board of Education approval, the number of classrooms per grade and

the number of students in that classroom can be adjusted to meet increased operating costs of the school and expenditures due to lack of increased tuition.

In addition, any **new** family and new student(s) coming into grades One through Eight at St. Catherine Labouré, will meet with the administration before being accepted and given a place in a current classroom. The principal, in conjunction with the specific teacher, will evaluate if it is appropriate to add an additional student. The principal's evaluation will include, but is not limited to, the current class teacher/student ratio, male/female mix, space, class dynamics, and needs of the incoming student.

## **Attendance**

### **Regular School Schedule**

Grades Kindergarten through Eighth attend school from 7:55 A.M. to 3:00 P.M. Please see the Appendix for specific class times and alternate schedules.

The Main Entrance/Gym Lobby doors and Rear Entrance/Kindergarten doors open at 7:30 A.M. Students should wait in these lobby areas until the first bell rings. St. Catherine Labouré is not responsible for students arriving earlier than 7:30 A.M.

First bell rings at 7:45 A.M., and children are expected to go directly to their homerooms at this time. The 7:55 A.M. bell signals the beginning of Homeroom and the official start of the day. Time in homeroom includes prayers, salute to the flag, preparation for formal instruction, attendance, notes, and other business. Classes begin at 8:00 A.M. **After 8:10 A.M., the doors are locked, and all are asked to use the Main Entrance.**

Prompt, regular attendance is essential to academic success. Parents are expected to foster good attendance habits, both for the benefit of the student's current academic achievement and to encourage mature, responsible behavior in the future. Only a serious illness or other serious matter should be a valid cause for absence.

Students are allowed to bring a small snack to be eaten mid-morning. Since there is an increasing number of students enrolled in SCL who have food-related allergies to products containing peanuts and/or tree nuts, **all** snacks sent to school should be nut free. A list of snack suggestions can be found in the Appendix.

Students will be dismissed at 3:00 P.M. Please advise your child(ren) as to the location of the parking spot designated for your use. If you do not have an assigned spot for parking, please call the office for assistance. Teacher supervisors and student patrols are always out at dismissal time to assist with a safe and timely exit. Any students not picked up by end of dismissal will be escorted to the school office to wait in the school lobby or to make a call to the parent, if needed. **Any parent/guardian unable to abide by published school times needs to make arrangements for a designated adult to take responsibility for the student.**

An after-school care program is offered by the YMCA for children in grades Kindergarten through Sixth. This program begins at dismissal (3:00 P.M.) and is available until final pickup of children at 6:00 P.M. The YMCA uses the school cafeteria and playground for its program. Any parent/guardian interested in this program should contact Jennifer Davis at the YMCA, 314-849-4668, ext. 235.

Students are not permitted in the building after dismissal unless they are involved in meetings, activities, or after-school care. Students are not to be in the building at *any* time without the knowledge of and supervision of an adult. **Parents who direct their child(ren) to meet outside the areas designated by the school for pick-up, including the playground, take full responsibility for the well-being of their child(ren).**

## **Absence**

*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. (Archdiocesan Policy 4201)*

When a child is going to be absent, please notify the school office by telephone by 9:00 A.M. If no call has been received, a member of the office staff will make a reasonable effort to contact a parent to confirm the absence. This process represents our shared interest in accounting for each student.

A student who misses one-half (approx. two hours) of any portion of a morning or afternoon session is considered missing the equivalent of one-half day. A child who misses the majority of the day is missing the equivalent of a full day. In addition, missing class for less than two hours of any part of the day is also noted on the attendance record. All attendance is marked on each student's permanent record.

## **Truancy**

*A student is truant if he/she 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. (Archdiocesan Policy 4201.1)*

Truancy is considered a serious offense. Consequences may include conferences with parent/guardian and probationary status. Repeated truanies could result in withdrawal for cause.

## **Tardiness**

*A student is tardy who arrives after the time fixed by school policy for the start of the school day. (Archdiocesan Policy 4202)*

Students arriving in the classroom between 7:55 A.M. (after bell) and 8:10 A.M. are considered tardy. Students arriving after homeroom ends at 8:00 A.M. are asked to stop in the office first for admittance. **Tardiness interferes with a child's progress in school and is to be avoided.** Chronic or excessive tardies without substantial cause can be a factor in determining a student's continued enrollment in the school. Students who arrive after 8:15 A.M. but before 10:00 A.M. are considered absent for less than two hours. All attendance and tardiness are recorded on the child's permanent record.

## **Dual Enrollment**

*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. (Archdiocesan Policy 4204)*

Dual enrollment of a student must meet the following conditions:

- Dual enrollment is possible only in another accredited school.
- The Catholic school is the primary educational provider. The other school is a supplemental provider.
- The Catholic school is responsible for instructing the student in the core curriculum (religion, language arts, mathematics, science and social studies).
- In determining whether dual enrollment is a viable option for meeting a student's educational needs, consideration should be given to the impact of the student's absence to attend the supplemental program on the student's learning the core curriculum in the Catholic school.

A student is not considered absent from the Catholic school when in attendance at the other school.

## **Early Dismissal Schedule**

In order to advance professional development, the faculty meets monthly. Ordinarily these meetings are indicated on the monthly calendar and are listed as Noon Dismissals. Parents are asked to follow the monthly calendar of events. Grades Kindergarten through Eighth attend school from 7:55 A.M. until Noon. Lunch is not served.

## **Release of Students from School**

When possible, doctor and/or dentist appointments are to be made for after school hours or on holidays. A child may be excused, when necessary, during the school day. The parent must come to the office to sign the child out. A staff member will then call the child from the classroom. If someone other than the parent is to pick the child up from

school during the school day, the school is to be notified of this in advance by the parent. The school will strictly adhere to these regulations for the safety of the children.

## **Academics**

### **Religious Education**

It has been widely recognized that Catholic schools are to be communities of faith, in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents, and members of the faculty. At St. Catherine Labouré we are engaged in catechesis efforts, which help individuals and communities acquire and deepen their Christian faith and identity through instruction and formation of conscience. The efforts of both parents and teachers are directed toward the formation of persons in Christ Jesus.

The primary role of parents in forming the faith and moral values of their children is recognized. The example set in the home, the “modeling” of one’s values daily, is a potent force in a child’s life.

The Sadlier religious education series, *We Believe*, is used in grades Kindergarten-Sixth. Grades Seven and Eight use Sadlier’s, *We Live Our Faith*. The Sadlier series is used for Reconciliation and First Eucharist; Loyola Press is used for Confirmation. These Archdiocesan-approved texts were adopted for use by the religious education faculty of the parish school following a thorough review of all available materials. Both the curriculum guide and the materials were developed in accordance with the *National Catechetical Directory: Sharing the Light of the Faith*. Our students are also presented with opportunities for prayer: personal, paraliturgical, and liturgical. Parents are encouraged to participate in the children’s liturgies.

### **Curriculum**

In addition to religious education, St. Catherine Labouré School offers the following courses: Language Arts (reading/literature, phonics in primary grades, grammar, composition, spelling, vocabulary, handwriting), Math (Honors Algebra in seventh/eighth grades), Social Studies, Science, Art, Music, Physical Education, Spanish, Technology, and Study Skills. A detailed curriculum document listing goals and content for each subject area can be found on *FastDirect*.

### **Homeroom Placement**

The homeroom assignment of each child is a process that is given great care and consideration. Our goal is to achieve a balance in each homeroom with regard to academic ability, student interaction, and gender. Classroom assignments are published shortly before school begins in the fall.



## Grade Reports/*FastDirect*

The school year is divided into four academic quarters. Each quarter is approximately nine weeks in length. At the end of each quarter, students in grades Kindergarten through Eight are issued a report card. The report includes a summary of academic progress, effort, conduct, and attendance.

In addition, St. Catherine Labouré utilizes an online grade and school information computer program called *FastDirect*. *FastDirect* provides such information as current grades, a general outline of weekly class topics, the school newsletter, Home and School updates, and much more. **It is vital that parents use this tool in order to be well-informed of their child(ren)'s progress and important school information.** Parents are given a user name and password, which will allow them access to this information at any time. If help is needed in using this program, please call the school office.

### SCL Grading Scale/Code: Kindergarten and Grade 1

M	Mastery
P	Progressing
NI	Needs Improvement

### SCL Grading Scale/Code: Grade 2

VG	Very Good	93-100
G	Good	85-92
S	Satisfactory	74-84
NI	Needs Improvement	73 or below
T	Taught but not graded	

### SCL Grading Scale/Code: Grades 3-8

A+	98-100	C	80-82
A	95-97	C-	78-79
A-	93-94	D+	75-77
B+	90-92	D	72-74
B	87-89	D-	70-71
B-	85-86	U	69 and below
C+	83-84	T	Taught but not graded

## Homework

Homework is an important and integral part of the students' learning experience. The aim of giving the students homework is to reinforce the subject matter and skills taught in the classroom. Some subject areas and some long-range assignments require more time and may stretch over weekends, but generally students can expect to spend time on homework Monday through Thursday. Teachers are careful to avoid excessive homework, particularly on weekends and holidays. It is the responsibility of the administration, faculty, and parents to work in a cooperative manner to achieve this goal.

Homework is to be assigned in keeping with the students' age and ability, being mindful of overall student workload. Approximate time spent on homework is as follows:

K	10-15 minutes
1-2	20-30 minutes
3-5	45-60 minutes
6-8	60-90 minutes

Assignment books are required at grade levels One through Eight. Parents are asked to review the assignment book and the completed assignment(s) regularly. If it becomes impossible for a student to complete the assigned work, it is necessary for the parent to notify the classroom teacher. Please make completion of assigned work a priority. Students are expected to come to school prepared for the school day.

If a student consistently fails to complete homework assignments, that teacher will initiate a conference with parent and student. The teacher may request that the principal attend this conference. In addition, the student may be asked to remain after school in order to complete assignments. The responsibility for completing work rests with the student.

## **Make-Up Work**

It is understood and expected that all students will be present each day that school is in session. Of course, we realize sickness happens, and we prefer students remain at home until they are well. When a parent calls to report a short-term absence due to illness, the parent may request that work be sent home with another student. Every effort is made to provide accurate information of what was missed.

Specifically, in grades Five through Eight, it is ultimately the student's responsibility to confer with the teachers of any classes that were missed. The student is to schedule a time to meet with the teacher to make arrangements for make-up work, tests, notes, etc. The length of time needed to make up the work will be in proportion to the reason for absence.

In cases of extended illness or a family funeral, teachers will work with students and families on an individual need basis. However, when parents choose to remove their child(ren) from school for vacation, teachers **will not** provide work **prior** to the missed school days. When students return from vacation, they should contact their teachers to collect notes, assignments, and to schedule any tests as necessary.

## **Honor Rolls**

Students in grades Six through Eight are eligible to attain placement on the Academic and/or Gold Honor Rolls. The criteria for each are as follows:

### **Academic Honor Roll**

- Includes all subjects
- B+ average or better (classes that meet less than five days a week are averaged proportionally)
- No D's or U's

### **Gold Honor Roll**

- Includes all subjects
- B's or better in Effort
- All S's in Conduct

Academic and Gold Honor Rolls are posted quarterly online and in the main hallway of school.

## **Student Records**

The school administration shall maintain and supervise the active and inactive files of the students ensuring that all records are accurate, complete, and available.

*Parents/guardians have the right to inspect and review the official active file of their children. (Archdiocesan Policy 4601.2)*

*The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel. (Archdiocesan Policy 4601.3)*

*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. (Archdiocesan Policy 4601.4)*

*School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These should be kept in a*

*professional manner, and in a format which allows the information and the date obtained to be readily identified and understood. (Archdiocesan Policy 4601.5)*

*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. (Archdiocesan Policy 4601.6)*

## **Parent-Teacher Conferences**

School-wide parent/teacher conferences are scheduled at the end of the First Quarter of the school year. They are scheduled for fifteen-minute intervals for grades Kindergarten through Fifth. Because of departmentalization, conferences for grades Sixth through Eighth are ten minutes long, allowing for parents to meet with more than one teacher when possible. The scheduled conference date will be confirmed in the school calendar.

Parents are encouraged to schedule a conference with a teacher at any time during the school year as needed. Feel free to set up an appointment with the teacher via FastDirect or by phone. A listing of teachers' voicemail numbers is found on the "Links" page on FastDirect.

## **Students with Special Needs**

*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. (Archdiocesan Policy 5204)*

*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. (Archdiocesan Policy 5204.1)*

## **Resource Program**

St. Catherine Labouré's Resource Program is designed to serve students with educational and/or medical diagnoses who are enrolled in regular classrooms, but who require special education instruction in specific subject or skill areas. The special educator serves as a liaison with the students' regular classroom teachers, parents, and if necessary, Special School District Personnel.

The resource teachers assist the school staff in understanding educational diagnoses, in developing educational programs, and in implementing behavior management systems. Specific goals and objectives are determined through a cooperative effort among resource teachers, regular classroom teachers, parents, and sometimes the Special Non-Public Access Programs (SNAP).

## **Resource Program Goals**

- To facilitate a cooperative educational effort among classroom teachers, special educators, parents, and students
- To work cooperatively with public and private agencies in the diagnostic and educational process
- To interpret multidisciplinary evaluations for parents and regular classroom teachers
- To increase the self-esteem of children by serving those with mild to moderate disabilities
- To continually communicate with classroom teachers regarding diagnosed students as well as "at risk" students
- To continue ongoing in-service to the school staff in an effort to increase competency in dealing with students' learning differences
- To assist in implementing curriculum modifications, instructional changes, and environmental changes to better serve students with special needs
- To develop and implement the Individualized Services Plan for resource students evaluated by Special School District
- To facilitate the use of available resources through the local public school system
- To implement "class within a class" instruction in the regular classroom

## **Testing Program**

It is essential to measure characteristics of students at varying points in time for specific purposes but particularly for the purpose of improving instruction and our service to the student.

The following standardized tests are administered at St. Catherine Labouré:

*The Iowa Test of Basic Skills* battery of achievement tests is administered to all students in grades Two through Eight annually in the fall.

*The Iowa Test of Basic Skills* (cognitive ability) is administered to students in grades Four, Six, and Eight annually in the fall.

The *Pearson Clinical Assessment/Dial 4* screening tool is administered prior to entrance into Kindergarten.

The *ACRE* survey (Assessment of Catechesis/Religious Education), given in grades Five and Eight, helps the school and parish evaluate the faith knowledge and attitudes of students in a Catholic school.

In addition to the group and individual tests given at the school, testing by an outside agency may be recommended.

## **Student Promotion**

Promotion to the next grade is conditional. Successful completion of work (maintaining an overall average of 70% or better) must be met in all major subjects as indicated on the final report card. Major subjects include Religion, Reading/Literature, English/Language Arts, Mathematics, Science, and Social Studies.

Failure in a major subject on the final report card warrants academic probation. The student will be required to successfully complete appropriate course work during the summer. The administration and the faculty will oversee and approve the course work required for re-admittance. Promotion is contingent upon successful completion of the course work, and submission of written verification to the principal prior to the start of the school year is required.

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

## Technology Usage

Many software programs, as well as the Internet, are available for research and student use. It is expected that students will use this privilege responsibly in support of education and research in a manner consistent with the educational and moral objectives of the school. Students are never permitted to use technology to access or send inappropriate information or materials. If and when necessary, student usage of the computer can be terminated. The school does use Internet monitoring software to control access to inappropriate sites.

## Instructional Use of Copyrighted Materials

*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.*

*Students and teachers should be made aware of the seriousness of the ethical and legal issues relating to unauthorized copying and software piracy. Individuals or schools that knowingly violate copyright laws are liable to prosecution and fines up to \$150,000.00. Insurance protection of the Archdiocese of St. Louis will not be extended to staff, students, and others who violate copyright laws. (Archdiocesan Policy 5202.6)*

## High School Applications

The high school application process begins in the fall. Eighth graders are provided with information regarding various high school nights at local schools and also the High School Open House (generally the first Sunday in November). **Parents should also consult the individual high school's website for additional information regarding the application process specific to each individual high school.**

The general Archdiocesan applications for Catholic high schools are given out at the beginning of November. Applications are returned, with the appropriate fee, to the school office on the due date. Records are sent to the high school listed first on the application.

Students receive notification of Catholic high school acceptance in February.

The eighth grade homeroom teachers and the administration are always available for consultation regarding high school choices or the application process.

**Note: Before any records may be sent to the high schools, all fees must be paid and the tuition paid to date.**

# Discipline

## Philosophy of the School Discipline Code

Character exhibits itself in the manner in which a person acts in respect to the situations that present themselves in daily life. The scope of our knowledge, the quality of our attitudes, and the effectiveness of our habits are made apparent in our conduct. Practice in *self-discipline* is a necessary part of our school curriculum. However, children will make mistakes, but *together*, we have the ability to make corrections and skillfully guide our children to do what is right. Respectful and orderly behavior is expected in all circumstances from all students. Remember, a student enrolled at St. Catherine Labouré is expected to behave not only in the classroom but on school or church premises, on the playing field, and at each activity that he/she may be representing St. Catherine Labouré.

In order to provide the most positive educational environment possible for academic growth, each homeroom teacher can provide details of what is expected for his/her classroom and give additional information on classroom rules, consequences, and good behavior rewards. All members of faculty and staff, along with parents, are responsible for supporting and implementing discipline procedures.

Concern for all the parties involved underlies the resolution of any situation. The administration reserves the right to consider individual circumstances and act accordingly.

## General Conduct

Students are expected to conduct themselves appropriately not only during class periods but also when they are at lunch, in the hallways between classes, or on their way to Mass or other activities.

**Appropriate behavior choices include, but are not limited to, the following:**

- To respond in a positive way to adult requests and guidance, both in words and actions
- To work cooperatively with adults, peers, and other students
- To hear and be heard in the classroom without unnecessary disruption
- To treat everyone with dignity, worth, and respect
- To communicate with appropriate language and comments
- To solve disagreements and conflicts in a positive manner
- To respect all personal and school property
- To assist in keeping the school and school grounds clean



**Inappropriate behavior choices include, but are not limited to, the following:**

- Disruption of classes
- Inappropriate language
- Abuse of school property
- Stealing, lying, cheating, forgery
- Possession of pornographic materials
- Bullying (*see definition*)
- Abuse of Internet and electronic communications (*see definition*)
- Harassment (*see definition*)
- Violence and the threat of violence (*see definition*)
- Use of alcohol/tobacco/drugs (*see definition*)

**Bullying**

*A person is bullied when he or she is exposed, repeatedly and over time, to purposeful negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. (“Olweus Bullying Prevention Program” by Dan Olweus and Susan Limber; Hazelden 2007)*

Bullying is aggressive behavior that is intended to cause harm or distress, occurs repeatedly over time, and occurs in a relationship in which there is an imbalance of power or strength. Bullying can take many forms including physical violence, intimidation, and social exclusion. Some examples include, but are not limited to, the following:

- Physically hurting someone by hitting, kicking, pushing, tripping, etc.
- Emotionally hurting someone through verbal comments, texting, emailing, etc.
- Excluding someone from a game, a lunch table, etc.
- Threatening someone with physical violence or other types of intimidation
- Being disrespectful of someone by taking money or destroying possessions

St. Catherine Labouré School currently is beginning implementation of Virtue-Based Restorative Discipline, a program of the Archdiocese of St. Louis. The use of this program is intended not only to help address bullying issues but more importantly, to create a school climate which rejects bullying behaviors, encourages courageous action on the part of bystanders, and increases positive peer and adult relationships.

Four VBRD rules are posted throughout the school:

- 1. We will dedicate ourselves to living virtue.*
- 2. We will support others in living virtue.*
- 3. We will commit to constructive thoughts, words, and deeds.*
- 4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.*

Teachers and students participate in weekly class meetings, which allow opportunities for teaching the rules, problem-solving, giving equal voice to all, and providing opportunities to share ideas and values, as well as building community. Parent meetings are scheduled during the school year in order to promote communication and a strong home and school partnership.

It is the responsibility of all members of the community to contribute to a safe and healthy environment by reporting incidents of bullying to the proper adults in the school. All reported or observed instances of bullying must be addressed by the school administration. The administration, with sensitivity and confidentiality, will investigate the reported incident in a thorough and prompt manner. The investigations and all actions taken will be shared only with those who have a need to know. Appropriate actions will include communication with all parents/guardians of all students involved, a discussion regarding how to make reparation, and may include detentions, mandatory counseling, suspension, withdrawal for cause, and legal action, depending on the severity of the incident.

### **Abuse of the Internet and Electronic Communications**

*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 website 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. (Archdiocesan Policy 4303.4)*

## **Harassment**

*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 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. (Archdiocesan Policy 4303.7)*

## **Violence and the Threat of Violence**

*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 property is not permitted. (Archdiocesan Policy 4303.3)*

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions will include communication with all parents/guardians of all students involved, and may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

## **Use of Alcohol/Tobacco/Drugs**

*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. (Archdiocesan Policy 4303.2)

## **Discipline Procedures**

Teachers of students in grades Kindergarten through Three have developed consistent, specific, and age-appropriate consequences for poor behavior choices. These will be communicated to parents at the beginning of each school year.

For grades Four through Eight, one or more of the following actions may be taken, depending upon the seriousness of the misconduct:

- Demerit
- Detention
- Teacher conference with student
- Principal conference with student
- Teacher/Principal conference with student and parents
- Suspension
- Probation
- Withdrawal for Cause

## **Demerits**

A demerit is a written warning of a student's inappropriate or unacceptable behavior choices. The purpose of the demerit is to allow the child ample time to address the behavior and make necessary changes. Parents will be notified when demerits are received. Examples of behaviors that would warrant a demerit include, but are not limited to, the following:

- Multiple uniform violations
- Minor disruptive behavior in the classroom or hallways
- Minor incidences of inappropriate language/behavior
- Failure to follow classroom/playground procedures

## **Detentions**

Detentions are assigned when a student has accumulated a number of demerits within the same quarter (see below).

Each Quarter

1. First four demerits earned = Detention #1
2. Three additional demerits earned = Detention #2

Students serve detentions with a teacher in one of the classrooms after school from 3:00 to 3:45. The detention should take priority in the student's schedule. Failure to serve the detention will result in the assignment of another detention. Students who are absent on the assigned date of detention will be rescheduled.

A pattern of behavior which results in multiple detentions will be addressed in a conference involving both the parents and school personnel.

## **Immediate Detentions**

Immediate detentions may be assigned depending upon the severity of the behavior. These behaviors may include, but are not limited to, the following:

- Cheating
- Stealing
- Bullying
- Harassment
- Major classroom disruption
- Abuse of school property

## **Suspensions**

*Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor. (Archdiocesan Policy 4302.1)*

Suspensions may be issued either as a result of excessive detentions or when a student's behavior is extremely inappropriate.

In consideration of a suspension, a meeting will be held that will ensure the following:

1. Parents are notified as to the child's disciplinary status and implications as to the child's continued enrollment at St. Catherine Labouré School.
2. Specific steps regarding changes in the child's behavior that are conditional to returning to the classroom are discussed.

3. Recommendations are shared with parents for improving the situation which exists (including agency or counseling referrals, should these be deemed necessary).

## **Probation**

*Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor. (Archdiocesan Policy 4302.2)*

The following may generally lead to probation:

- multiple infractions of school rules
- an individual infraction of a major school rule
- a single suspension for an infraction of a major school rule
- multiple suspensions for infractions of school rules

At any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in withdrawal for cause.

## **Withdrawal For Cause**

*Withdrawal for cause is the permanent end of enrollment of a student from a 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 parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.*

*The decision of withdrawal for cause is made at the local level by the pastor of the parish, with the recommendation of the principal. 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.*

*When considering the decision regarding a withdrawal for cause, the principal and pastor need to realize the potential effect, if the parents seek to enroll the student in a public school. Under certain circumstances, Missouri's "Safe Schools Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action. (Archdiocesan Policy 4302.3)*

## **Special Provisions of the Discipline Code**

- **Search and Seizure**

*School officials with sufficient reasons to do so may search a student's locker or desk. Lockers, desks, etc. are school property provided to students for their use and are subject*

*to search by school officials with proper reason. Arbitrary, random, or mass searches of lockers could be considered unreasonable, could constitute a violation of students' rights, and should not be undertaken by school officials.*

*A student's jacket, purse, backpack, and the like are personal property, and as such, school officials do not have the right to conduct a search of these items. With good reason, school officials could request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal. (Archdiocesan Policy 4303.5)*

The administration reserves the right to implement the above policy if given just cause for doing so.

- **Cell Phone/Electronic Messaging Guidelines**

Cell phone use is not permitted in the school building during regular school hours. Students with a cell phone in their possession should secure it in a book bag in their locker. The phone should be turned off. "Forgetting" to turn off the cell phone is not an acceptable excuse. Any cell phone ringing and/or used in school between the hours of 7:55 A.M. and 3:00 P.M. will be confiscated. On the first offense, students may retrieve the phone from the principal/assistant principal in the school office at the end of the school day. For the second offense, parents must retrieve the phone from the principal.

- **Miscellaneous Personal Property**

Students are discouraged from bringing toys, trading cards of any sort, electronic games, etc., to school. iPods or similar devices are for before/after school use only. Students may bring e-Reader devices (Nooks, Kindles, etc.) for the purpose of reading. The school cannot accept responsibility for any personal items and assumes NO liability if such items are lost, broken, or stolen.

## **Communication**

### **Contact Information**

During re-registration, parents are asked for the information that the school is to have on file regarding addresses, phone numbers, and other pertinent information. If during the course of the school year, there is any change in this important information, please contact the school office so that the necessary updates can be made. Possibilities include, but are not limited to, change of address, change of marital status (including custodial issues), change of hospital, or emergency contact information.

### **Communication to Parents**

St. Catherine Labouré School will communicate weekly with all parents/guardians through the school newsletter, posted on *FastDirect* each Thursday afternoon. The school

accepts some articles from parish organizations for the newsletter. The school reserves the right to edit for content and mechanics.

Additionally, the school will utilize *School Messenger Instant Parent Contact* phone system to notify parents of an emergency situation, unplanned event, and school cancellations, as well as to communicate general announcements and reminders.

**All flyers regarding Scouts, sporting events, Home and School, etc. must be submitted to the office for approval prior to copying and distributing.**

*St. Catherine Labouré School will 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. (Archdiocesan Policy 4402.4)*

## **Communication to the Community**

All correspondence submitted to the community about the school is to be approved by the principal. Posters and the use of the children's names or pictures in the media or on websites are all included in this provision. **A copy must be brought to the school office for approval and filing before posting or distributing.**

*Names, addresses, and e-mail addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. St. Catherine Labouré will not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools. Additionally, any information that enables students to be identified individually by names or photograph will not be available on the school web site. This includes information about students that appears in school newsletters, which are posted on the school's web site. (Archdiocesan Policy 4402.5)*

## **Maintaining School Privacy**

St. Catherine Labouré School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures, or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom



lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures, or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

## **Media and the School**

Members of the media will be on school property only as invited guests and will not be allowed to interview students on matters unrelated to the purpose for which they were invited. If the media wish to interview or photograph a student, the school will seek permission of the parent.

## **Parent Inquiries**

If a parent has a question regarding behavior, academic work or class events, please call the appropriate teacher **first**. If, after speaking to the teacher, the problem has not been resolved, parents should feel free to contact the principal or assistant principal. Parents wishing to confer with the principal are asked to schedule an appointment.

Parents are welcome to schedule a conference for the purpose of meeting with a teacher. Parents are asked to call the school office to leave the teacher a voicemail message requesting a conference. It is helpful to indicate in the message the topic(s) to be discussed. All teachers have access to voicemail. In a spirit of mutual cooperation, both teachers and parents have a right to expect return phone calls within twenty-four hours.

Teachers and administrators also have a school e-mail address (via FastDirect) to facilitate communication with parents. The appropriate use of e-mail includes a brief exchange of information with the teacher/administrator or a request for an appointment. When difficult issues arise, it is best to speak directly on the phone or to meet in person at a time convenient for all. We strongly discourage conveying sensitive information electronically.

If parents are concerned about parent-teacher relations, a third party may be called to serve as a facilitator. This facilitator may or may not be the principal. However, if the parent has made an attempt to resolve an issue with a teacher but is unable to do so, the parent is advised to:

- Notify the teacher that the principal will be consulted in the matter.
- Notify the principal in writing of the matter at hand, requesting a conference with the principal.

If parents are concerned about parent-principal relations, this procedure is suggested:

- The parent schedules an appointment with the principal to discuss concerns and how to resolve them.

- If the matter remains unresolved, the concerns are to be submitted in writing to the pastor. The parties involved will meet to discuss the areas of concern.

Questions concerning policy, regulations, or actions of individuals need to be addressed to the person involved.

## **Classroom Visits**

If parents wish to visit a class, they are required to make prior arrangements with the teacher. A classroom visit is limited to one instructional period. For security reasons, all visitors must use the Main School entrance and immediately report to the school office. Parents are asked at sign-in time to obtain a Visitor's Tag. There will be a sign-in sheet for the purpose of knowing who is in the building at all times. Parent visitors are welcome and are asked to develop a positive, supportive role during this time. The classroom visit is designed to provide first-hand experience and/or clarification for the parent(s) through observation, with the understanding that at times the classroom may not be operating as usual in the presence of a visitor.

## **Telephone Calls**

In the event of an emergency, a message will be delivered to the student in a timely and appropriate manner. **Changes in after-school plans, scouting, athletic, or social events do not constitute an emergency.** Please respect this policy; we hesitate to interrupt the class for such matters.

Students will be permitted to use the telephone during school hours **only** in the event of illness, a cancellation in after-school activities, and/or to request forgotten medication. This policy is designed to reduce calls home requesting items such as homework, snacks, after-school attire.

## **Court Orders**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent must supply the principal with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

## **Questioning of Students**

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

## School Campus and the Political Process

*School facilities and equipment will not be made available for partisan political activity. The school will not distribute or post materials that support or oppose any candidate or political party. Additionally, school representatives and employees will not endorse or oppose candidates during official school duties, activities, or functions. (Archdiocesan Policy 6203)*

## Working Together

A faith community seeks to engender a spirit of trust and mutual cooperation among all members. A community working together creates more than an individual is capable of creating.

## Home and School Association

The St. Catherine Labouré Home and School Association exists for the advancement of Catholic education and the well-being of all the children. Membership is open to all parents or guardians of children attending the school and the Parish School of Religion. The meetings are noted on the school calendar and are open to all members of the parish, school faculty, and personnel.

The Home and School Association is a community-building organization that is beneficial and important. The HSA is the channel for most parent activities within the school and is an essential support for all school activities. Parents are urged to attend the meetings held throughout the school year.

## Volunteer Opportunities

The school program is greatly enhanced by the generous service of our volunteers. Parents' volunteer help within the school program is an essential part of what makes a Catholic school special and effective. The school benefits from the time and talent shared by members of the school and parish community. Please consider volunteering your services.

All volunteers are required to participate in the *Protecting God's Children for Adults* program. Please contact the parish office for information necessary to complete these requirements.

There are many other opportunities for service at SCL. They include, but are not limited to, the following:

Library

Playground Supervision

Room Parents

Fund-raising/Biennial Auction

Field Trip Supervision

Hospitality

Book Fair

School Picnic

Guardian Angels

OASIS Tutoring

## Food Service

A daily hot lunch program provided by Food Service Consultants, Inc., is available to the students. A monthly calendar of daily offerings is posted on *FastDirect*. Students may purchase a daily plate lunch, *a la carte* items or drinks, and/or snack items to accompany their brown bag lunches. The daily plate lunch is the only lunch choice available for students in grades Kindergarten through Second. These students may, however, purchase a drink to accompany a lunch brought from home. There are three lunch shifts. Please consult the daily time schedule (found in the Appendix) for each class.

We request that parents of children with food-related allergies closely monitor your child's lunch choices. Even with heightened awareness of these allergies, Food Service Consultants cannot guarantee that lunches prepared by them have not come in contact with peanuts/tree nuts.

### Procedure for Purchasing Lunch

A re-loadable meal card can be established at the Open House held on the Sunday before school begins in the fall. The meal card can also be set up at any time during the school year. Any amount can be placed on the card; when the amount falls below \$15.00, the cafeteria manager will notify the family that lunch funds are running low. There is also a link on *FastDirect* (*Lunch Card Balances*) where families can check the balance. You will need your child's account number (found on the card) to access this information. *There is a \$5.00 fee to replace cards that are bent or torn, making them unreadable at the register.*

When paying for lunch items without a lunch card, correct change and small denomination bills are appreciated as they help to move the line quickly and efficiently.

Students forgetting brown bag lunches or lunch money will be provided with the *Healthy Habits Special* (plate lunch) by the food service staff. Payment for this lunch is due the next day.

The children are asked to treat the cafeteria staff, teachers, and parent supervisors in a courteous and helpful manner in both words and actions. Appropriate table manners are expected of each student before, during, and following the time designated for lunch. Children are required to speak to each other in a moderate tone during their lunch period. Throwing food and/or unacceptable behavior in the lunchroom will not be tolerated and will be dealt with as outlined in the Discipline Code.

Before leaving the table, each student is required to clear the table and bench of crumbs. All uneaten food will be placed in the disposal containers provided. **No food is to be carried out of the lunchroom to the playground and restrooms.**

Children will be allowed to remain in the cafeteria to finish eating when needed. If the lunch line was exceptionally long or took longer to serve on any given day, accommodations will be made to allow time for those children who were served at the end.

Parents and special guests are welcome to join students for lunch in the cafeteria during the regularly scheduled lunch periods. It is important to sign-in at the Main Office and obtain a Visitor's Tag prior to entering the cafeteria. We respectfully request that fast food is **not** brought to the cafeteria as it is not in compliance with our school's Wellness Plan.

## **School Activities**

### **Children's Birthday Celebrations**

As part of our *School Wellness Plan*, we are adopting a recommendation from the Archdiocesan Health Advisory Committee: "In the elementary schools, it is not uncommon to see a number of birthday celebrations each month with unhealthy snacks provided at each event. The Archdiocesan Health Advisory Committee recommends that birthday parties be eliminated completely and alternative ways of celebrating birthdays be explored."

All students will continue to have the option to dress out of uniform on their birthday. We will discontinue the practice of distributing any sort of birthday treats in the classroom. We also discourage the delivery of balloons, floral arrangements, etc. due to the disruption it creates in the classroom.

### **Extracurricular Activities**

*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. (Archdiocesan Policy 5202.10)*

Examples of extracurricular activities include Student Council, Bellarmine Speech, Bell Choir, Art Club, Christian service, etc. Supervisors of these programs will publish the meeting times and will supervise students until parents arrive for pickup.

**Student Publications** 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** 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.

Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship will be addressed promptly and appropriately.

## **Field Trips**

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, teachers will prepare the students for the place that is to be visited and the things that are to be seen. A discussion will be held regarding the purpose and goal of the trip.

Field trips that include potentially dangerous activities for students, such as water events, are prohibited. Age-appropriate outdoor educational activities and programs that are effectively integrated into the curriculum are fitting experiences for elementary school students.

The written consent of parents must be obtained for every child participating in a field trip. Permission slips will inform parents/guardians of the following:

1. Name, location, and date of the event
2. Cost to the student
3. Mode of transportation to be used
4. Name of the supervisor overseeing the activity
5. Parent/guardian responsibilities

No student may participate unless a signed permission slip for the specific event is on file with the principal. Failure to respond in a timely manner, with parental signature and payment, may bar the child from the trip. Emergency procedure cards will accompany the teacher/supervisor on the field trip.

Whenever possible, bus transportation by an insured carrier should be provided. If there is not a sufficient number of students attending an off-campus school-sanctioned event to warrant a bus, a private passenger vehicle may be used.

If a private passenger vehicle must be used, 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.
6. Adults should not be permitted to smoke in the vehicle. (Archdiocesan Policy 5202.9)

## Library

Each year, the school adds to its acquisitions, improving library services to the children. Children are encouraged to read and learn the art of selecting books that keep the love of learning alive. SCL library is typically used by students in grades Kindergarten through Four.

# Health and Safety

## Emergency Information Form

In case a child becomes ill or injured during the school day, a parent will be notified. If a parent cannot be reached, one of the parties designated on the emergency form will be contacted. It is extremely important that we have correct information on file. Please advise the office of any change of information for the person designated in an emergency situation. If a doctor's attention is indicated and parents are not available, school personnel will use the authorization given on the emergency form to have a child treated.

The emergency form is completed during the annual re-registration period and during new student registration. Parents are asked to indicate on this form any special health needs of their children. **If during the course of the school year there is any change in this important information, please contact the school office so that it may be updated. It is imperative that the school has current information.**

## Health and Medical Examinations

A nurse is on duty for the children during regular school hours. The nurse is responsible for following state regulations regarding immunizations and medical examinations. The nurse's duties include keeping all medical records up-to-date and in order.

A medical examination is required for each child prior to entrance into Kindergarten, Grade Three, and Grade Six. School personnel are allowed to treat minor injuries such as cuts and scrapes. The school is not permitted to administer certain medications. If a child is ill before coming to school, please keep him/her at home for observation and do not send him/her to school. **It is also recommended that a child be free of a fever for twenty-four hours before returning to school.** This policy is to safeguard the health of

the sick child and that of the other students, teachers, and anyone in the building. Physical wellness is important for the learning process.

## **Medication Administration and Regulation Policy**

The following policy and guidelines have been developed by the Catholic Education Office in conjunction with the Archdiocesan Board of Catholic Education for use in elementary schools throughout the Archdiocese of St. Louis. This policy is followed when medication must be given during school hours. The school will not administer the first dose of any medication.

School personnel are not to dispense medication of any kind to a student in school unless:

1. They are acting under the direct order, signed and properly filed, of a licensed physician. An emergency authorization form must be on file in the school listing the name and phone number of the child's physicians.
2. They have the written permission of the parent to dispense the medication. There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed," a plan must be provided), and diagnosis or reason for the medication. A current prescription label on container may serve as a physician's order.
3. The prescription medication is brought to school in a container appropriately labeled by the pharmacy. (\*)Non-prescription medication should be in the original container. Ideally, the parent will have two containers, one for home and one for school. If medications will be given for the entire school year, the child needs a new prescription container each school year. Empty containers will be sent home with the student.
4. They have proper training on medication administration. All medication sent to the school must be kept in a secure place and kept under supervision. The school nurse is assigned to administer medication. In her absence, someone will be assigned the responsibility. Proper documentation must be kept on every dose given by the nurse or the assigned teacher. The *Authorization for Dispensing Medication at School* form should be requested from the SCL school office.

If there is **any** change in the dose or timing of the medication, the physician must submit the change in writing. The changes may be faxed or mailed to school. You may wish to make a note of the school's fax number: (314) 843-7687. A parent may not give permission to administer medication in a manner inconsistent with the physician's order.

The school has the right to call the physician to clarify a medication order.

Children allergic to bee stings/peanuts are required to have their own physician-prescribed kits at school. In case of an incident of bee sting or peanut exposure, school personnel would only administer the medication if paramedics, who would be called immediately, were delayed in arriving.



If your child requires Tylenol for headaches or tooth pain, cough syrup for a cough, Advil for abdominal cramping, etc., you will need a physician's order. You should contact your physician and have him/her fax or mail the order to school. Having the order in place will save your child from a delay in receiving needed medication.

Some pupils are able to attend regular schools because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. Any pupil required to take prescribed medication during the regular school hours is to comply with school regulations.

(\*) Policy for non-prescription medication is the same as for prescription medication.

## **Students with Significant Medical Conditions**

*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. (Archdiocesan Policy 4401.6)*

St. Catherine Labouré will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

## **Universal School Hygiene Procedures in the School Setting**

1. Any open lesion on an infected person is to be covered.
2. Good hand washing after exposure to blood or body fluids will be observed.
3. All personnel are aware of the risk of exposure to diseases when handling blood or body fluids, and therefore, disposable gloves will be worn when coming into contact with any body fluids.
4. Soiled surfaces will be cleaned with a disinfectant (one part bleach to ten parts water is acceptable).
5. Use of disposable towels/tissues is advised.
6. All trash cans will have plastic liners which are replaced daily. Soiled materials will be immediately placed in a plastic bag and discarded. (The bag opening will be tied shut.)
7. Mops will be rinsed in the disinfectant after cleaning the floor.
8. Materials such as latex-free gloves, paper towels, disinfectant, and disposable trash bags will be available in each classroom.

## Animal Visits

In the interest of the safety of our students, especially those with a wide variety of allergies, we request that parents do not bring pets or other animals for classroom/playground visits or at dismissal.

## Emergency Situations

The administration and faculty have made many preparations to deal effectively with emergency situations that could occur in or around the school while classes are in session. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students and staff from harm.

A formal Emergency/Safety Plan has been developed and distributed to all school personnel which includes specific procedures for addressing natural disasters, fire emergencies, and intruder situations. Some guidelines include:

- No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.
- No child will be allowed to leave with another person, even a relative or baby-sitter, unless the school has written permission to that effect, or that particular person is listed on the student's emergency form in our files. **With this in mind, it is essential that the emergency form always be up to date with the family's most current information.** Please send any changes in information to the office.
- Tell child(ren) the name of the emergency contact person in case you are unavailable.
- All parents or designated parties who come for students must sign them out at the office or at the temporary Student Release Station (*i.e.*, Mehlville Fire District Engine House #3; SCL Church). If it is not possible to release students from the office area, signs will be posted to identify the location of the temporary Student Release Station.

The school is prepared to care for your children in times of critical situations. If you are not able to reach the school, your child will be cared for here. Staff members will be in communication with various local emergency services. Your help is requested in the following areas:

- Please do not call the school at these times. The lines must be open for emergency calls.
- The school's access routes and street entrance areas must remain clear for emergency vehicles. Keep this in mind when driving to school to pick up your student. (Enter by the *North* entrance to the upper parking lot.)

- Do turn your radio to KMOX-AM 1120 or local TV stations. Information and directions will be given.
- *School Messenger Instant Parent Contact* phone system may be used. **It is imperative that we have your most current phone number at all times.**
- Talk to your children early in the school year and emphasize how important it is for them to follow directions from their teachers and school administration during any emergency.

## **Fire, Tornado, Earthquake, and Intruder Drills**

Emergency procedures related to fire, tornado, earthquake, or intruder events are routinely reviewed and are practiced with the teachers and children. Drills take place periodically throughout the year.

## **Winter Storm**

The principal is responsible for determining present and possible severe weather and road conditions. If delay of classes (Late Start) or cancellation of classes is necessary prior to the beginning of the school day, parents will be notified via *School Messenger Instant Parent Contact* phone system and by local TV stations: Fox KTVI Channel 2; CBS KMOV Channel 4; NBC KSDK Channel 5. Information can also be found on these stations' web sites. School closings are usually announced at or around 6:00 A.M.

Please note that once the children are at school, we will **not** dismiss early for inclement weather. If the weather should worsen during the day, parents are welcome to pick up their own children. Car pools will not be dismissed until the school has parent permission.

## **Weapons Prohibition**

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Catherine Labouré School/Parish is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. Members of law enforcement on duty are the only exception.

## **Liability Insurance**

Volunteers are covered under general liability coverage as long as they are acting within the scope of their authority. If they exceed the authority given to them, they are not protected.

## **Dress Code**

*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. (Archdiocesan Policy 4303.6)*

We encourage the students to always wear their uniforms in a neat and appropriate manner. We ask the parents to help by ensuring that the students come to school each day with correct, clean, and appropriately fitting uniforms and appropriate clothing for dress-out days. Any decision regarding the suitability of fads and fashions which appear will be at the discretion of the principal.

We also ask that each student come to school with clean and appropriately groomed hair. Please be sure that the student's hair never impedes his/her vision.

Uniform items may be purchased from Famously Yours, 9981 Lin Ferry Drive, St. Louis, MO 63123; 314-842-4424.

## **Girls' Standard Uniform**

K - 4 Black watch plaid knee-length jumper

5 - 8 Black watch plaid knee-length skirt in kilt or double-kilt pleat styles

Navy blue walking-length shorts with belt

White or hunter green uniform blouse or knit shirt, short or long sleeve

White knit turtleneck

Plain navy, white, or hunter-green sweater

SCL sweatshirt in navy, hunter green, or gray

Socks must be worn; girls may also wear tights or leggings that cover the ankle

Leather school or tennis shoes. No wheels, lights or sounds. Shoes must be tied. No moccasins or boots.

Plain white t-shirt may be worn under uniform blouse (no writing, logo or trademarks permitted)

May wear navy blue uniform pants with belt

## **Boys' Standard Uniform**

Blue uniform pants, twill fabric (pleats, no pleats, athletic style)

Belt

Navy blue walking-length shorts with belt

Light blue or hunter green shirt, short or long sleeve, may be broadcloth, oxford, or knit

Light blue knit turtleneck

SCL sweatshirt in navy, hunter green, or gray

Socks must be worn

Leather school or tennis shoes. No wheels, lights or sounds. Shoes must be tied. No moccasins or boots.

Plain white t-shirt may be worn under uniform shirt (no writing, logo or trademarks permitted)

## **Physical Education Uniform, Students Grades 1-8**

Uniform shirt or blouse or a plain white t-shirt.

Navy blue SCL logo shorts

### ***Notes Concerning the SCL School Uniform***

- To ensure a uniform look with the students' school clothes, please purchase black watch plaid items, navy pants, walking-length shorts, sweaters, and shirts through *Famously Yours*, 9981 Lin Ferry Drive, St. Louis, MO 63123, (314)842-4424
- Sweatshirts and P.E. shorts with the SCL logo should be ordered through the school office.
- No logos are permitted on shirts, blouses, or turtlenecks.
- Shirts and blouses must remain tucked inside pants, shorts, and skirts.
- Jumpers and skirts may not be worn higher than three inches above the knee.
- Boys' uniform pants should not be cuffed or rolled.
- A belt must be worn with pants and shorts with belt loops.
- Make-up is not permitted.
- Jewelry is restricted to small, simple post earrings.
- Girls may layer uniform tights and socks.
- The principal may annually approve an Eighth grade polo shirt and an Eighth grade class sweatshirt, worn in place of the current SCL sweatshirt.
- Girl and Boy Scout uniforms vary with grades and may be worn only on scout meeting days.

## Dress-Out Days

On days designated as out of uniform, students are to follow the guidelines listed below:

### Girls

- Nice blue jeans (no holes)
- Khakis
- Capri pants
- Skirts (denim acceptable)
- Walking shorts (same length as uniform shorts)
- Sweaters
- T-shirts
- Appropriate athletic wear
- Sweatshirts
- Tennis shoes, sandals, Crocs, Birkenstocks, boots; must fit properly and stay on foot

### Boys

- Nice blue jeans (no holes)
- Khakis
- Walking shorts (same length as uniform shorts)
- Collared shirts
- Sweaters
- T-shirts
- Appropriate athletic wear
- Sweatshirts
- Tennis shoes, sandals, Crocs, Birkenstocks; must fit properly and stay on foot

### A few NO'S to keep in mind

- Hats
- Flip flops
- Spaghetti straps or halter tops
- Low cut tops
- Inappropriate writing/images on tees or sweatshirts
- Pajamas
- Sweatpants or shorts with writing on the seat
- High heels
- Inappropriate length of shorts/skirts: when a child places his/her arms straight down at sides, clothing must be below fingertips

**Any child wearing items deemed unacceptable will be sent to the office to call home for appropriate clothing.**

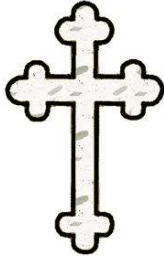
## **Lost and Found**

Found items are kept in the “Lost and Found” container in the school lobby outside of the school office for approximately one month. After that time, unclaimed items are given to charity. Please label possessions/clothing with your child’s name/homeroom in order to facilitate a speedy return to owners. Please note that the school is not responsible for lost personal items.

# Appendix

- **Parent/Parish Witness Statement**
- **Student Witness Statements**
- **SCL Time Schedules**
- **Peanut/Tree Nut Free Snack List**



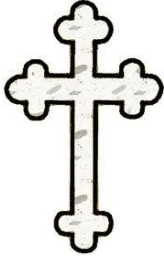


## Parent and Parish Witness Statement

St. Catherine Labouré Elementary School is a part, an integral part of the mission of St. Catherine Labouré Parish. Our Parish Mission Statement reminds us that we accomplish our mission by recognizing the presence of Christ within and among us through prayer and service, with an active concern for the poor. Our school also depends on the holiness and commitment of our parents and guardians, as they are the first and best teachers of our children, especially in the ways of the faith. Our school, its students, staff, and teachers depend on the holiness of the parish to truly be a Catholic school.

It is for this reason that we ask you to seriously consider to commit to and to sign this witness statement. It is your promise that you will be a vibrant part of St. Catherine Labouré Parish, that you will willingly become a full and active member of the parish, and that you contribute your gifts and talents for the life of the parish as it strives to be faithful and to accomplish its mission.

- Participate weekly in the Sunday Eucharist of the Church of my faith.
- Speak to my children of the things of God and to make prayer an integral part of the environment in our home.
- Participate and cooperate as our Catholic school requests, in the religious education of my children including sacramental preparation.
- Accept my responsibility to support the moral teachings of my Catholic Faith in order not to contradict in my home what is proclaimed at school.
- Teach my children, by work and example, to have a love and concern for the needs of others, especially the poor, and to live out that concern in a **concrete** way, as their age and maturity allows.
- Do my fair share in financially supporting the parish school and the parish.

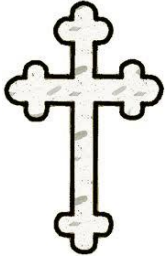


**Witness Statement: Called to Be Catholic**  
**For Students Who Attend Catholic Schools**  
**And Parish Schools of Religion**

**Kindergarten**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Catherine Labouré Catholic School/St. Catherine Labouré Parish School of Religion will help me grow in the Catholic Faith. I believe that:

- God Loves Me.
  - **I love God.**
  
- God Made Everything Good.
  - **I will praise and thank God.**
  
- God Made Me Special.
  - **I will act as a child of God.**
  
- God Made Me Part of His Family.
  - **I will be kind to all of God's family.**

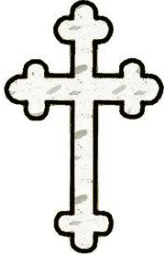


**Witness Statement: Called to Be Catholic**  
**For Students Who Attend Catholic Schools**  
**And Parish Schools of Religion**

**Grades One and Two**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Catherine Labouré Catholic School/St. Catherine Labouré Parish School of Religion will help me grow in the Catholic Faith. I believe that:

- God Loves Me. I promise to love God by:
  - **Learning about Jesus and His love for me.**
  - **Praying every day.**
  - **Speaking God's name with respect.**
  
- God Created Me. I promise to live as a child of God by:
  - **Obeying my parents/guardians and teachers.**
  - **Being honest and truthful.**
  - **Doing what is right.**
  
- God Made Me Part of His Family. I promise to love others by:
  - **Being respectful of others.**
  - **Helping others in need.**
  - **Being kind and including others when I play.**

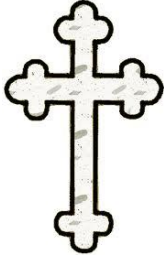


**Witness Statement: Called to Be Catholic**  
**For Students Who Attend Catholic Schools**  
**And Parish Schools of Religion**

**Grades Three, Four, and Five**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Catherine Labouré Catholic School/St. Catherine Labouré Parish School of Religion will help me grow in the Catholic Faith. I believe that:

- God Loves Me. I promise to love God by:
  - **Participating in the Mass and Sacraments, especially Sunday Eucharist.**
  - **Spending time praying each day.**
  - **Learning more about God's love for me and the teachings of Jesus.**
  - **Respecting God's name and His Church.**
  
- God Created Me. I promise to live as a child of God by:
  - **Learning what Jesus expects of me.**
  - **Respecting my body as a gift from God.**
  - **Being a person who is truthful and fair.**
  - **Becoming the best person that I can be.**
  
- God Made Me Part of His Family. I promise to love others by:
  - **Helping others when I know they are in need.**
  - **Giving a good example as Jesus did.**
  - **Paying attention to the wisdom and guidance of my parents/guardians, teachers, and Church.**
  - **Being respectful and not hurting others or making fun of them.**



## **Witness Statement: Called to Be Catholic** **For Students Who Attend Catholic Schools** **And Parish Schools of Religion**

**Grades Six, Seven, and Eight**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Catherine Labouré Catholic School/St. Catherine Labouré Parish School of Religion will help me grow in the Catholic Faith. I believe that:

- **God Loves Me. I promise to love God by:**
  - **Studying about God – Father, Son, and Holy Spirit – and His Church.**
  - **Participating in the Mass and Sacraments, especially Sunday Eucharist.**
  - **Developing my love for Jesus Christ through daily prayer.**
  - **Following the Commandments and the Beatitudes.**
  - **Reading Sacred Scripture to help me understand God's plan of salvation.**
  
- **God Created Me. I promise to live as a child of God by:**
  - **Treating my body as a Temple of the Holy Spirit.**
  - **Being a person who, like Mary, is a trusted follower of Jesus Christ.**
  - **Taking more responsibility for my learning and behavior.**
  - **Valuing myself and developing my gifts.**
  - **Living the Gifts of the Holy Spirit.**
  
- **God Made Me Part of His Family. I promise to love others by:**
  - **Sharing my Catholic beliefs with others and helping them live responsibly.**
  - **Respecting all persons, places, and things as gifts from God.**
  - **Growing in compassion by serving those in need.**
  - **Being a friend like Jesus to those who have none.**
  - **Working with others to help make our school and parish a better place.**

## SCL Daily Schedule

Doors Open/Gym Lobby	7:30
First Bell/Proceed to Homerooms	7:45
Homeroom	7:55-8:00
Period 1	8:00-8:50
Period 2	8:50-9:36
Period 3	9:36-10:22
Period 4	10:22-11:08
Period 5	11:08-11:53
	Lunch Grades 6, 7, 8
Period 6	11:53-12:38
	Lunch Grades 3, 4, 5
Period 7	12:38-1:23
	Lunch Grades K, 1, 2
Period 8	1:23-2:08
Period 9	2:08-2:53
Homeroom/Dismissal	2:53-3:00

## Alternative Time Schedules

<b>Activity Schedule</b>	
First Bell	7:45
Homeroom Bell	7:55 Morning Show
Period 1	8:00-8:40
Period 2	8:40-9:20
Period 3	9:20-10:00
Period 4	10:00-10:40
Period 8	10:40-11:20
Period 5	11:20-12:00
	Lunch Grades 6, 7, 8
Period 6	12:00-12:40
	Lunch Grades 3, 4, 5
Period 7	12:40-1:20
	Lunch Grades K, 1, 2
Period 9	1:20-2:00
Elective/Assembly	2:00-2:53
Homeroom	2:53-3:00

<b>Liturgy Schedule</b>	
First Bell	7:45
Homeroom Bell	7:55 Morning Show
Period 1	8:00-8:40
Period 2	8:40-9:20
Liturgy	9:20-10:30
Period 3	10:30-11:10
Period 5	11:10-11:50
	Lunch Grades 6, 7, 8
Period 6	11:50-12:30
	Lunch Grades 3, 4, 5
Period 7	12:30-1:10
	Lunch Grades K, 1, 2
Period 4	1:10-1:45
Period 8	1:45-2:20
Period 9	2:20-2:55
Homeroom	2:55-3:00

<b>9:25 A.M. Late Start Schedule</b>	
First Bell	9:15
Homeroom Bell	9:25 Morning Show
Period 1	9:30-10:05
Period 2	10:05-10:40
Period 3	10:40-11:15
Period 5	11:15-11:55
	Lunch Grades 6, 7, 8
Period 6	11:55-12:35
	Lunch Grades 3, 4, 5
Period 7	12:35-1:15
	Lunch Grades K, 1, 2
Period 4	1:15-1:50
Period 8	1:50-2:25
Period 9	2:25-2:55
Homeroom	2:55-3:00

<b>Noon Dismissal</b>	
First Bell	7:45
Homeroom Bell	7:55 Morning Show
Period 1	8:00-8:30
Period 2	8:30-9:00
Period 3	9:00-9:25
Period 4	9:25-9:50
Period 5	9:50-10:15
	Homeroom 6, 7, 8
Period 6	10:15-10:40
	Homeroom 3, 4, 5
Period 7	10:40-11:05
	Homeroom K, 1, 2
Period 8	11:05-11:30
Period 9	11:30-11:55
Homeroom	11:55-12:00

## Peanut/Tree Nut Free Snack List

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There is an increasing number of students enrolled in SCL who have food-related allergies to products containing peanuts and/or tree nuts. Reactions can include anaphylactic shock and death. Since one of the goals of SCL is to build a safe environment for all of our students, **we ask that all snacks sent to school are peanut/nut free.**

In order to assist you with this, we have compiled a list of known nut-free snacks. Snacks on this list are known to be safe; however, labels and ingredients are constantly changing. **Therefore, we ask that you always check the labels and watch out for manufacturer's disclaimers on their products, such as "made in a facility that processes peanuts and tree nuts" or "may contain trace amounts of nuts."** There may be many other "safe" items not listed here, and if so, please contact the school nurse to include these items.

If the snack sent to school is not in its original container, **it must be labeled with the brand name.** For example, just marking it "pretzels" is not sufficient. Rold Gold Pretzels are peanut-free, while Snyders pretzels contain trace amounts of peanut dust.

### ITEMS TO AVOID:

- Any chips fried in peanut oil
- Candy or cookies with peanuts or peanut butter
- Check all labels for chocolate candies
- Orange crackers (cheese/peanut butter)
- ALL "Little Debbie" brand snacks
- Granola bars

### BAKERY ITEMS:

Local bakeries (supermarkets, Missouri Bakery, Lubeley's, Federhofers, Sam's Club, Walmart, COSTCO, etc.) cannot guarantee their products will be safe from cross contamination. Items brought in from these stores are **not** considered safe UNLESS A LABEL IS PROVIDED.

These are **safe** bakeries:

1. **Divvies.** [www.divvies.com](http://www.divvies.com)

An online bakery making popcorn, cookies, cupcakes and candy that are all peanut and nut free

2. **Whole Foods:** They stock (and can order) from a company called "Tickle My Tummy." These products are peanut and nut-free. They regularly stock chocolate chips cookies and vanilla and chocolate cupcakes. Seasonally, they also offer shortbread cookies.

3. **Krispy Kreme:** original glazed donuts (with or without sprinkles) **from the store only**

4. **Dunkin' Donuts:** original glazed or chocolate glazed donuts. The Kirkwood store does not have any peanuts or nuts present in their store.

4. **Entenmann's** Mini Bites muffins (no nut varieties), brownies, and glazed doughnut holes

5. **Hostess** brand little chocolate and powdered sugar doughnuts



**HEALTHY SNACKS: fruits, vegetables, cheese and dairy:**

- All fresh fruits and vegetables (and dips) are acceptable.
- Applesauce cups (assorted variety fruit flavored as well)
- Dole or Del Monte fruit or gel bowls
- Raisins (plain) or Craisins and other dried fruit
- Yogurt in cups or tubes
- Pudding in cups, cans, or tubes
- String cheese or other cheeses
- Drinkable yogurt or smoothies
- Cottage cheese
- Jello
- Quaker rice cakes
- Kraft Handi-Snack dips with cheese
- Bagels (read label), cream cheese
- Cereals (no nut varieties or nut ingredients)
- T. Mazettis Caramel apple dips with apples

**COOKIES/SWEETS:**

- Chips-A-Hoy
- Honey Maid cookies (oatmeal)
- Vienna Fingers
- Nilla Wafers
- Pop Tarts
- Teddy Grahams
- Kraft Handi Snacks OREO dippers
- Gripz Chips Ahoy
- Goldfish graham snacks
- Nabisco Barnum Animal Crackers, Oatmeal and Iced cookies
- Keebler brand cookies (EL Fudge, Fudge Stripes, Grahams, Fudge Shoppe, Grasshopper, Fudge Sticks, Scooby Snacks, Bug Bites)
- Oreos (regular, golden, minis, Fudgees)
- Hostess Ho-Hos, Twinkies, cupcakes and Ding Dongs, powdered sugar and chocolate mini donuts
- Entenmann's donut holes, little bites, brownies
- Pepperidge Farms Milano, Chessmen, shortbread, gingerbread and sugar cookies
- Tickle My Tummy brand cookies (on line and Whole Foods)
- Honey Maid and Keebler graham crackers
- Enjoy Life brand cookies or bars
- Fig Newtons
- NutriGrain breakfast bars, Special K bars
- Rice Crispy treats (plain)
- Annie's brand snack mix, grahams
- Yogos
- Jet Puffed Marshmallows

**NO Famous Amos cookies**

**NO Oreo Cakesters**

**CRACKERS/CHIPS:**

- Rold Gold pretzels (plain, honey, cheese)
- Triscuits, Wheat Thins, Vegetable Thins (all flavors)
- Ritz crackers (*NOT Ritz bits or sandwiches*)
- Town House, Club, Toasteds crackers
- Cheez-Its, Cheez-It party mix, Cheese Nips, Better Cheddars
- Saltines, Oyster crackers

- Wheatables, Air Crisps, Munch'ems, Keebler Snack Stix
- Kashi Tasty Little Crackers (TLC)
- Town House Pretzel crackers
- Keebler Club crackers (not sandwich crackers)
- Shop 'N Save house brand snack mix
- Goldfish crackers
- Kraft Handi Snacks cheese and crackers
- Cheetos, Doritos, Fritos, Tostitos (all flavors)
- Krunchers, Lays, Pringles, Jays, Cape Cod and Ruffles brand potato chips
- Popcorn (Pop Secret, Orville Redenbacher, Vics, Healthy Choice, Pelican Bay)
- Bugles, Sun Chips, Pringles snack stix
- Gripz Cheez-Its
- Annie's brand snack mix

**NO SNYDER'S brand pretzels**

**ICE CREAM/POPSICLES:**

- Popsicles
- Dole whole fruit bars
- Icee squeeze up tubes
- Breyer's brand
- Blue Bunny brand varieties (no peanut or nut flavors)
- North Star ice cream sandwiches
- Minute Maid, Tropicana Juice Bars
- Good Humor Fudgesicles, Scribblers
- Orange push-ups
- Turtle Mountain and SO Delicious brands

**NO EDY's brand ice cream**

**CANDY/FRUIT SNACKS:**

- Fruit snacks (twists, gushers, roll-ups, etc.) PLEASE READ LABELS for any disclaimers
- Air Heads
- Dum-Dum suckers
- Hersey Kisses – Milk Chocolate
- Jolly Ranchers
- Laffy Taffy
- Mike & Ike's
- Necco Sweethearts boxes (candy hearts)
- Pixie Sticks
- Rolos
- Sixlets
- Smarties
- Starburst
- Sweet Tarts (regular and chewy)
- Tootsie Roll Pops
- Whoppers
- Blow pops
- Gummy bears / worms/ DOTS
- Hersey Kissables
- Junior Mints
- Life Savers (hard and gummy)
- Milk Duds
- Nerds
- Ring Pops
- Runts
- Skittles
- Spree
- Swedish Fish
- Tootsie Rolls
- Twizzlers licorice
- Bottlecaps

**NO Mars, Ghirardelli, or Wonka brand chocolate**

**NO M&Ms plain or peanut**